

**REQUEST FOR PROPOSALS (RFP)**

**For 2015-2016 AmeriCorps\*State Formula Funds**



**RFP #1516A-WNCSB-AC**

**Issued by:  
STATE OF WISCONSIN  
WISCONSIN NATIONAL AND COMMUNITY  
SERVICE BOARD**

**Submitting a Notice of Intent to Apply is  
MANDATORY for all applicants.  
All Notices of Intent to Apply must be submitted no later than  
4:30 PM Central Time on April 16, 2015.**

**All New Formula Program proposals must be submitted no  
later than 4:30 PM Central Time on May 4, 2015.**

**For further information regarding this RFP  
contact Jessica Kessler at [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov).**

**Questions on this RFP will be accepted until April 30, 2015.**

**LATE PROPOSALS WILL NOT BE ACCEPTED**

TO: Jessica Kessler, WNCBSB

FAX: (608) 266-9313

E-MAIL: [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov)

**NOTICE OF INTENT TO APPLY FOR 2015-2016 AMERICORPS FUNDS**

**FORM DUE IN THE WNCBSB OFFICE BY 4:30 PM CENTRAL, THURSDAY, APRIL 16, 2015.**  
**ALL APPLICANTS MUST SUBMIT THIS NOTICE OF INTENT FORM TO HAVE THEIR APPLICATION**  
**CONSIDERED FOR FUNDING**

Contact Person: \_\_\_\_\_

Organization Applying: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number for Contact Person: \_\_\_\_\_

E-mail Address for Contact Person: \_\_\_\_\_

**What kind of funds are you going to request? (Please check only one; see RFP for more information)**

- New AmeriCorps Formula Program
- New Formula Professional Corps Program
- New Formula Education Awards Program (EAP) Fixed-Amount
- New Formula Full-Time Fixed-Amount Program (Non-EAP)

**Which CNCS Focus Area does your program *primarily* address? (See RFP and Glossary for more info.)**

- |  |  |
|--|--|
| <input type="checkbox"/> Disaster Services         | <input type="checkbox"/> Healthy Futures                             |
| <input type="checkbox"/> Economic Opportunity      | <input type="checkbox"/> Veterans and Military Families              |
| <input type="checkbox"/> Education                 | <input type="checkbox"/> Other/Non-CNCS Focus Area (please describe) |
| <input type="checkbox"/> Environmental Stewardship | _____  |

**Additionally, select any Special Initiatives that apply (See RFP and Glossary for more information)**

- |   |   |
|---|---|
| <input type="checkbox"/> 21 <sup>st</sup> Century Service Corps | <input type="checkbox"/> My Brother's Keeper        |
| <input type="checkbox"/> Governor and Mayor Initiatives         | <input type="checkbox"/> Multi-focus Intermediaries |

A technical assistance webinar will occur after the deadline for Notices of Intent to Apply are received. The tentative date for this webinar is listed in Section 2.9 of this RFP. Times and call-in information will be sent to those who respond to this Notice of Intent and posted on the Serve Wisconsin website at [www.servewisconsin.wi.gov](http://www.servewisconsin.wi.gov).

**A recording and PowerPoint materials for a recent Grant Writing webinar series is available. Please contact the RFP Manager at [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov) if you would like a copy of these materials.**

Links to other resources and tutorials are available on the Serve Wisconsin Website under "AmeriCorps Funding".

If you would like to hand deliver this form on or before the deadline, the address is:

Wisconsin National and Community Service Board  
ATTN: RFP Manager  
1 W. Wilson Street, Room B274,  
Madison, WI 53703

**Please review the RFP, the Application Instructions, and cited Code of Federal Regulations entries that outline the requirements for AmeriCorps applications before submitting a Notice of Intent to Apply form.**

**WNCBSB uses information submitted on this form to plan technical assistance for organizations that are committed to submitting an application.**

## Table of Contents

- 1.0 GENERAL INFORMATION
  - 1.1 Program Description
    - 1.1.1 Purpose of AmeriCorps Funding
    - 1.1.2 CNCS Focus Areas
    - 1.1.3 2015 AmeriCorps Funding Priorities
    - 1.1.4 2015 State Formula Funding Priorities
    - 1.1.5 National Performance Measures
  - 1.2 Award Information
    - 1.2.1 Award Period
    - 1.2.2 Project/Award Period
  - 1.3 Eligibility Information
    - 1.3.1 Eligible Applicants
    - 1.3.2 New Applicants
    - 1.3.3 Types of Applicants
    - 1.3.4 Program Models
  - 1.4 Cost Sharing or Matching
    - 1.4.1 Fixed Amount Grants and Education Award Program Grants
    - 1.4.2 Cost Reimbursement Grants
  
- 2.0 PREPARING AND SUBMITTING A PROPOSAL
  - 2.1 Content and Form of Application Submission
    - 2.1.1 How to Apply
    - 2.1.2 Notice of Intent to Apply
    - 2.1.3 Additional Documents
    - 2.1.4 Submission Dates and Times
    - 2.1.5 Late Applications
  - 2.2 How to Submit an Application in eGrants
    - 2.2.1 Technical Difficulties
  - 2.3 Application Fields and Page Limits
    - 2.3.1 Assessment Criteria
    - 2.3.2 Threshold Issues
    - 2.3.3 Application Fields
    - 2.3.4 Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)
  - 2.4 Funding Restrictions
    - 2.4.1 Types of Grants
    - 2.4.2 Member Living Allowance
    - 2.4.3 Maximum Cost per Member Service Year (MSY)
    - 2.4.4 Amount of the Segal AmeriCorps Education Award for FY 2015
  - 2.5 Procuring and Contracting Agency
  - 2.6 Clarification and/or Revisions to the Specifications and Requirements
  - 2.7 Technical Assistance
  - 2.8 Reasonable Accommodations
  - 2.9 Calendar of Events
  - 2.10 Contract Term and Funding
  - 2.11 Oral Presentations
  - 2.12 Incurring Costs
  - 2.13 Withdrawal of Proposals
  
- 3.0 PROPOSAL SELECTION AND AWARD PROCESS
  - 3.1 Preliminary Staff Review – Timely Submission
  - 3.2 Proposal Review for New Formula Applications
    - 3.2.1 State Level Peer Review
    - 3.2.2 Post Review Quality Control

- 3.3 CNCS Award Administration Information
  - 3.3.1 Award Notice
  - 3.3.2 Administrative and National Policy Requirements
  - 3.3.3 Reporting
  - 3.3.4 Re-Focusing of Funding
- 3.4 Ranking of Applications for Formula Consideration
- 3.5 Right to Reject Proposals and Negotiate Contract Terms
- 3.6 Public Inspection of Proposals
- 3.7 Appeals Process

#### 4.0 GENERAL PROPOSAL REQUIREMENTS

#### 5.0 TECHNICAL REQUIREMENTS

#### 6.0 PROGRAM BUDGETS

#### 7.0 SPECIAL CONTRACT TERMS AND CONDITIONS

- 7.1 Payment Requirements
- 7.2 Reporting
- 7.3 Prime Contractor and Subcontracts or Placement Sites
- 7.4 Executed Contract to Constitute Entire Agreement
- 7.5 Termination of Contract

#### 8.0 GLOSSARY

Appendix A: 2015-2016 AmeriCorps\*State New Formula Application Peer Review Form

Appendix B: Formula Ranking Process—Narrative

Appendix C: Selection Criteria for 2015-2016 Formula Grant Competition—Sample Chart

#### **Key Dates**

Submission of a Notice of Intent to Apply is required to be eligible for this competition and is due **Thursday, April 16, 2015 at 4:30 p.m. Central Time**. See page 2 of this *Request for Proposals (RFP)*.

