



GOVERNOR'S COMMISSION ON NATIONAL & COMMUNITY SERVICE

**PY2016-2017**  
**State Formula Grant Application Instructions**  
**for Guam**  
**(HARD COPY FORMS FOR SUBMISSION)**  
**- Submit all documentation as required**

**Due Date:**  
**Friday, April 22, 2016 – 4:00p.m.**

**AmeriCorps State & National**  
**Service Grant**

**SERVE GUAM COMMISSION**  
2<sup>nd</sup> Floor, Suite 205, GCIC Building  
Phone: (671) 300-4599  
Email: [serveguam\\_rfp@dol.guam.gov](mailto:serveguam_rfp@dol.guam.gov)  
website: [sgc.guam.gov](http://sgc.guam.gov)

OMB Control #: 3045-0047  
CFDA Number: 94-006

Expiration Date: 1/31/2017



**Serve Guam Commission**  
 2nd Floor, Suite 205, GCIC Building  
 Hagatna, Guam  
 Phone: 300-4599  
 Fax: 475-6811  
[www.sgc.guam.gov](http://www.sgc.guam.gov)



**SERVE GUAM!**  
 COMMISSION  
*Shaping Communities...Changing Lives!*  
 Governor's Commission on National & Community Service

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 Governor

**Ray Tenorio**  
 Lt. Governor

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 Co Vice Chairperson

**Serve Guam Commission**  
 Doris Aguon  
 SGC Executive Director

March 17, 2016

***Hafa Adai!***

The **Serve Guam Commission** (SGC) will be accepting applications for the program year 2016-2017 to begin January 2, 2017 – December 31, 2017. SGC oversees approximately 180 AmeriCorps (AC) members representing 5 programs for the current year. AC members contribute to the many fine volunteer efforts of organizations and community groups helping Guam become a better place to live.

The Serve America Act reauthorizes and expands national service programs administered by the Corporation for National and Community Service (CNCS) by amending the National and Community Service Act of 1990 and the Domestic Volunteer Service Act of 1973.

The Governor's Serve Guam Commission for National & Community Service, promotes and supports volunteerism and received and administered over \$16m dollars in funding over the past ten years. The opportunity to serve and contribute to the volunteer capital by uniting individuals in service to their communities and achieving demonstrable results by funding innovative and impact programs. AmeriCorps programs provide assistance in the areas that address compelling, unmet needs in all of the following six national service focus areas: Education, Economic Opportunity, Environmental Stewardship, Disaster Preparedness, Healthy Futures, Veterans and Military Families and Capacity Building, Volunteer Recruitment and Volunteer Management. Additionally, the Commission also supports strong collaborative partnerships with Non-profit, faith-based organizations, government agencies, federal agencies and pro bono's.

Through this RFP, non-profit, faith-based organizations, government agencies can compete for funding to expand or create high-impact service strategy opportunities. SGC will consider applications for new and existing AmeriCorps programs. Each program will offer members a living allowance and an education award.

This PY2016 RFP includes the following sections:

1. Guam Application Instructions
2. Guam Hard Copy Forms
3. 2016 AmeriCorps Notice of Funding Opportunity (NOFO)
4. 2016 AmeriCorps Application Instructions

Please read all the application instructions and guidelines carefully. **NOTE: All applicants are required to attend the mandatory two day training and technical assistance which includes eGrants access, Community Outreach, and Budget Workshops.**

SGC office must receive all hard copy applications no later than **4:00 p.m. on Friday, April 22, 2016**. Your organization will be notified on **Thursday, May 5, 2016**, of acceptance of your application. Final submission into eGrants and other instructions will be given at that time. SGC is committed to providing current information to all applicants. We rely primarily upon website: [www.sgc.guam.gov](http://www.sgc.guam.gov) link to Serve Guam Commission to keep applicants informed of information and/or changes.

