

STATE COMMISSION ADOPTED POLICIES (updated 01/05/2015)	Sunset Date
1-01-03 (7) Request for Proposal (RFP Process)	January 18, 2021
1-03-03 (5) Commission Member Travel Expenses	January 18, 2021
1-05-04 (5) Commissioner Peer Review Policy	January 18, 2021
1-55-15 (1) State Commission Policy and Procedural Governance	January 18, 2021
1-56-15 (1) AmeriCorps State Procedural Guide for Directors	January 18, 2021

See Following Pages For Complete Policy Documents:

**NORTH DAKOTA STATE COMMISSION ON
NATIONAL AND COMMUNITY SERVICE**

POLICY 1-01-03 (7)

REQUEST FOR PROPOSAL

PURPOSE:

The primary responsibility of the State Commission is to promote the ethic of service among North Dakotans. The Commission oversees the AmeriCorps*State funds that facilitates citizens working together to meet community needs in a way that fosters personal, family, and community pride.

The following establishes the process for requesting proposals and making awards under the North Dakota AmeriCorps*State Program.

POLICY:

The State Commission on National and Community Service (State Commission) shall conduct a proper grant award process annually, following applicable federal and state regulations. Grant awards shall be made only to the extent that funds are available.

The State Commission shall implement an annual grant award process that includes an appropriate, fair, and timely

- Request for Proposal (RFP) and public notice of funding availability will be provided to a broad spectrum of entities of state and local government, nonprofits, higher education institutions, and faith-based organizations.
- Peer Review process
- Criteria-based grant selection process
- Pre-award risk assessment process

Request for Proposal

The State Commission conducts an appropriate, fair, and timely Request for Proposal (RFP) process for the AmeriCorps*State program grants annually. Application instructions, based upon the Corporation for National and Community Services' annually published instructions, will be made available to assist North Dakota applicants in properly completing the RFP process. The application instructions will include selection criteria and sub-selection criteria questions designed to guide the applicant toward providing a peer reviewer panel an orderly perspective of the applicant's ability to successfully administer an effective AmeriCorps project.

Peer Review Process

State Commission staff shall review applications according to all legal, regulatory, and grant requirements.

All Peer Reviewers will complete and sign a conflict of Interest form. If a conflict of interest is disclosed and determined to in fact exist, the Peer Reviewer(s) will be disqualified from participating in any review and scoring discussions relating to the identified grant application.

Scoring and ranking procedures will be based on the State Commission's model score sheet with modifications described in the RFP that address the Corporation and State Commission priorities.

Criteria-based Selection Process

The State Commission shall make recommendations to CNCS and shall select grantees based upon criteria contained in the Request for Proposal.

Pre-Award Risk Assessment Process

The State Commission shall conduct a pre-award risk assessment of selected grantees to ensure that grantees have the organizational capacity to provide sound programmatic and fiscal oversight; adequate budget to support program design; have a sound track record of accomplishments as an organization; well defined roles for staff and administrators; a well-designed plan or systems for self-assessment, evaluation, and continuous improvement; and commitment of applicant organization for non-federal support and sustainability.

REFERENCE:

- (0) State Commission minutes dated April 16, 2003
- (1) State Commission minutes dated April 7, 2004
- (2) State Commission Electronic Vote dated July 6, 2006
- (3) State Commission minutes dated April 22, 2009
- (4) State Commission minutes dated January 13, 2010
- (5) State Commission minutes dated January 13, 2013
- (6) State Commission minutes dated January 5, 2015
- (7) State Commission minutes dated January 18, 2018

SUNSET: January 18, 2021

**NORTH DAKOTA STATE COMMISSION ON
NATIONAL AND COMMUNITY SERVICE**

POLICY 1-03-03 (5)

COMMISSION MEMBER TRAVEL EXPENSE REIMBURSEMENT

PURPOSE:

Regulations of the Corporation for National and Community Service Under 45 CFR Chapter XXV, Part 2550.50, (h) *Compensation for State Commission members*. States... “A member of a State Commission may not receive compensation for his or her services, but may be reimbursed (at the discretion of the State) for travel and daily expenses in the same manner as employees intermittently serving the State.

To encourage the participation and attendance of appointed members for the State Commission on National and Community Service, reimbursement of travel expenses and per diem will be provided.