Applications and required additional documents are due **Monday, May 4, 2015 at 4:30 p.m. Central Time**. **Late proposals will not be accepted.**

## 1.0 GENERAL INFORMATION

This *Request for Proposals (RFP)* should be read together with the AmeriCorps Regulations 45 CFR Sections 2520 – 2550, which can be found at [http://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf), the *RFP* Glossary (Section 8.0), Application Instructions, and Performance Measures Instructions which are incorporated by reference. The documents can be found at <http://www.servewisconsin.wi.gov>, under *AmeriCorps Funding*. The full regulations are available online at [www.ecfr.gov](http://www.ecfr.gov). TTY number is 800-833-3722.

Applicants should also have familiarity with the 2013-2015 Wisconsin State Service Plan, which can be found at <http://www.servewisconsin.wi.gov/docview.asp?docid=23887&locid=162>.

### 1.1 Program Description

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

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping Americans graduate, pursue higher education, and find work, national service can provide immediate and long-term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Publication of this *Request for Proposals (RFP)* does not obligate Serve Wisconsin or CNCS to award any specific number of grants or to obligate the entire amount of funding available.

#### 1.1.1 Purpose of AmeriCorps Funding

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

CNCS may award a Cost Reimbursement or an Education Award Program grant to any successful applicant, but the availability of a Fixed Amount grant is limited to certain applicants. See Section 2.4.1 and the *RFP* Glossary (Section 8.0) for more information. In addition to the funding allocated for competitive distribution under this *RFP*, CNCS provides funding based on the population directly to Governor-appointed State Service Commissions (i.e. Serve Wisconsin) which they, in turn, award through a process they administer according to state priorities (i.e. Formula Funding Process, Appendix B).

#### 1.1.2 CNCS Focus Areas

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

##### Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

##### Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother's Keeper, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

## **Education**

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

## **Environmental Stewardship**

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

## **Healthy Futures**

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

## **Veterans and Military Families**

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

### **1.1.3 2015 AmeriCorps Funding Priorities**

In the 2015 Competitive Competition, CNCS prioritized the investment of national service resources in:

- Disaster Services – improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities, specifically opportunity youth (see Glossary, Section 8.0), both as the population served and as AmeriCorps members
- Education – improving student academic performance including STEM
- Environment – 21<sup>st</sup> Century Service Corps (see Glossary, Section 8.0)
- Veterans and Military Families – positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives (see Glossary, Section 8.0)
- Multi-focused intermediaries that demonstrate measurable impact and primarily serve communities with limited resources and organizational structure—i.e. rural and other underserved communities. (see Glossary, Section 8.0)

### **1.1.4 2015 State Formula Funding Priorities**

In this *RFP*, WNCBSB is placing a priority on funding applications that address the unmet Education Performance Measures in the state, specifically in regards to early childhood (birth – 4K) and early elementary (5K – 3<sup>rd</sup> Grade) education. There is also a priority for programs that place members at host sites in the following counties in Southwestern and Southern Wisconsin, which includes the Counties of Crawford, Grant, Green, Iowa, Jefferson, Juneau, Kenosha, La Crosse, Monroe, Racine, Richland, Rock, Sauk, Vernon, and Walworth.

An applicant that selects one of the following sets of Priority National Performance Measures in Education and/or operates a program in the priority geographic location will be given up to a 10-point priority in the Peer Review scoring. Please see section 2.3.3 B.4 – *Notice Priority* below for more information.

### **1.1.5 National Performance Measures**

The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS' five-year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide Priority Performance Measures. CNCS expects organizations to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from its work as well as make tactical and strategic adjustments to achieve its goals. For more information, please refer to the National Performance Measure Instructions.

## **1.2 Award Information**

The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made. Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions.

### **1.2.1 Award Period**

Programs funded through State Formula Funds (such as those to be funded under this *RFP*) are funded for one year projects only. Programs must apply for competitive funding for subsequent years in fall 2015 for the 2016-2017 program year. Unless otherwise specified, competitive grants generally cover a three-year project period. In approving a multi-year project period, CNCS generally makes an initial award for the first year of operation. In most cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. CNCS reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

### **1.2.2 Project/Award Period**

The project start date is proposed by the applicant and is for one year. The project start date may not occur prior to the date CNCS 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.

## **1.3 Eligibility Information**

### **1.3.1 Eligible Applicants**

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Indian Tribes. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *RFP*.

In addition to being eligible to apply under this *RFP*, federally recognized Indian Tribes will also be eligible to apply under a separate Notice of Federal Funding Opportunity for Indian Tribes for operating or planning grants released by CNCS later in the fall with an application deadline of spring 2015.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this *RFP*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4), that engages in lobbying activities is not eligible to apply.

**NOTE: In order to be eligible for this Formula funding through the Board, an applicant shall be one of the following at the time of application for Formula funds:** Wisconsin state or local government entity, or one of the following if its governing body operates within the State of Wisconsin: a federally recognized Indian tribe, a public or private nonprofit organization (organized as a tax-exempt entity under the federal IRS Code, including religious organizations and labor organizations), or an institution of higher education as defined in Wisconsin Statute 118.55(1).

### **1.3.2 New Applicants**

This Formula *RFP* is to fund new programs only. CNCS encourages organizations that have never received funding from CNCS to apply. The general practice is to award no more than 50 member positions to organizations receiving an AmeriCorps grant for the first time.

New formula applicants are eligible to apply for Cost Reimbursement, Education Award Program (EAP) and Fixed Amount grants.

A new applicant is one that does not meet the criteria set for a same project. Two projects will be considered the same if they:

- Address the same issue areas,
- Address the same priorities,
- Address the same objectives,
- Serve the same target communities and population,
- Utilize the same sites,
- Use the same program staff and members

Programs with prior AmeriCorps funding may need to get approval from the Board and CNCS to be considered a new project.

### **1.3.3 Type of Applicants**

#### **State Applicants**

Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions (Wisconsin National and Community Service Board). Each state and territory administers its own selection process and puts forward to CNCS the applicants it selects to compete for funding. State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly before the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>

#### **National Direct Applicants**

*Multi-state:* Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS. The deadline to apply for 2015-2016 AmeriCorps programs through CNCS has passed.

*Federally-recognized Indian Tribes:* An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

### **1.3.4 Program Models**

In Wisconsin, AmeriCorps programs typically employ one of two program models, as described below:

1. Youth Corps Program Model: Pursuant to Sec. 16.22(1)(dm), Wis. Stats., the term “youth corps program” means a full-time, year-round national service program or a full-time, summer national service program that does all of the following: 1) undertakes meaningful service projects with visible public benefit, including natural resources, urban renovation and human resource projects; 2) includes as participants persons who have attained the age of 16 but who have not attained the age of 26, including youths who are not enrolled in school and other disadvantaged youths; and 3) provides those participants with crew-based, highly structured and adult-supervised work experience, life skills training, education, career guidance and counseling, employment training and support services and with the opportunity to develop citizenship values and skills through service to their community and country. (Note: The Board cautions programs wishing to enroll 16-year-olds in AmeriCorps. CNCS has determined that 16-year-olds must be out-of-school as

determined by State Law, and in Wisconsin there are very few cases where a 16-year-old can be deemed out-of-school.)

2. Multi-site Program Model: A “multi-site program” is an AmeriCorps program that places one or two members at multiple project sponsor sites within a single community, county, region or statewide. Host service sites are schools, nonprofit and public agencies that agree to involve an AmeriCorps member in community service; supervise and evaluate that member; and possibly provide a certain amount of matching funds for the member’s living allowance and operating costs.

The Board prefers to make awards to programs that propose to make a significant impact on a community. As such, applicants are encouraged to apply for no less than 20 AmeriCorps members.