Yours in Service,

/ s /

Doris Aguon, Executive Director

/ s /

Mayor Melissa Savares, Chairperson



**PY2016 – 2017 AmeriCorps Application  
Review Process and Selection Criteria  
AmeriCorps Grant Application Timeline**

**2016**

Mar 18, 2016	(FRI)	Request for Proposals (RFP) packets available online at <a href="http://dol.guam.gov">dol.guam.gov</a> and All Community Outreach, Training and Technical Assistance will be held at SGC office located at the GCIC Building, 2nd Floor, Room 205.
Mar 21, 2016	(MON)	Submission of Letter of Intent to Apply @ 4:00p.m.
Mar 23, 2016	(WED)	<b>MANDATORY attendance:</b> Community Outreach, Capacity Building and Budget on Wednesday, March 23, 2016, at 10:00 a.m. – 4:00 p.m.,
Mar 24, 2016	(THURS)	<b>MANDATORY Attendance:</b> Technical Assistance Workshop on Friday, March 24, 2016, at 10:00 a.m. – 4:00 p.m., <b>eGrants application on line,</b> National Performance Measures, Six focus Areas; Education, Environmental Stewardship, Economic Opportunity, Disaster Preparedness, Healthy Futures, Veterans and Military Families
Mar 30, 2016	(WED)	<b>Deadline to submit written Questions – Wednesday, March 30, 2016, at 4:00 p.m.</b> Q & A's will be provided to all applicants. <a href="mailto:serveguam_rfp@dol.guam.gov">serveguam_rfp@dol.guam.gov</a>
April 22, 2016	(FRI)	Grant Application Due. <b>SGC office must receive (One) hard copy</b> of application, and one thumb drive of complete application and supporting documents no later than <b>4:00 p.m. Friday, April 22, 2016.</b>
April 26, 2016	(TUES)	SGC Program Management Committee provide instructions and Peer Review Committee receive and begin reviewing potential applicant packets on Tuesday-Friday, April 26-29, 2016, at 10:00 a.m.,
April 26-29, 2016	(TUES-FRI)	SGC Program Management Committee and Peer Review Committee receive and begin reviewing potential applicant packets on Tuesday-Friday, April 26-29, 2016, at 10:00 a.m.,
April 29, 2016	FRI	SGC staff to review and provide to the Board the Sub Grantees Review Application Selection Criteria as indicated on the NOFO.
May 4, 2016	(WED)	SGC Program Management Committee submits Final Evaluation Scores and all supporting documents on Wednesday, May 4, 2016, at 10:00 a.m. to the Serve Guam Commission office.
May 4, 2016	(WED)	Board of Commission Special Meeting - Serve Guam Board of Commission to meet to vote on recommendations on Wednesday, May 4, 2016, at 11:30 a.m., GCIC Bldg., 2 <sup>nd</sup> Floor SGC Conference Room.
May 5, 2016	(THURS)	Applicants will be notified of their applications' selection; acceptance or non-acceptance; possible negotiations and clarifications on Thursday, May 5, 2016, at 4:00p.m., GCIC Bldg., 2nd Floor, SGC Conference Room.
May 6, 2016	(FRI)	First meeting with selected program: Final applications and submission in eGrants, on Friday –May 6. 2016, at 10:00 a.m.
May 9-13, 2016	(MON-FRI)	SGC staff review grant application in eGrants, Monday thru Friday, May 9-13, 2016.
May 13, 2016	(MON)	<b>FINAL eGrants submission of all applicants to CNCS</b>

[Dates are subject to change based on the number of potential applications submitted].

## IS MY ORGANIZATION READY FOR AMERICORPS?

AmeriCorps programs must be administered by eligible Nonprofit, Faith-based organizations, government agencies and institutions of higher education, school districts which must engage AmeriCorps members in full-time, and/ or half-time time activities in the focus areas of in six focus areas: Education, Economic Opportunity, Environmental Stewardship, Disaster Services, Healthy Futures, Veterans and Military Families and Capacity Building, Volunteer Recruitment and volunteer Management. In return for completing a Term of Service, whether full-time or part-time, an AmeriCorps member will receive an Education award. Education Award is to be used for post-secondary education or re-payment of outstanding student loans. There are also lesser terms of service for members described in the guidelines. AmeriCorps members will receive an annual living allowance (stipend); health care benefits and childcare benefits (if eligible).

