



STATE OF WASHINGTON
SERVE WASHINGTON

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Request for Grant Applications



AmeriCorps State Competitive Grant Federal Fiscal Year 2017

State Solicitation Number: 16-1800

Release Date:
Application Due Date:

September 12, 2016
November 1, 2016

OVERVIEW

State Entity:	Serve Washington
Federal Agency:	Corporation for National and Community Service
Federal Funding Opportunity:	2017 AmeriCorps State Grants
Announcement Type:	Request for Grant Applications
CFDA Number:	94.006

Serve Washington is pleased to announce the *2017 AmeriCorps State Competitive Request for Grant Applications (RFGA)* to meet state and local challenges through service and volunteer action.

Serve Washington

In February 1994, the Governor established the independent, bipartisan Washington Commission for National and Community Service (WCNCS). On July 1, 2014, Governor Jay Inslee signed Executive Order #14-06 changing the name of WCNCS to Serve Washington. Serve Washington is made up of 20 Commissioners appointed by the Governor who serve three-year terms. Serve Washington advances national service, volunteerism and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Washington; and strengthens community capacity while creating healthy and resilient communities.

Corporation for National and Community Service

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. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS 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 more 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.

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 to pay for higher education expenses or apply to qualified student loans.

APPLICATION INSTRUCTIONS

General Information

Applicants are required to complete applications for funding in accordance with the [2017 AmeriCorps State Notice of Funding Opportunity \(NOFO\)](#), the [Application Instructions](#), and the [Supplemental Guidance](#). These and other resources are also located at the Corporation's [website](#) and at the Serve Washington [website](#).

Note: Please keep in mind, the dates referenced in these materials are for National Directs (programs operating in multiple states) and State Commissions. At no time during the State Competitive competition should single state applicants contact CNCS.

Application Deadline

All application materials must be completed and submitted in eGrants by 5:00pm (PST) on **November 1, 2016**. Additionally, all required supplemental documents must be submitted to servewa@ofm.wa.gov by the same deadline.

Note: DO NOT send supplemental documents directly to the CNCS inbox referenced in the NOFO; the inbox in the NOFO is for State Commission use only.

Requirement for Minimum Number of Member Service Years

One Member Service Year (MSY) is equivalent to one 1700 hour full-time AmeriCorps position. The purpose of this RFGA is to solicit grant applications from programs that will be most likely to succeed in the national competition for federal funding from the Corporation for National and Community Service. As such, **to be considered for funding, Serve Washington requires that grant applications be a minimum of 20 MSYs**. In addition, the general practice is to award no more than 50 MSYs to new applicants.

If your organization is interested in hosting less than 20 MSYs, for example an independent placement AmeriCorps member or a small AmeriCorps team, this is not the appropriate application process. We recommend that you contact an AmeriCorps program in your area or a statewide intermediary to determine if a partnership may be feasible. Refer to the [AmeriCorps Program Directory](#) for a listing of programs in your county. If your organization is looking for AmeriCorps VISTA opportunities, please refer to the [CNCS VISTA](#) website.

Creating Your Application in eGrants

New and Re-competing Applicants

- Create an eGrants account ONLY IF you do not currently have one by going to: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."
- Start a **NEW** Grant Application. (*Bottom left of the eGrants home page under Creating an Application.*)
- Select a Program Area: AmeriCorps.
- Select the applicable Notice of Funding Opportunity (NOFO):
 - FY 2017 AmeriCorps State Commission
 - FY 2017 AmeriCorps State Commission Fixed and EAP

- Select State: Washington.
- Select the applicable Prime Application Identification number from the drop down list:
Reimbursable Grant Prime: **TBD**
Fixed Amount Grant Prime: **TBD**

Continuation Applicants

- Start a **Continuation/Renewal** Grant Application. (*Bottom left of the eGrants home page under Creating an Application.*) You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions. (*Application Instructions, page 13.*)

Important Dates

Request for Grant Applications Released	September 12, 2016
Technical Assistance WebEx for Potential Applicants	September 27, 2016
Completed Applications Due in eGrants from Applicants	November 1, 2016 by 5:00pm
Staff Review for Compliance	November 2-3, 2016
Grant Review Committee Application Review	November 4-17, 2016
Grant Review Committee Meeting to Obtain Clarification from Applicants as needed and to Develop Recommendation Report for Serve Washington Commissioners Note: Applicants must be available by phone on this day in the event the GRC needs additional information or clarification. Interviews will not be conducted.	November 18, 2016
Serve Washington Commissioners Vote on Grant Review Committee Recommendation	December 7-8, 2016
Notification to Applicants Regarding Serve Washington Vote	Week of December 12, 2016
Clarification and Revision Period for Selected Applicants	Notification - January 11, 2017
Serve Washington to Submit Applications to CNCS No Later Than	January 18, 2017 by 02:00pm
Anticipated Date CNCS Expects to Notify Applicants of Award Selection	Mid-May 2017

Technical Assistance WebEx

Applicants are encouraged to participate in an online technical assistance session via WebEx on **Tuesday, September 27 at 10:00am (PST)** to review application instructions and as an opportunity for applicants to ask questions about the process.

[Join Online Here](#)

Join Audio Only: 1-877-668-4493

Meeting Number: 923 466 165

Meeting Password: RFGA2017

APPLICATION REVIEW PROCESS

Grant Review Committee

Applications will be reviewed by a subcommittee of the Serve Washington Commission during November 4-17, 2016. This subcommittee, known as the Grant Review Committee (GRC), is comprised of Commissioners from Serve Washington who have volunteered to be a part of the process. The GRC members 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. The GRC will meet November 18, 2016, to develop recommendations to present for consideration to the full Serve Washington Commission on December 7-8, 2016.

Assessment Criteria

The GRC 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.

Applicants must be available by phone on November 18, 2016 to remotely answer any questions the GRC may have. Contact information will be collected sometime during the GRC application review period. Serve Washington does not expect all applicants will receive an inquiry via phone. Receipt of (or no receipt of) a phone inquiry does not indicate award status. It is, therefore, highly incumbent upon applicants to submit quality applications that conform to the requirements set forth in the NOFO and Application Instructions in order to be competitive.

Serve Washington Staff Review and Clarification Period

While the GRC is reviewing applications, Serve Washington staff will also be conducting a technical review of applications. After the Commission has made a decision on the GRC's recommendation, Serve Washington staff will notify applicants. Once applicants are notified in mid-December, staff will then begin working closely with applicants to finalize their applications based on the technical review.

QUESTIONS

Please submit questions about this funding opportunity to servewa@ofm.wa.gov. Questions and responses will be included in a list of Frequently Asked Questions (FAQs) that will be periodically updated on the Serve Washington [website](#). Serve Washington is committed to a fair and open competition for this funding opportunity, and, as such, staff will not be able to answer questions about the funding opportunity unless the questions are asked through the servewa@ofm.wa.gov email address or through the technical assistance call.