CNCS has also refocused many national service efforts to assist with the response to natural disasters. The Board encourages you to include member service activity that would involve members in disaster preparedness or response. This could include member training activities that would involve members in local disaster response or limited deployments to areas in the nation affected by disasters.

The Board supports programs that actively engage qualified people with disabilities as AmeriCorps members and volunteers. The Board’s efforts are part of a larger initiative from CNCS, which supports efforts to increase participation in national service by people with disabilities. The Board stands behind the principle that everyone can serve their community and encourages programs to engage people with disabilities in their local service efforts.

Other CNCS Program types include:

### **Capacity Building**

Grants will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services* in CNCS’ six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization.

Examples of capacity building activities include:

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

### **Encore Programs**

Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

### **Professional Corps**

Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. Applicants are eligible to apply for funding for a portion of program costs. Professional Corps members’ salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

New and re-competing applicants are strongly encouraged to utilize the National Performance Measures because funding priority will be given to these applicants.

## **1.4 Cost Sharing or Matching**

#### 1.4.1 Fixed Amount Grants and Education Award Program Grants

There is no specific match requirement for Fixed Amount and Education Award Program grants, but CNCS does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program.

#### 1.4.2 Cost Reimbursement Grants

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60 and Pub. L. 113-76, Division H, Title IV, § 402 <https://beta.congress.gov/113/plaws/publ76/PLAW-113publ76.htm>.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Glossary, Section 8.0) does not count toward the matching requirement.

## 2.0 PREPARING AND SUBMITTING A PROPOSAL

### 2.1 Content and Form of Application Submission

#### ***What are the steps that organizations need to take to apply?***

- Determine if you are eligible to apply for a New Formula Program through the Wisconsin State Commission (see Section 1.3)
- Submit a Notice of Intent (page 2 of *RFP*) by **April 16, 2015 at 4:30 p.m. CT**
- Get a DUNS number
- Establish an eGrants account (<https://egrants.cns.gov>)
- Write a high quality application responsive to the *RFP*
- Provide required additional documents in hard copy by **May 4, 2015 at 4:30 p.m. CT**
- Submit the application via eGrants by the deadline on **May 4, 2015 at 4:30 p.m. CT**

Please note that state applicants that apply to Serve Wisconsin have different deadlines, more required additional documents and different directions than CNCS. **Please ensure that you use this *RFP* to complete your proposal to Serve Wisconsin and not the *Notice of Funding Opportunity* from CNCS.**

**2.1.1 How to Apply:** Organizations that propose to operate in a single state should apply directly to the Wisconsin National and Community Service Board (the Board) through this *RFP*.

This *RFP* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520-2550, the Application Instructions, and the Performance Measure Instructions, which are incorporated by reference. Application Instructions and Performance Measure Instructions are available at [www.servewisconsin.wi.gov](http://www.servewisconsin.wi.gov); click on the AmeriCorps Funding link. Please review the Application Instructions for step-by-step instructions on completing your application in eGrants and the required additional documents to send to the Board.

#### **2.1.2 Notice of Intent to Apply (Required for application submission)**

In order to gauge the number of applications we are likely to receive and to plan more efficiently for technical assistance and application review, you must complete and submit the Notice of Intent to Apply Form located on page 2 of this *RFP* by **4:30 p.m. Central Time, Thursday, April 16, 2015**. This form may be e-mailed, faxed, or hand delivered to the address listed on the form.

**Submitting a Notice of Intent to Apply by the deadline of 4:30 p.m. Central Time on April 16, 2015, is mandatory. Applications submitted by applicants who have not submitted a Notice of Intent to Apply by the deadline will not be considered for funding.**

### **2.1.3 Additional Documents**

An application is only complete if it includes all required documentation and is received by the application due date. **Incomplete applications will not be considered.** All additional required documents that are not possible to attach in eGrants are due to the Board by the application deadline. These documents are specified in the Application Instructions. **Additional documents must be received by the Board at 1 West Wilson Street in Room B274, Madison, WI, by 4:30 p.m. Central Time on Monday, May 4, 2015. No exceptions will be made.**

**Do not submit any other supplementary materials such as videos, brochures, or any other item not requested in the Application Instructions. The Board will not review or return them.**

All additional required documents should include the applicant organization name and Application ID number at the top of the page, and must be submitted in a **sealed envelope**. WNCSB staff will date and time stamp required grant application document packets and notify applicants via e-mail upon receipt; the packets will not be opened or reviewed for completeness until after the submission deadline. **Not submitting all of the required grant application documents will result in automatic disqualification of the application.**

Submit all additional documents in person, or via a parcel service in a sealed envelope to:

Wisconsin National & Community Service Board  
Additional Documents – AmeriCorps 2015-16  
1 West Wilson Street, Room B274  
Madison, WI 53703

Please note: applicants have had issues with the U.S. Postal Service delivering packages by the guaranteed delivery date; therefore, we do not recommend applicants rely on this service to submit their additional documents by the deadline.

More information about the required additional documents can be found in the Application Instructions.

### **2.1.4 Submission Dates and Times**

The closing date for the receipt of all applications under this *RFP* is **Monday, May 4, 2015**. Electronic applications must be submitted in eGrants, and additional documents must be received in the Serve Wisconsin office by **4:30 p.m. Central Time** on the deadline date.

**Applications and additional documents submitted by fax or e-mail will not be accepted.** Unless requested by the Board, no additional information will be accepted from an applicant after the deadline for submittal of applications.

### **2.1.5 Late Applications**

The Board generally receives more applications than can be funded; therefore, submitting an application in eGrants after the deadline and/or not submitting all required grant application documents will result in disqualification of the application.

## **2.2 How to Submit an Application in eGrants**

Applicants must submit their applications electronically via the CNCS web-based system, eGrants ([www.egrants.cns.gov](http://www.egrants.cns.gov)). Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants.

### **2.2.1 Technical Difficulties**

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *RFP* to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants. You must then submit a brief paragraph including your eGrants ticket number with your explanation of the technical issues that prevented you from submitting in eGrants by the deadline to the Board via e-mail to [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov) before the 4:30 p.m. Central Time deadline.

In the event of prolonged unavailability of the eGrants system on the date of submission, the Board reserves the right to extend the eGrants submission deadline. Any notice of extension of the deadline will be sent to all organizations that submitted a Notice of Intent to Apply and will be posted on the Board's website at [www.servewisconsin.wi.gov](http://www.servewisconsin.wi.gov).

### **2.3 Application Fields and Page Limits**

In eGrants, applicants will enter text in the following fields:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), which includes the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. CNCS strongly encourages applicants to print out the application from the "Review and Submit" page prior to submission to check that the application does not exceed the page limit. This limit does not include the narrative portion of the evaluation plan or the logic model, budget, performance measures, or the supplementary materials, if applicable.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the *RFP* or Application Instructions. The Board will not review or return them.

#### **2.3.1 Assessment Criteria**

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this *RFP* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

#### **2.3.2 Threshold Issues**

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. For example: If an applicant is applying for a Professional Corps grant, its application should demonstrate that the community in which it will place professionals has an inadequate number of said professionals. If an applicant is applying for a Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must clearly describe how the program will meet these requirements.

CNCS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS' assessment of the strategic

considerations. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and they have implementation strategies described in the application.

### 2.3.3 Application Fields

#### A. Executive Summary (Required - 0 percent)

Fill in the blanks below to complete the Executive Summary. **Do not deviate from this template.**

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what 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 an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].

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

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

Fixed Amount grant applicants should list their leveraged resources (see Glossary, Section 8.0) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

#### B. Program Design (50 percent)

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

##### 1. Problem/Need (9 points)

- The applicant clearly describes how the community problem/need will be addressed by the program.
- The applicant clearly describes how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.

