



Serve Kentucky Request for Proposals Guidance
2019-20 AmeriCorps State Grants
Released October 16, 2018

General Information and Timeline

Serve Kentucky is the conduit for federal funds from the Corporation for National and Community Service (CNCS). Single state applicants must go through Serve Kentucky’s request for proposals (RFP) process, and may not apply directly to CNCS. The legal authority for Serve Kentucky to award AmeriCorps subgrants is found in the Kentucky Revised Statutes (KRS 194A.578).

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

Serve Kentucky RFP Timeline

October 30, 2018	Intent to Apply due to Serve Kentucky via online survey link
November 30, 2018	Grant applications due to Serve Kentucky via eGrants by 5 p.m. Eastern
December 10, 2018	Additional documents due to Serve Kentucky via email by 5 p.m. Eastern
January 4, 2019	Applicants notified of Commission decisions, applications returned via eGrants for revisions
January 16, 2019	Revised competitive grant applications due to Serve Kentucky via eGrants by 5 p.m. Eastern
January 28, 2019	Kentucky competitive applications submitted to CNCS via eGrants by 5 p.m. Eastern

Required Resources

Applicants are **required** to complete applications for funding in accordance with the [2019 AmeriCorps State and National Notice of Funding Opportunity \(NOFO\)](#), [2019 Mandatory Supplemental Guidance \(MSG\)](#), [2019 Application Instructions](#), and [2019 Performance Measure Instructions](#). These and other resources are located on the [Serve Kentucky website](#) and [\(CNCS\) website](#).

Note: Dates referenced in the NOFO materials are for National Directs (programs operating in multiple states) and State Commissions such as Serve Kentucky. At no time during the process should single state applicants contact CNCS directly.

Submitting Additional Documents:

- All applicants: Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section of the NOFO and Mandatory Supplemental Guidance (MSG) for detailed instructions by evidence tier.
- Recompeting applications: Evaluation report, if required. Please see the Evidence Tiers definitions in the MSG and Section E. *Evaluation Plan* of the NOFO for further information.
- New and Recompeting applications: [CNCS Financial Management Survey](#)
- New applicants: [Serve Kentucky Organization Readiness Assessment](#)

*Note: **Do not** send additional documents to the CNCS inbox referenced in the NOFO; it is for State Commission use only.*



Training and Technical Assistance

Current and potential applicants may request [one-on-one training and technical assistance online](#) before the grant application deadline. Documents, webinar recordings and other resources will be posted on the [Serve Kentucky website](#) and sent to the grant distribution list.

Serve Kentucky Requirements

All current subgrantees should apply for competitive funds, regardless of their current funding stream or year in their current grant cycle. However, Serve Kentucky retains the right to allow an exemption – **if requested and approved in advance of the grant application deadline**. Exemption requests will be reviewed on a case-by-case basis by Serve Kentucky staff. Examples of reasonable exemption requests include, but are not limited to, the probability of significant staff change, lack of staff or leave of absences (retirement, maternity leave, staff position not filled, etc.), and/or anticipation of or planning for significant program design changes. Programs funded less than 3 years should contact Serve Kentucky to discuss if an exemption is appropriate.

Exemption requests must be submitted via [email](#) by 5 p.m. EST on **November 14, 2018**.

Note: Applications not approved by the Serve Kentucky Commission to be submitted to the national competition and any application submitted but not awarded a competitive grant may apply for formula funding in Spring 2019.

Budget

In addition to the general requirements in the Application Instructions, Kentucky applicants must budget for:

- Travel costs (lodging, meals, mileage, etc.) for members and staff to attend “Launch,” an annual training event including a swearing-in ceremony, to mark the kick-off the AmeriCorps service year (typically a two-day event held in Central Kentucky during mid to late October).
 - Optional: travel costs for member mid-year training event (typically a two-day event held in two regional locations during mid-April).
- Travel costs for program staff to attend Serve Kentucky-sponsored training/technical assistance meetings, such as bi-monthly program director meetings.
 - Optional: travel costs for program staff to attend regional conferences sponsored by [America’s Service Commissions](#).
- Adequate Program Staffing:
 - For programs with 20 or less members, you must budget for 100% usage of a full-time program director, or the equivalent of 100% split between no more than two individuals, such as a program director and member coordinator.
 - For programs with more than 20 members, you must budget for one full-time program director and full- or part-time member coordinator.
- Administrative/indirect costs up to 2% for Serve Kentucky (see budget instructions for details).
- CNCS-compliant member management and reporting system, such as America Learns’ AmeriCorps Impact Suite or OnCorps Reports.