### LIVING ALLOWANCE AND EDUCATION AWARDS: Must complete a 12 month program year.

AmeriCorps Member	Living Allowance	Hours Required	Education Award	Total Cost Per MSY
Full Time	\$1,008	1700	\$5,775.00	\$18,000
Half Time	\$504	900	\$2,887.50	

## HOW MANY MEMBERS CAN YOUR PROJECT SUPPORT?

1<sup>st</sup>. Tier: AmeriCorps proposals should be designed to support a minimum of 10 full-time member-service-years (MSY).

2<sup>nd</sup>. Tier: AmeriCorps proposals should be designed to support a maximum of 15 MSY, based on previous performance, Close Out and compliance of grant.

3<sup>rd</sup>. Tier: AmeriCorps proposals will be negotiated for additional slots based on funding allocated to the commission from CNCS.

AmeriCorps Program Director is a full time position and shall be 100% federally funded.

<b>Chk Mark</b>	<i>Organization to ensure personnel is listed in the budget, time and commitment spent on the project at 100%</i>
	<i>Program Director, 100%</i>
	<i>Project Coordinator, 100%</i>
	<i>Administrative staff, 100%</i>

## WE RECOMMEND YOU REVIEW THE APPLICATION PROCESS AND GUIDELINES BEFORE YOU ANSWER THESE PRELIMINARY QUESTIONS.

- Leveraged Resources:** Additional resources or assets garnered through capacity building activities (such as funding, volunteer recruitment, volunteer management, in-kind support, partnerships and other resources).

<b>RESPONSE:</b>	
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- How are you going to adhere to SGC and AmeriCorps as the recognized local source of its federal AmeriCorps funding and make note of this in its program advertising, marketing and recruitment. (For example: **“This AmeriCorps program is made possible through a grant received from the Corporation for National & Community Service through the Serve Guam Commission, Grant number: 2016 FORMULA 14AFHGU001xxxx”.** *Sub-Grantee shall use the Grantor’s logo in partnership with organizations that have Sub-Grantee staff and AmeriCorps members participating and charging hours for reimbursement.*

<b>RESPONSE:</b>	
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- SGC requires your organization to partner up with agencies, faith based, nonprofit, organizations, government agencies and higher institutions to address critical needs of our island community based on your proposal. Members would be assigned to partner sites and would also need to attend service projects of the commission. Submit Memorandum of Agreement/ Understanding with partners to be signed by all parties to include the commission prior to implementation.

<b>RESPONSE:</b>	
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- Indicate what contingency plan do you have in place to address the absence of a Program Director?

<b>RESPONSE:</b>	
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- Indicate your plans to ensure the *Program Director allocates AmeriCorps Members time for 70% service, 20% training and technical assistance, 10% capacity building or fund raising activities?*

<b>RESPONSE:</b>	
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- SGC requires: Project Coordinator and/ or Administrative Assistant to have flex hours to accommodate supervision of members at service projects serving at different sites.

<b>RESPONSE:</b>	
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- SGC have service events that require after hours, weekends and holidays. Potential programs are required to have program director and staff to attend, manage and supervise members at all service events.

<b>RESPONSE:</b>	
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- Indicate how many potential members are to be selected (geographically) from North, Central and South in our island community. *NOTE: Organization Staff is not authorized for recruitment as an AmeriCorps Member.*

<b>RESPONSE:</b>	
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- Indicate how your organization will address Guam Public Law 30-53, in partnership with public and private schools; north, central and south to enable each student to complete seventy-five (75) hours of *Service Learning* as a requirement for high school graduation.

<b>RESPONSE:</b>	
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- Indicate how your organization will address recruitment to employ *at least two percent (2%)* of the workforce with severe 20 disabilities, meeting the criteria as defined by local or federal agencies

<b>RESPONSE:</b>	
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- Budget requirements for AC Program personnel will be advised what ceiling amount to use for salaries under CNCS share, additional increase of salaries may be matched by parent organization. Salaries must comply U.S. DOL Wage and Hour Distribution.