##### 2. Theory of Change and Logic Model (17 points)

- The applicant clearly describes the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
- The applicant clearly describes how the intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The applicant clearly describes how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- All elements of the logic model are logically aligned.

The logic model shall depict:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week).
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).

- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served). Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. The Logic Model chart will be entered into eGrants and will be a maximum of three pages.

### **3. Evidence Base (8 points)**

Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change. Applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge, and should describe how this evidence places them in one of the five evidence levels listed below. Applicants must fully describe how they meet the requirement of that level, using results from studies and evaluations. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section.

This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong **must send up to two** studies, evaluation reports, briefs, or peer-reviewed articles cited in this section with the other required additional documents by the deadline.

For each report cited, include the date of the report, a description that shows its relevancy to the proposed program model, the methodology used in the study, and the strength of the findings (e.g. confidence level).

For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against this criterion.

The five tiered evidence levels are:

**No evidence** (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

**Pre-preliminary evidence** (1 point) means the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.

**Preliminary evidence** (2 points) means the applicant presents an initial evidence base that can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

**Moderate evidence** (4 points) means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate

confidence. The evidence base consists of one or more quasi-experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).

**Strong evidence** (8 points) means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. Reviewers will examine criteria that may include: a) how closely the program model evaluated in the studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity, sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; and d) strength of the findings, with preference given to findings that show a large and persistent positive effect on participants demonstrated with confidence levels.

#### **4. Notice Priority (3 points + up to 10 bonus points)**

- The applicant clearly describes how its proposed program is within one or more of the 2015 AmeriCorps funding priorities as outlined on page 6 and more fully described in the *RFP* Glossary (Section 8.0).
- The applicant clearly describes how the proposed program meets all of the requirements detailed on page 6 and in the *RFP* Glossary.

#### **Early Education Programs and Service Location Priority – (up to 10 bonus points)**

In this *RFP*, WNCBSB is placing a priority on funding applications that address the unmet Education Performance Measures in the state, specifically in regards to early childhood (birth – 4K) and early elementary (5K – 3<sup>rd</sup> Grade) education. There is also a priority for programs that place members at host sites in the following counties in Southwestern and Southern Wisconsin, which includes the Counties of Crawford, Grant, Green, Iowa, Jefferson, Juneau, Kenosha, La Crosse, Monroe, Racine, Richland, Rock, Sauk, Vernon, and Walworth.

An applicant that selects one of the following sets of Priority National Performance Measures in Education and/or operates a program in the priority geographic location will be given up to a 10-point priority in the Peer Review scoring.

#### **Education Program (up to 5 bonus points)**

Applicant may choose between:

##### ***Early Childhood Education (Birth - 4K) Program:***

- 5 points – Program solely focuses on early childhood education and utilizes the following aligned Priority National Performance Measures: ED20 and ED21 with ED23, ED24, and/or ED25.
- 3 points – Program dedicates at least 75% of their Member Service Years (MSYs) to early childhood education and utilizes the following aligned Priority National Performance Measures: ED20 and ED21 with ED23, ED24, and/or ED25.
- 1 point – Program dedicates at least 25% of their MSYs to early childhood education and utilizes the following aligned Priority National Performance Measures: ED20 and ED21 with ED23, ED24, and/or ED25 OR program focuses on early childhood education and utilizes applicant-determined performance measures.

- 0 points – Program does not focus on early childhood education.

OR

**Early Elementary (5K – 3<sup>rd</sup> Grade) Education Program:**

- 5 points – Program solely focuses on early elementary education and utilizes the following aligned Priority National Performance Measures: ED1 and ED2 with ED5, ED27A, and/or ED27B.
- 3 points – Program dedicates at least 75% of their Member Service Years (MSYs) to early elementary education and utilizes the following aligned Priority National Performance Measures: ED1 and ED2 with ED5, ED27A, and/or ED27B.
- 1 point – Program dedicates at least 25% of their MSYs to early elementary education and utilizes the following aligned Priority National Performance Measures: ED1 and ED2 with ED5, ED27A, and/or ED27B OR program focuses on early elementary education and utilizes applicant-determined performance measures.
- 0 points – Program does not focus on early elementary education.

**Geographic Location (up to 5 bonus points)**

Targeted locations are the Counties of Crawford, Grant, Green, Iowa, Jefferson, Juneau, Kenosha, La Crosse, Monroe, Racine, Richland, Rock, Sauk, Vernon, and Walworth.

- 5 points – Program operates solely in one or more of the targeted locations, exclusive of the Cities of Milwaukee and Madison.
- 3 points – Program places at least 75% of their MSYs in one or more of the targeted locations, exclusive of the Cities of Milwaukee and/or Madison.
- 1 point – Statewide program that places at least 25% of their MSYs in the targeted locations, exclusive of the Cities of Milwaukee and/or Madison.
- 0 points – Program places less than 25% of their MSYs in targeted locations.

Detailed information about these Performance Measures can be found in the [Performance Measures Instructions](#) document (starting page 21) which is posted on the Serve Wisconsin website. Education programs that wish to be considered for priority points must clearly identify which Education Performance Measures they are utilizing. Programs that wish to be considered for priority points in geographic location must list all of their service locations or include a statement as to how the program will select service locations in the targeted areas. The program will be held to recruit host sites in these locations.

The degree to which the applicant addresses these priorities will be assessed first by Serve Wisconsin staff, who will utilize the application narratives, logic model, and Performance Measures to determine how your program meets these priorities. Staff will provide the results of this assessment to the Peer Reviewers, who will utilize the information to make their final scoring decisions. Please see Appendix A: 2015-2016 AmeriCorps\*State New Formula Application Peer Review Form for more information on how bonus points will be awarded.

Programs that do not address these priority funding areas are eligible and encouraged to apply; however, to be considered for bonus points, the applicant must clearly demonstrate how they meet the criteria above.

**5. Member Training (4 points)**

- The applicant clearly describes how members will receive high quality training to provide effective service.
- The applicant clearly describes how members **and** volunteers will be aware of, and will adhere to, the rules including prohibited activities.

**6. Member Supervision (3 points)**

- The applicant clearly describes how members will receive high quality guidance and support from their supervisor to provide effective service.

- The applicant clearly describes how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The applicant clearly describes how supervisors will provide members with excellent guidance and support throughout their service.

**7. Member Experience (3 points)**

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The applicant clearly describes how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
- The applicant clearly describes how AmeriCorps members will have opportunities to establish connections with each other and the broader National Service network to build esprit de corps.
- The applicant clearly describes how AmeriCorps members will develop an ethic of and skills for active and productive citizenship and will be encouraged to continue to engage in public and community service after their AmeriCorps term.
- The applicant clearly describes how the program will recruit AmeriCorps members from the communities in which the programs operate.

**8. Commitment to AmeriCorps Identification (3 points)**

- The applicant clearly describes how members will know they are AmeriCorps members.
- The applicant clearly describes how the staff and community members where the members are serving will know they are AmeriCorps members.
- The applicant clearly describes how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

**C. Organizational Capability (25 percent)**

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

**1. Organizational Background and Staffing (10 points for new applicants)**

- The applicant clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The applicant clearly describes how the organization has adequate experience administering AmeriCorps grants or other federal grants.
- The applicant clearly describes how the organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program; please submit one or two letter(s) of support from the applicant's most significant community partner(s). The letter(s) should include what the partners see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members. Letters of support must be sent with required additional documents by the deadline of **May 4, 2015 at 4:30 p.m. Central Time.**

**2. Compliance and Accountability (15 points for new applicants)**

- The applicant clearly describes how the applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant clearly describes how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The applicant clearly describes how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).