- The cost of conducting National Service Criminal History Checks (NSCHC) for members and non-members in a “covered position,” such as program staff, organization staff that receives part of their salary through the grant and/or site supervisors.
- One Member Service Year (MSY) is equivalent to one 1,700 hour full-time AmeriCorps position. New or entry-level grant applications are encouraged to request the equivalent of 10 full-time members (10 MSYs) to be cost-effective.
- CNCS and Serve Kentucky reserves the right to reallocate funding in the event of disaster or other compelling need for service.

Please note: Subgrantees may not begin charging expenses to the AmeriCorps grant until a signed Memorandum of Agreement (MOA) and Grant Award are in place. The Grant Award incorporates the approved application as part of a binding commitment under the grant, as well as the AmeriCorps regulations and grant provisions.

Application Review Information

Serve Kentucky adheres to the Grant Application Review Process as outlined the AmeriCorps Program Director Guidance. Serve Kentucky staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. If an application meets compliance standards, Serve Kentucky staff will also assess each application’s content, and some applicants may receive requests to provide clarifying information and/or make changes to their application, including the budget. A request for clarification from CNCS or Serve Kentucky does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion may result in the removal of the application from consideration.

Grant Review Panel and Program Committee

Applications will be reviewed by a grant review panel and the Commission Program Committee. The panel is comprised of current and former commissioners, individuals familiar with CNCS National Service programs, and volunteers with federal grant experience. The Program Committee is comprised of Serve Kentucky commissioners. All grant reviewers are required to each sign forms certifying (1) that they have no real or perceived conflicts of interest, and (2) that they will not disclose any confidential information about the programs until after the grant review process is completed.

Assessment Criteria

The grant review panel will assess each of the applications based solely on how well the applicant answers the questions and follows the directions included in the NOFO and Application Instructions. For more information, refer to the grant review tools posted on the Serve Kentucky website.

The Commission Program Committee also assesses applications on risk and past performance, if applicable. In addition to the feedback provided by the grant review panel, the Commission Program Committee may take other factors into consideration, including governor-identified priorities, state and local needs, focus areas, funding priorities, geography and target populations.

Application Checklists

New/Recompete

eGrants New/Recompete Applicant Checklist	
<input type="checkbox"/>	Applicant and Application Information
<input type="checkbox"/>	Narratives (10 page limit, as it prints from eGrants, including facesheet) <ul style="list-style-type: none"> • Executive Summary • Rationale and Approach (Program Design) • Organizational Capability • Cost Effectiveness and Budget Adequacy • Evaluation Summary or Plan (not included in page limit)
<input type="checkbox"/>	Logic Model (3 page limit, as it prints from eGrants)
<input type="checkbox"/>	Performance Measures (minimum of one aligned performance measure with output and outcome)
<input type="checkbox"/>	Budget (cost reimbursement or fixed), including source of funds section
<input type="checkbox"/>	Funding/Demographics
<input type="checkbox"/>	Review, Authorize, and Submit

Continuation

eGrants Continuation Applicant Checklist	
<input type="checkbox"/>	Update Applicant and Application Information, if necessary. Note in the <i>Continuation Changes</i> narrative field if you have updated either section.
<input type="checkbox"/>	<p>Do not modify the original narrative fields. Add information in the <i>Continuation Changes</i> narrative field as relevant (6 page limit, as it prints from eGrants):</p> <ul style="list-style-type: none"> • Changes in Operating Sites • Significant Changes in Program Scope or Design • Changes to Performance Measures • Significant Changes to Monitoring Structures or Staffing • Budget revisions <p>Any continuation applicant not requesting changes that fit within the above categories should enter “N/A” in <i>Continuation Changes</i>. CNCS expects that most continuation applications will not be requesting changes.</p>
<input type="checkbox"/>	Update Logic Model, only if changes to the originally submitted logic model are being requested as part of <i>Continuation Changes</i> .
<input type="checkbox"/>	Update performance measures: <ul style="list-style-type: none"> • If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs. • Continuation applicants whose measures do not align with the 2019 Performance Measure Instructions must also revise their measures to conform.
<input type="checkbox"/>	Review Program Information Section and make selections as appropriate.
<input type="checkbox"/>	Update Budget, including source of funds section (revisions include increases to minimum living allowance, administrative costs, and other Serve Kentucky/CNCS requirements).
<input type="checkbox"/>	Review, Authorize, and Submit