<b>RESPONSE:</b>	
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- The Corporation for National Community Service requires Five Part Background Check: National Sex Offender Public Registry (NSOPR) statewide criminal history checks, State and Local; Police and Court Clearance, Drug Test and Mandatory FBI checks. (Ref) Superior Court of Guam requires full payment at time of processing. Checks are performed upon selection and prior to first day and enrollment/service of members, staff or supervisors.

<b>RESPONSE:</b>	
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- SGC require all organization to follow its OMB Circulars and GovGuam Regulations which will require all receipts to be submitted as well as presentation of workshop attended to be submitted with Periodic Expense Report (PER).

<b>RESPONSE:</b>	
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- Off-Island Training is restricted unless approved by SGC and CNCS.

<b>RESPONSE:</b>	
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- SGC require all programs to submit budget modification for approval before any transfer of budget line item.

<b>RESPONSE:</b>	
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**Check List for Existing Serve Guam AmeriCorps Programs will be reviewed as part of the selection process:**

- Current AmeriCorps programs must submit a new application.

<b>RESPONSE:</b>	
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- Submit a complete one-page summary describing program impact and accomplishments for the current grant.

<b>RESPONSE:</b>	
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- Provide copies of **EVALUATION** completed on the program in the last three years.

<b>RESPONSE:</b>	1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup>
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- Assure and certify that the commission has received all monthly program reports;

<b>RESPONSE:</b>	
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- Hard Copy, ECopy, EGrant, Enrollment, Retention, Exit of members, GAPS, MSL, Member Time Log, Member Summary and SGC Audit and Close Out of Grant.

<b>RESPONSE:</b>	
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- Checklist: AmeriCorps Member, Program Management and Financial Management (GMR)

<b>RESPONSE:</b>	
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- National Performance measures (Monthly Report – due on/ or before 10<sup>th</sup> of month),

<b>RESPONSE:</b>	
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- Periodic Expense Report (PER – due on/ or before 10<sup>th</sup> of month);

<b>RESPONSE:</b>	
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Indicate how your organization will address Disaster Preparedness through partnership with Guam Homeland Security, Red Cross and Guam Voluntary Organizations Active in Disaster (GUVOAD), to respond to disasters.

Identify and list point of contact for representation and in partnership with Guam Homeland Security, Red Cross and Guam Voluntary organizations active in Disaster (GUVOAD).

RESPONSE:	
NAME & TITLE OF AUTHORIZED REPRESENTATIVE:	SIGNATURE/ DATE
TEL/ CELL:	
EMAIL:	

Indicate how your organization will address Service Learning through partnership with Guam Department of Education. (GDOE)  
Identify and list point of contact for representation and in partnership with GDOE to address Service Learning.

RESPONSE:	
NAME & TITLE OF AUTHORIZED REPRESENTATIVE:	SIGNATURE/ DATE
TEL/ CELL:	
EMAIL:	

Indicate how your organization will address Non Communicable Disease (NCD) through partnership with Public Health and Social Services. (PHSS)  
Identify and list point of contact for representation and in partnership with PHSS to address Non Communicable Disease.

RESPONSE:	
NAME & TITLE OF AUTHORIZED REPRESENTATIVE:	SIGNATURE/ DATE
TEL/ CELL:	
EMAIL:	

✓ **Commission will not process reimbursement without all completed reporting document submission.**

- National Performance Measures Report; eCopy and Hard Copy
- GAPS; MSL, Member Time Log and Member Summary
- PER CNCS and Match supporting documents, Resources, and Fund Raising
- PER Monthly Payroll Check Stubs of staff and members
- PER Monthly FICA, Withholding, Liability, and Workman's Compensation
- Budget Modification
- Federal Financial Report (FFR – due each quarter),

Systems for improving known deficiencies in any of these areas should be addressed in the program narrative.