**3. Past Performance for Current Grantees and Former Grantees Only**

Please enter N/A. This section is only for applicants that have received competitive or formula funding for the same project in the last three years.

#### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

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

##### **1. Cost Effectiveness (18 points)**

- The budget is sufficient to carry out the program effectively.
- The budget aligns with the applicant's narrative.
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program. This applies to Fixed Amount, EAP, and Cost Reimbursement grants.
- The applicant, if re-competing, has a lower cost per Member Service Year (MSY – see *RFP* Glossary, Section 8.0) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 2.4.3), it must justify its request. Please note that such requests are rarely approved.

##### **2. Budget Adequacy (7 points)**

- Budget is submitted without mathematical errors.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.

Applicants must fill out the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

#### **E. Evaluation Plan**

Please enter N/A. This section is only for applicants that have received competitive or formula funding for the same project in the last three years.

#### **F. Amendment Justification (0 percent)**

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

#### **G. Clarification Information (0 percent)**

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

#### **H. Continuation Changes (0 percent)**

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

#### **2.3.4 Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/pulbic/SAM/>.

## **2.4 Funding Restrictions**

### **2.4.1 Types of Grants**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for AmeriCorps\*State formula funding for the creation, expansion, or enhancement of new programs that meet the requirements of the AmeriCorps national service program. The State as represented by the Wisconsin National and Community Service Board (the Board) intends to use the results of this process to award contracts for AmeriCorps\*State national service programs beginning in August or September 2015. These programs include AmeriCorps\*State New Formula grants, AmeriCorps\*State New Formula Professional Corps grants, AmeriCorps\*State New Formula Full-Time Fixed-Amount (Non-EAP) grants, and AmeriCorps\*State New Formula Education Award Program (EAP) Fixed-Amount grants.

**AmeriCorps\*State Competitive Grants:** These grants are awarded to fund a portion of program costs and members' living allowance. AmeriCorps\*State competitive applications are submitted to the Board through this *RFP* process. Eligible applications are reviewed at the state level and then forwarded to CNCS where they are selected for funding or returned back to the state for further consideration under the formula grant process. State Competitive grants have already been submitted to CNCS for the 2015-2016 program year.

**AmeriCorps\*State Formula Grants:** AmeriCorps\*State formula applications are those applications not funded by CNCS in the competitive grant cycle. The State of Wisconsin receives an annual formula allocation of funds, slots, and member service years (MSYs) from CNCS. WNCBSB determines which applications receive formula grants in the state of Wisconsin.

**NOTE: In order to be eligible for Formula funding through the Board, an applicant shall be one of the following at the time of application for Formula funds:** Wisconsin state or local government entity, or one of the following if its governing body operates within the state of Wisconsin: a federally recognized Indian tribe, a public or private nonprofit organization (organized as a tax-exempt entity under the federal IRS Code, including religious organizations and labor organizations), or an institution of higher education as defined in Wisconsin Statute 118.55(1).

Organizations that would like to propose programs that have members serving in multiple states must apply directly to CNCS as a national direct program. Information on applying as a national direct program can be found at [www.nationalservice.gov](http://www.nationalservice.gov).

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year. See Glossary, Section 8.0.

### General Summary of Grant Types

Grant Types	Cost Reimbursement		Fixed Amount		
	Traditional	Professional Corps	Full-Time/Less than FT serving in a full time capacity	EAP	Professional Corps
Maximum Cost per MSY	\$13,730	Up to \$1,000*	\$13,430	\$800	Up to \$1,000*
Type of Slots in the National Service Trust	All	All	Full-Time or Less than Full-Time serving in a full time capacity Only	All	Full-Time Only
Budget Submission Required	Yes		No		Yes, if requesting operating funds
Availability of Funds linked to enrollment and retention of awarded MSY	No		Yes		
Special Requirements	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in the budget.	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. No CNCS funds may be used to pay member living allowance or salary.
Match Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirement.	No, but organizations must raise the additional revenue required to operate the program.		
Financial Tracking Requirements	Yes		No		
Available to New Applicants	Yes		Yes (for New Formula Programs)	Yes	Yes

\*CNCS' assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non-CNCS resources.

#### 2.4.2 Member Living Allowance

The proposed budget must include a living allowance for full-time members that is between \$12,530 (minimum) and \$25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

Cost reimbursement programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in Table 1 below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. (EXCEPTION: as noted below.)

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (EXCEPTION: as noted in sections 2 and 3 below). Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

**Table 1: Minimum and Maximum Living Allowance**

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,530	\$25,060
One-year Half-time	900	n/a	\$13,265
Reduced Half-time	675	n/a	\$9,950
Quarter-time	450	n/a	\$6,635
Minimum-time	300	n/a	\$4,420

**1. Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)**

If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of \$12,530, but not the maximum requirement of \$25,060.

**2. 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.

**3. 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 are paid entirely by the organizations with which the members serve, and are not included in the budget. School Turnaround AmeriCorps Continuation EAPs may exceed the maximum living allowance consistent with their existing grant terms.

**2.4.3 Maximum Cost per Member Service Year (MSY)**

Maximum Costs per MSY are set forth in Table 2 below. The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis. New and re-competing State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table 2: 2015 Maximum Cost per MSY**

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$13,730
Multi-state (cost reimbursement)	\$13,730
Professional Corps Grant (Cost Reimbursement)	Up to \$1,000*
Professional Corps Fixed Amount Grant	Up to \$1,000*
Education Award Program Fixed Amount Grant	\$800
Full-time Fixed Amount Grant	\$13,430

\*CNCS’ assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

Programs operating in rural communities (as defined in the Glossary, Section 8.0) and programs that recruit opportunity youth as AmeriCorps members may request up to \$13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. The applicant must include a compelling case as to why the applicant's cost per MSY must be higher.

**2.4.4 Amount of the Segal AmeriCorps Education Award for FY 2015**

AmeriCorps members serving in programs funded with FY 2015 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,730 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award.

**Table 3: Term of Service and FY15 Education Award**

<b>Term of Service</b>	<b>Minimum # of Hours</b>	<b>FY15 Education Award</b>
Full Time	1700	\$5,730.00
One-Year Half Time	900	\$2,865.00
Reduced Half Time	675	\$2,182.78
Quarter Time	450	\$1,515.55
Minimum Time	300	\$1,212.44

**2.5 Procuring and Contracting Agency**

This Request for Proposals (*RFP*) is issued by the Wisconsin National and Community Service Board, which is the sole point of contact for the State of Wisconsin during the selection process. The person responsible for managing the *RFP* process is Jessica Kessler, Program Officer. All contracts resulting from this *RFP* will be administered by the Board.

**2.6 Clarification and/or Revisions to the Specifications and Requirements**

Any questions concerning this *RFP* must be submitted **in writing by midnight on April 30, 2015**. Questions will not be accepted via telephone. Please submit all questions to:

**U.S. Postal Service or other Carriers:**

Jessica Kessler, RFP Manager  
 Wisconsin National & Community Service Board  
 1 West Wilson Street, Room B274  
 Madison, WI 53703

Fax: 608-266-9313

Email: [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov)

Applicants are expected to raise any questions, exceptions, or additions they have concerning the *RFP* document by April 30, 2015. **All questions asked by applicants with corresponding answers will be released periodically at [www.servewisconsin.wi.gov](http://www.servewisconsin.wi.gov) in the AmeriCorps Funding section. The final posting of Questions and Answers will occur on May 1, 2015.** Please note, after April 30th only specific eGrants technical assistance may be given.

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this *RFP*, the applicant should immediately notify the RFP Manager of such error and request a modification or clarification of this initial *RFP*.

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this *RFP* and any supplements or revisions thereof.

**Any contact with WNCBSB staff or Board members concerning this RFP is prohibited, except as authorized by the RFP Manager during the period from the date of release of the RFP until the Board approves final grant applications for AmeriCorps funding for the 2015-2016 program year.**

**2.7 Technical Assistance**

The Board intends to provide technical assistance to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance given available resources:

1. Technical assistance will be equally available to all prospective applicants.
2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. Questions may only be submitted in writing (see above).
3. Staff will only provide answers to specific questions and make general comments regarding the regulations and RFP, as opposed to providing specific programmatic suggestions for a particular applicant.
4. Staff will not review proposal drafts.
5. In compliance with federal regulations regarding conflict of interest, WNCBSB Board members will not provide any form of technical assistance to a potential grant applicant. Instead, they will refer applicants to the RFP Manager.
6. The Board will provide applicants with technical assistance on entering and submitting proposals in eGrants and will provide guidance to programs on how to access assistance from the eGrants Help Desk.

**2.8 Reasonable Accommodations**

Upon request, reasonable accommodations will be provided by the Board including the provision of information materials in an alternative format for individuals with disabilities. For special needs, contact Jessica Kessler at 608-267-0772 or [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov).

**2.9 Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the Board. In the event that the Board finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in estimated dates and times. Meeting dates will be posted on the Board's Web site at [www.servewisconsin.wi.gov](http://www.servewisconsin.wi.gov), and all meetings are publicized as open meetings.

<u>DATE</u>	<u>EVENT</u>
March 20, 2015	Date of Issue of RFP
<b>April 16, 2015 (4:30 p.m. CDT)</b>	<b>Notice of Intent to Apply due to WNCBSB – Submission of a Notice of Intent to Apply is mandatory for an application to be considered for funding</b>
April 20, 2015 (Tentative*)	Technical Assistance Conference Call--New Applicants
April 30, 2015	Last day for submitting written inquiries regarding this RFP
May 1, 2015	Final Questions & Answers from applicants available online
<b>May 4, 2015 (4:30 p.m. CDT)</b>	<b>All proposals entered in eGrants and additional documents received by WNCBSB</b>
May 28, 2015	Program Evaluation & Development Committee meeting, Madison <b>All recommended applicants are required to present to committee</b>
June 4, 2015	WNCBSB Board meeting – Madison, WI
June 26, 2016	WNCBSB Applications due to CNCS
TBD	Date by which CNCS expects to make notification of Formula awards

\* Date, time, and call-in information for the technical assistance call will be sent to those who submit a Notice of Intent to Apply by the deadline.

### **2.10 Contract Term and Funding**

Unless CNCS delays award notification, funds awarded under this solicitation will be for a period of one year starting between August 15, 2015 and September 1, 2015, and ending between August 14, 2016 and August 31, 2016.

### **2.11 Oral Presentations**

Each applicant recommended to the Board's Program Evaluation and Development Committee will be required to provide a short, 5-minute presentation to the Committee at their May 28, 2015 meeting in Madison, WI. **The presentation should summarize the application.** Board members may also ask applicants questions regarding their application.

### **2.12 Incurring Costs**

The State of Wisconsin is not liable for any cost incurred by applicants replying to this *RFP*.

### **2.13 Withdrawal of Proposals**

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Applicants may withdraw a proposal in writing at any time. A written request to withdraw the proposal must be signed by an authorized representative of the applicant organization and submitted to the RFP Manager. If a previously submitted proposal is withdrawn before the proposal due date and time, the applicant may submit another proposal at any time up to the proposal closing date and time.

## **3.0 PROPOSAL SELECTION AND AWARD PROCESS**

The Board generally receives more applications than can be funded. The Board selects applications using an extensive, multi-stage review and selection process. This process includes Board, staff, and peer review and evaluation of pre-determined performance indicators. This section describes the application review and selection process.

In accordance with State Statute 16.22(2)(h), the Board must give priority to the greatest extent practicable to persons providing youth corps programs when awarding grants. The Board has enacted the following policy: when considering applications for AmeriCorps grant funding, if two applicants are approximately equal in performance and one of the two programs is a youth corps, then the youth corps program shall be given priority over the other program. Under this policy, two applications shall be considered approximately equal if there is a difference of two percentage points or less between their percentages of points earned. For applications that are approximately equal, their final rank may be affected by other factors including, but not limited to: youth corps priority; compliance issues; program start date; program location; demographic factors; public or private non-profit registered in Wisconsin; State Service Plan; program expansion.

### **3.1 Preliminary Staff Review – Timely Submission**

WNCSB staff will date and time stamp required grant application document packets upon receipt; the packets will not be reviewed for completeness until after the submission deadline. WNCSB staff will also print a list of grant applications that were submitted in eGrants by the deadline. Applications submitted by eligible organizations by the deadline and that include all required grant application documents will continue in the selection process. **Submitting an application in eGrants after the deadline and/or not submitting all required grant application documents will result in disqualification of the application.**

### **3.2 Proposal Review for New Formula Applications**

After review for timely submission, the next steps are the concurrent state level peer review process and the WNCSB staff technical review process. New Formula applications are peer reviewed by outside experts including community service practitioners, educators, administrators, former national service participants, and specialists in the areas of the environment, public safety, education, homeland security, and other human needs to evaluate the quality of the applications. If you are a current AmeriCorps Grantee, do not assume that peer reviewers are familiar with your program.

WNCSB staff complete a technical review of all sections of the application narrative, performance measures, and budget. Staff will prepare funding recommendations to the Board based on the results of the staff technical review and state level peer review. Following final Board approval of applications, staff may request technical changes to applications.

### **3.2.1 State Level Peer Review**

In evaluating your application for funding, peer reviewers will only assess the program design section of the narrative, along with your logic model chart. Application Peer Review Forms, included in this *RFP* as Appendix A, are used for the state level peer review process. **Note that the peer review format in Appendix A has been revised to reflect changes in CNCS's NOFO and application instructions related to the program design portion of the application narrative.**

Proposals will be scheduled for review by at least 3 peer reviewers, and the reviewers' scores are then averaged for each application. An applicant must meet an average peer score threshold of 80 or above to be considered by the Board for submission as a New Formula Application. The Board will consider all applications receiving an average score of 80 or above and may recommend any or all for submission as a New Formula Application. **An application that receives an average score of less than 80 points will be ineligible for further consideration.** Reaching the 80 point threshold is inclusive of rounding to two places after the decimal point.

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

After the peer review is complete, WNCSB staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control review. This additional level of review may be used for:

- Applications for which there are significant peer reviewer anomalies
- Applications with discrepancies identified during the peer review

Quality Control reviewers may be WNCSB staff not involved in the technical review of the application and/or individuals with qualifications similar to those of peer reviewers. The Quality Control reviewer(s) will provide an assessment of the application's key strengths and weaknesses.

## **3.3 CNCS Award Administration Information**

### **3.3.1 Award Notice**

Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities.

### **3.3.2 Administrative and National Policy Requirements Documents that Govern the Grant**

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

### **Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards**

Grants under this program are subject to 2 CFR 200 and CNCS regulations issued to implement the part. This final guidance, published on Dec. 26, 2013, supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

### **Use of Material**

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

### **3.3.3 Reporting**

Cost reimbursement grantees are required to provide mid-year and end of year progress reports, 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.

Fixed Amount grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

If you receive an award directly from CNCS, you will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for your organization and for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 CFR, Part 170 for more information and to determine how these requirements apply.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality performance measure data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

### **Progress Report Data**

In addition to semi-annual reporting outcomes and progress toward the grant approved performance measures, additional data must be reported annually (as applicable).