# What is the 2016 AmeriCorps Grant Parameters?

*AmeriCorps Funding Opportunities Available for PY2016: Cost Reimbursable Grants.*

*Match Waiver: consistent with Title 48 U.S.C. 1469a, and Federal Register / Vol. 64, No. 70 / . Dated Tuesday, April 13, 1999 / Notices; the Governor's Serve Guam Commission has requested the waiving of CNCS match requirements for the commission administrative grant.*

[Potential applicants are recommended to apply for Indirect Cost].

<http://search.hhs.gov/search>

## **Guam Technical Assistance Documents:**

**Potential & Continuing Applicants:  check mark each box**

- Guam Formula Grant Application Instructions additional requirements*

## **CNCS Technical Assistance Documents:**

**Potential & Continuing Applicants:  check mark each box**

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2016/ameri-corps-state-and-national-grants-fy-2016>

- 2016 AmeriCorps Notice of Funding Opportunity(NOFO)*
- Notice Glossary*
- 2016 AmeriCorps Applications Instructions*
- Performance Measures Instructions, Resources, Other; including Logic Models and Evaluation*
- AmeriCorps Funding Priorities*
- AmeriCorps Program Management and Design*
- Frequently Asked Questions*
- [Intro to AmeriCorps Members](#) (PDF)
- [AmeriCorps Key Terms](#) (PDF)
- [Intro to AmeriCorps State and National](#) (PDF)
- [Categories of AmeriCorps Grants](#) (PDF)
- [AmeriCorps Program Management and Design](#) (PDF)
- [AmeriCorps Regulations 45 CFR Sections 2520-2550](#)
- [Evidence Checklist](#) (PDF)
- [Uniform Guidance Resources](#)
- [How to Develop a Logic Model](#) (PDF)



### ***Receipt and Handling of Proposals:***

- (1) **Registration.** Proposal(s) and modification(s) shall be date and time-stamped upon receipt and kept in a secured place until the due date and time. Proposal(s) shall be opened by at least two authorized officials. They shall not be opened publicly and their contents shall not be disclosed to unauthorized persons. A Register of Proposal shall be established and include the name of each offerors, the number of modifications, if any, and a description sufficient to identify the service(s) offered. The Register shall be opened to public inspection **only** after award of contracts. Proposals not awarded contracts shall not be opened for public inspection.
- (2) **Request for Nondisclosure of Data.** If offerors selected for award has a written request for nondisclosure of identified trade secrets or proprietary data, the head of the agency or his designee shall examine the request as to its validity prior to negotiations. If the parties do not agree as to the disclosure in the contract, the agency shall inform the offerors in writing what portion will be disclosed, and that, unless the proposal is withdrawn or protested under 5 GCA, Ch 4, Art. 9, the proposal will be so disclosed.

## **National Performance Measures**

**REFERENCE:** Guam applicants for AmeriCorps funding must complete *one primary, one secondary and mandatory capacity building, member volunteer recruitments* in accordance to the NATIONAL PERFORMANCE MEASURES.

**Capacity Building: Volunteer Recruitment:** total number of members x two volunteer recruitment per month x 12 months. Organization recruitment of volunteers.

**Capacity Building: Volunteer Management** is based on the number of Memorandum of Agreement/ Understanding in partnerships.

**MANDATORY SUBMISSION OF NATIONAL PERFORMANCE MEASURES (NPM) WORKSHEETS** are to be submitted to SGC for early processing of completing of your application.

CNCS may require additional national performance measures reporting.

## **New & Re-competing Applicants Performance Measure Instructions:**

- Tutorial for completing the Performance Measures screens in eGrants
- 2016 Performance Measure Instructions
- Technical Assistance Information
- Technical Assistance Documents

# Instructions for the 2016 AmeriCorps Application

All interested organizations and agencies applying for a new AmeriCorps Program should review the *2016 Serve Guam AmeriCorps – State Formula Grant Application Instructions for Guam and 2016* CNCS Announcement of Federal Funds and Application Instructions.

[http://www.americorps.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=83#FAQ](http://www.americorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=83#FAQ)

This Notice of Federal Funding Opportunity (Notice) should be thoroughly review and response to questions together with the Guam State and Competitive Grant Proposal.