### **3.3.4 Re-Focusing of Funding**

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

## **3.4 Ranking of Applications for Formula Consideration**

Please review the criteria in Appendices B and C which include documents that outline how applications will be ranked for Formula consideration. The Board's Program Evaluation & Development Committee and/or staff will prepare a ranking of Formula programs and recommendations for awarding funds, slots, and MSYs. These recommendations are reviewed by the Program Evaluation & Development Committee of the Board and/or forwarded to the full Board for consideration. The Board reserves the right to request that programs modify their applications in order to create a manageable Formula portfolio. This may include setting a maximum number of programs funded and/or a minimum or maximum number of MSYs per program.

**NOTE: In order to be eligible for Formula funding through the Board, an applicant shall be one of the following at the time of application for Formula funds:** Wisconsin state or local government entity or one of the following if its governing body operates within the state of Wisconsin: a federally recognized Indian Tribe, a public or private nonprofit organization (organized as a tax-exempt entity under the federal IRS Code, including religious organizations and labor organizations), or an institution of higher education as defined in Wisconsin Statute 118.55(1).

## **3.5 Right to Reject Proposals and Negotiate Contract Terms**

The Board reserves the right to reject any or all proposals. The Board may negotiate the award amount, authorized budget items, type and number of AmeriCorps MSYs or slots, and specific programmatic goals with the selected applicants prior to entering into an agreement with an applicant.

## **3.6 Public Inspection of Proposals**

After notification of awards is made by CNCS and/or the Board, and under the supervision of Board staff, copies of proposals will be available for public inspection from 8:00 a.m. to 4:00 p.m. at 1 W. Wilson St., Room B274, Madison, WI. Applicants should schedule reviews with Jessica Kessler at [jessica.kewin@wisconsin.gov](mailto:jessica.kewin@wisconsin.gov). No entire proposal submitted to the state may be marked as confidential, and any materials so marked, by being included in the application, will be considered public information. Evaluation tabulation and scoring by individual peer reviewers will also be open for public inspection, but these scores will not identify individual peer reviewers.

### **3.7 Appeals Process**

The appeals process for the Competitive decisions should be released by CNCS when those funding announcements are made. Applicants wishing to file an appeal should work with the Board to meet the appeal requirements outlined by CNCS.

Applicants can only protest or appeal violation of procedures to the Board that are outlined in this *RFP* or fall within the Formula grant selection process. Ranking and scoring by the Peer Review Committee is not subject to protest or appeal. Notice of intent to protest and any protests must be made in writing. Individuals should make their protests as specific as possible and should fully identify the procedural issue being contested.

Any written notice of intent to protest must be filed the Board and received in no later than five (5) working days after the notices of intent to award are issued. Any written protest must be received within ten (10) working days after the notice of intent to award is issued.

#### **Via U.S. Postal Service or Other Carriers:**

The Board Chair  
Wisconsin National & Community Service Board  
1 W. Wilson Street, Rm. B274  
Madison WI 53703

The appeal will be reviewed by the Program Evaluation & Development Committee of the Board and a recommendation will be forwarded to the Board for consideration.

The decision of the Board may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance. A copy of such appeal must also be filed with Board. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code.

### **4.0 GENERAL PROPOSAL REQUIREMENTS**

All proposal requirements are outlined in this *RFP* and the Application Instructions.

### **5.0 TECHNICAL REQUIREMENTS**

Technical requirements differ based on the type of application being submitted and are included in the Application Instructions. Pay careful attention to the technical requirements for the appropriate application. For your convenience, an additional documents checklist is included in the Application Instructions.

### **6.0 PROGRAM BUDGETS**

Program budgets are submitted as part of your eGrants application. Please follow the budget instructions in the Application Instructions. Grants under this program, except for fixed-amount grants, are subject to the applicable Cost Principles under OMB Circulars 2 CFR Part 220 (formerly A-21), 2 CFR Part 230 (formerly A-122), or 2 CFR Part 225 (formerly A-87) – available at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars) -- and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 215).

### **7.0 SPECIAL CONTRACT TERMS AND CONDITIONS**

#### **7.1 Payment Requirements**

An operating grant recipient must submit payment requests on at least a quarterly basis. The method of requesting payments will be further detailed in the contract.

## **7.2 Reporting**

The Board will require grantees to submit reporting to facilitate the Board's reporting to CNCS. Grantees are required to provide quarterly performance reports and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740. In addition, grantees – other than fixed amount grantees – will be required to submit quarterly financial reports and a project close-out report.

## **7.3 Prime Contractor and Subcontracts or Placement Sites**

The prime contractor will be responsible for contract performance when subcontractors or placement sites are used. However, when subcontractors or placement sites are used, they must abide by all terms and conditions of the contract.

## **7.4 Executed Contract to Constitute Entire Agreement**

In the event of contract award, the contents of this *RFP* (including all attachments), *RFP* addenda and revisions, the proposal of the successful applicant, and additional terms agreed to in writing, by the Board and the grant recipient shall become part of the contract. Failure of the successful applicant to accept these as a contractual agreement may result in a cancellation of award.

The following priority for contract documents will be used if there are conflicts or disputes:

- AmeriCorps Contract between the Board and Grantee
- Code of Federal Regulations
- AmeriCorps Provisions
- Applicant's Proposal and Any Subsequent Amendments
- State Request for Proposals Dated March 20, 2015

## **7.5 Termination of Contract**

The Board may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the grant recipient. Upon termination, the Board's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Board. In the event that the grant recipient terminates the contract, for any reason whatsoever, it will refund to the Board within 10 days of said termination, all payments made hereunder by the Board to the grant recipient for work not completed or not accepted by the Board. Such termination will require written notice to that effect to be delivered by the grant recipient to the Board not less than 90 days prior to said termination.

## **8.0 GLOSSARY**

**21<sup>st</sup> Century Service Corps (21<sup>st</sup> CSC):** The 21st Century Conservation Service Corps (21CSC) is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America's great outdoors. The 21CSC, built on the legacy of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The **21CSC goals:**

**Put Americans to work:** The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

**Preserve, protect, and promote America's greatest gifts:** The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

**Build America's future:** Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register Notice, here: <http://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf>

**AmeriCorps:** The national service program funded under 42 U.S.C. §12571-12595 (Division C Programs).

**AmeriCorps Regulations:** Refers to the Code of Federal Regulations that includes the federal requirements related to administering an AmeriCorps\*State program. You can find the C.F.R. for AmeriCorps programs under Title 45 – Public Welfare, Volume 4, Chapter XXV, parts 2500 – 2599 at [www.ecfr.gov](http://www.ecfr.gov).

**AmeriCorps\*State:** The AmeriCorps funds that are allocated to states through a population-based formula or are awarded to states through a national competition.

**AmeriCorps National Service Network:** Includes AmeriCorps State, AmeriCorps National, AmeriCorps Tribes and Territories, AmeriCorps VISTA (Volunteers in Service to America), and AmeriCorps NCCC (National Civilian Community Corps) programs taken together as programs dedicated to national service.

**AmeriCorps Member:** Any individual who is serving in an approved national service position and is eligible to receive the education award from the National Service Trust. The term "AmeriCorps Member" is synonymous with the term "participant", as used by the CFR and the AmeriCorps Health Care policy.

**Applicant:** A firm/organization submitting a proposal in response to this *RFP*.

**Board:** The Wisconsin National and Community Service Board.

**Capacity Building:** Grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS' six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training, etc.); or enhancing existing systems and business processes.

**C.F.R.:** Code of Federal Regulations.

**Community-based Agency:** A private nonprofit organization (including a church or other religious entity) that: (1) is representative of a community or a significant segment of a community; and (2) is engaged in meeting educational, environmental, public safety, homeland security, or other human needs.

**Consortia:** A group of organizations eligible for Corporation assistance under this application, or a nonprofit organization created or identified by such a group, whose purpose is to facilitate and support the work of member organizations in ways that add material and human resources (e.g., subgrants and technical assistance) beyond those available to each member individually.

**Continuation Applicants:** Those currently in their first or second year of a competitive funding cycle.

**Cost Reimbursement Grants:** These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

**CNCS or The Corporation:** The Corporation for National and Community Service.

**DUNS#:** The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. **The DUNS number does not replace your Employer Identification Number.** DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround on requests for DUNS numbers; however, **CNCS suggests registering at least 30 days in advance of the application due date.** Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>.

**Education Award Grants (EAP) fixed amount grant:** Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements.

**eGrants:** eGrants is CNCS's integrated, secure, Web-based system for applications.

**Eligible Member:** An individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled (a) in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act [42 U.S.C. §12572 (a) (2)], in which case he or she must be between the ages of 16 and 25, inclusive, or (b) in a Program for economically disadvantaged youth as defined in the Act [42 U.S.C. §12572 (a)(9)], in which case he or she must be between the ages of 16 and 24, inclusive; (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member [unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091], or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent [provided that CNCS has waived the education attainment requirement for the individual]; (5) has passed required criminal history background checks.

**Encore Programs:** Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

**Enrollment Rate:** Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

**Fixed Amount Grants (non EAP):** These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

**Grant Recipient:** An organization that is awarded AmeriCorps funds for direct benefit of the community.

**Host Service Site:** An organization, or other entity, that has been selected to provide a service placement for, or host, a member.

**Indian Tribes:** A federally-recognized Indian tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska

Native Claims Settlement Act (43 U.S.C. §1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

**Member Service Year (MSY):** This term refers to the equivalent of one full-time AmeriCorps member (at least 1700 service hours). One full-time slot equals 1.0 MSY. One half-time slot equals 0.500 MSY; one reduced half-time slot equals 0.381 MSY; one quarter-time slot equals 0.2646 MSY; and one minimum-time slot equals 0.2116 MSY.

**Multi-focus Intermediates:** Given the capacity required to successfully apply for and implement an AmeriCorps program, CNCS recognizes that severely under-resourced communities may have limited applicant options, either based on the size of the nonprofits or the lack of available matching funds. Thus it may be necessary to engage an eligible applicant that will develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots nonprofits/eligible applicants that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have different focus areas and thus the nonprofit/eligible applicant intermediary will be multi-focused.

Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities, and how the activities provided by the consortium collectively address a compelling community need or set of needs. The applicant must demonstrate that they have sufficient financial and management capacity to act as an umbrella organization for the consortia.

The nonprofit/eligible applicant intermediary should submit one application which describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory(ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.

Applicants must send memoranda of understanding or signed letters of commitment from all members of the consortia with the packet of required additional documents via mail by the application due date (**May 4, 2015 at 4:30 pm Central**) in order to be considered for this Initiative.

**Multi-Site Program:** An AmeriCorps program that places one or more members at multiple host service sites within a single community, county, or statewide.

**My Brother's Keeper:** President Obama launched the My Brother's Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and to ensure that all young people can reach their full potential.

Through this initiative, the Administration is joining with cities and towns, businesses, and foundations that are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class.

My Brother's Keeper is focused on five milestones:

1. Getting a Healthy Start and Entering School Ready to Learn: All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.
2. Reading at Grade Level by Third Grade: All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.
3. Graduating from High School Ready for College and Career: Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.

4. Successfully Entering the Workforce: All those who want jobs should be able to find work that allows them to support themselves and their families.
5. Keeping Kids on Track and Giving Them Second Chances: All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses one or more of the five milestones.

**New Applicant:** Those who have never had AmeriCorps State and/or National funding before. Current and former formula Grantees are not new.

**NOFO or Notice:** Notice of Funding Opportunity

**Opportunity Youth:** Opportunity youth are economically disadvantaged individuals age 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines "economically disadvantaged" consistent with the definition used in the member development performance measures, "Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance." CNCS defines "disconnected from school or work" as unemployed, underemployed, and not in school for at least six months prior to service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc cannot be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit and support opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

**Partnership:** A joint arrangement among a group of organizations eligible for Corporation assistance under this application, or a nonprofit organization created or identified by such a group, whose purpose is to carry out common objectives that are specific and well-defined, and in which the responsibilities of each partner are clearly defined and mutually understood.

**Performance Measure:** Performance measures are measurable indicators of a program's performance as it relates to member service activities. Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has in communities or in the lives of members or community beneficiaries. The main purpose of performance measurement is to strengthen your AmeriCorps program and foster continuous improvement and to identify best practices and models that merit replication. Performance measurement will also help identify programmatic weaknesses that need attention.

**Professional Corps:** Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. CNCS' assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non CNCS resources. Professional Corps members' salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

**Program:** A national service program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by CNCS, and carried out in accordance with federal requirements.

**Program Sponsor:** An entity responsible for recruiting, selecting, and training members, providing them benefits and support services, engaging them in regular group activities, and placing them in projects. The program sponsor is in most cases the fiscal agent.

**Project:** An activity, or a set of activities carried out by a program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to which members are assigned.

**Project Sponsor:** The same as a host service site or an organization or other entity that has been selected to provide a placement for a member.

**Proposal:** A response to this *RFP*.

**Recompete Applicants:** Those that have received AmeriCorps State and/or National funding before and are in Year 3 of their grant cycle and are applying for continued funding for the program for another three years.

**Retention Rate:** Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

**RFP:** Request for Proposals.

**Rural:** CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions. For more information about RUCA codes, please visit the USDA website found here: <http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>. The Office of Grants Management uses Beale Codes when assessing alternative match requirements.

**SAM (System for Award Management):** SAM is combining federal procurement system and catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain valid registration, which must be renewed annually. Applicants not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to [www.sam.gov](http://www.sam.gov).

**Same Project:** Two projects will be considered the same if they: Address the same issue areas, Address the same priorities, Address the same objectives, Serve the same target communities and population, Utilize the same sites, Use the same program staff and members

Programs need to get approval from the Board and CNCS to be considered a new project.

**Service-learning:** A method under which students or members learn and develop through active participation in thoughtfully organized service that: (1) is conducted in and meets the needs of a community and is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; (2) is member/student-planned and member/student-run; (3) is integrated into and enhances the academic curriculum of the students or the educational components of the community service program in which the members are enrolled; and (4) includes structured time for the students and members to reflect on the service experience.

**Serve Wisconsin:** The marketing name for the Wisconsin National and Community Service Board.

**Slot:** One position in a national service program. Slots can be full-time (1700 hours), half-time (900 hours), reduced half-time (675 hours), quarter-time (450 hours), and minimum time (300 hours).

**State:** The State of Wisconsin.

**State Commission:** A State Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law. Wisconsin's State Commission is the Wisconsin National and Community Service Board.

**WNCSB.** Wisconsin National and Community Service Board, a 21-member citizen body appointed by the Governor and staffed by five state employees.

**Youth Corps Program:** Pursuant to Sec. 16.22(1)(dm), Wis. Stats., the term "youth corps program" means a full-time, year-round national service program or a full-time, summer national service program that does all of the following: (1) undertakes meaningful service projects with visible public benefit, including natural resources, urban renovation and human resource projects; (2) Includes as participants persons who have attained the age of 16 but who have not attained the age of 26, including youths who are not enrolled in school and other disadvantaged youths; and (3) Provides those participants with crew-based, highly structured and adult-supervised work experience, life skills training, education, career guidance and counseling, employment training and support services and with the opportunity to develop citizenship values and skills through service to their community and country.