**SGC WILL ONLY ACCEPT GRANT APPLICATIONS FROM ORGANIZATIONS AND AGENCIES THAT HAVE PARTICIPATED IN THE MANDATORY COMMUNITY AND TECHNICAL ASSISTANCE MANDATORY WORKSHOP.**

Grant Application Due. SGC office must receive original and one set of hard copy of proposal, all grant proposal and working documents copied to one (1) USB for submission. All applications are to be submitted no later than 4:00 p.m. on Friday, April 22, 2016. Serve Guam Commission office: GCIC Building, 2nd Floor,

**[NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE]**



## SGC ASSURANCE AND CERTIFICATIONS:

**PARENT ORGANIZATIONS ASSURANCE and CERTIFICATIONS:**

**NOTE: Sign this form and include in the application.**

**SIGNATURE: By signing this assurances and certification page, you certify that you agree to Perform all actions and support all intentions in the Assurances and Certification section.**

**A. AMERICORPS PROGRAM:**

ORGANIZATION NAME:	
PROGRAM NAME:	
NAME & TITLE OF AUTHORIZED REPRESENTATIVE:	SIGNATURE/ DATE

**B. ORGANIZATION REPRESENTATIVES:**

NAME OF DIRECTOR/ EXECUTIVE:	SIGNATURE/ DATE
NAME OF CERTIFYING OFFICER	SIGNATURE/ DATE
NAME OF LEGAL REPRESENTATIVE:	SIGNATURE/ DATE
NAME OF PROGRAM DIRECTOR:	SIGNATURE/ DATE

<b>CHK MARK</b>	<b>NOS.</b>	<b>REFERENCE</b>	<b>The TEN Certifications</b>
	1	5 GCA§ 5426, Art.,9 Website: <a href="http://www.guamopa.com/docs/5GCAArticle9">http://www.guamopa.com/docs/5GCAArticle9</a>	Authority to Debar or Suspend
	2	Executive Order No. 95-29 <a href="http://hr.doa.guam.gov/">http://hr.doa.guam.gov/</a>	Drug-Free Workplace
	3	5 GCA Ch. 56, Art. 11 Ethics in Public Contracting. 5 GCA § 10112. Penalties for Nondisclosure. 5 GCA § 43112 ...	Lobbying Activities
	4	9GCA, Ch.25	Sex Offender Registry
	5	21 GCA § 63105 5GCA, Ch. 5, Art. 11.A, Sect. 5628 & 5632	Conflict of Interest
	6	5GCA, Art13 Section 5801/02	Wage and hour rates
		<b>5 GCA GOVERNMENT OPERATIONS CH. 5 GUAM PROCUREMENT LAW</b>	<b>Government of Guam Procurement Regulations</b>
	7	<b>SECTION: XIV. GOVERNING LAW</b>	The laws of Guam shall govern the validity of the Contract and of any of its terms or provisions, as well as the rights and duties of the parties to this Contract.
	8	<b>SECTION XVI. EFFECTIVE DATE OF AGREEMENT</b>	This Contract shall take effect upon the date it is signed by the Governor of Guam and the date of this Contract shall be the date upon which the Governor of Guam affixes his signature.
	9	<b>SECTION XVII. GOVERNMENT NOT LIABLE</b>	A. The Grantor assumes no liability for any accident or injury that may occur to the Sub-Grantee, his or her agents, dependents, or personal property while en route to or from worksite or during any travel mandated by the terms of this Contract.  B. The Grantor shall not be liable to the Sub-Grantee for any work performed by the Sub-Grantee prior to the approval of this Contract by the Governor of Guam and the Sub-Grantee hereby expressly waives any and all claims for services performed in expectation of this Contract prior to its approval by the Governor of Guam.
	10	<b>SECTION XVIII. SEVERABLE PROVISIONS</b>	If any provision of this agreement shall be deemed by a court of competent jurisdiction to be invalid, then such provision shall be deemed stricken from the agreement and the agreement shall be enforced according to its valid and assisting terms and provisions.
			The parties agree to the following sections to comply with the Government of Guam Procurement Rules and Regulations.