POLICY:

1. **Member Expenses:** Commission members are eligible to be reimbursed for mileage, meals and lodging for regularly scheduled meetings at the current approved state rate.
 - a. To obtain the **state rate for lodging**, the North Dakota Department of Commerce may pay the lodging facility directly for Commission Member lodging expenses.
2. **Member Per Diem:** Commission members, whose employer does not reimburse them for wages or in cases where Commission members are required to pay for substitutes at their place of employment, are eligible for a daily per diem for the days in which the Commission held meetings.
 - a. Per Diem will be issued on a per-day rate upon verification of services.
 - b. Per Diem for services for portions of a day shall not be prorated. Travel days shall not be counted as days of service for the purpose of eligibility for per diem.

REFERENCE:

- (0) State Commission minutes dated June 4, 2003
- (1) State Commission Electronic Vote dated July 6, 2006
- (2) State Commission minutes dated April 22, 2009
- (3) State Commission minutes dated January 16, 2013
- (4) State Commission minutes dated January 5, 2015
- (5) State Commission minutes dated January 18, 2018

SUNSET: January 18, 2021

NORTH DAKOTA STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE

POLICY 1-05-04 (5)

APPLICANT SELECTION PROCESS

PURPOSE:

The Corporation for National and Community Service (CNCS) provides guidance in the annual Notice of Federal Funding Opportunity regarding the State Commission's responsibility for developing an application process that includes the review and selection of AmeriCorps programs for submission to CNCS. The Commission's review processes will be consistent with Corporation Board approved policies and may be run concurrently with other State Commission AmeriCorps competitions.

State Commissions are also responsible for thoroughly reviewing the detailed budget and budget narrative and correcting all compliance issues before submitting competitive applications to CNCS.

State Commissions will set a due date for applications that allows adequate time to review the requests, analyze the budgets, and work with programs on revisions of budgets, proposed activities, and performance measurement objectives, as necessary.

State Commissions certify in eGrants that in conducting their grant review process, they ensure compliance with the National and Community Service Act of 1990 as amended, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

POLICY:

The State Commission will provide the following multi-stage grant application review and selection process:

State AmeriCorps Formula Fund Applicants:

- State AmeriCorps Formula Fund Applicants will apply annually and be subject to the State Commission's full peer review process.
- State AmeriCorps Formula Fund application instructions developed by the State Commission on National and Community Service, will be provided to applicants. The application instructions will be consistent with the required selection criteria and priorities established by CNCS under CFR 2522.475
- The State Commission will use a panel of experts (peer reviewers) to read and score the State AmeriCorps Formula Fund grant application narratives.
- A project evaluation rubric will be used to award points based upon an applicant's program narrative, potential sustainability, fiscal responsibility and achievement level of past performance.

State AmeriCorps Competitive Applicants:

- State AmeriCorps Competitive Applicants will use the Corporation's State and National Competitive application instructions and will be reviewed and approved by the State Commission before forwarding to CNCS for competitive peer review and funding consideration.
- Successful State AmeriCorps Competitive Applicants awarded by CNCS

Applicant Selection Process (Continued)

are approved for three years of funding and are also exempt from the State Commission's peer review process for the subsequent 2 years. The exempt peer review status can be revoked if the applicant is underperforming and/or is not meeting the community need identified in their original funded application.

- State AmeriCorps Competitive Applicants also have the option of competing under the review and selection process used by the Commission's State AmeriCorps Formula Fund Applicants. This option allows State Competitive Applicants another funding opportunity in the event they subsequently are unsuccessful for state competitive funding from the national level.
- The State Commission will conduct a final review and approval of all annual grant applications based upon priorities and preferences.

Peer Reviewer Panel Design and Process (State Commission Formula Fund Applicants)

1. Peer Reviewers are selected from a mix of practitioners, policy analysts, and experts in issue areas. They should be knowledgeable about community service and grants management.
2. The Peer Review Panel will have a minimum of three reviewers.
3. No more than half the reviewers can be commissioners.
4. All Peer Review Panel members will review and sign Conflict of Interest and Confidentiality Forms prior to the start of the Peer Review or receipt of any program applications.
5. All of the Peer Review Panel members will be trained prior to reviewing applications to ensure consistency in ranking and scoring.
6. The Peer Reviewers will use the selection criteria published in the State AmeriCorps formula application instructions to review proposals.
7. Peer Reviewers must use a review form and scoring sheet developed according to the review selection criteria.
8. The State Commission must certify that in conducting the grant review process, they have ensured compliance with the National and Community Service Act of 1990 as amended, the Corporation's peer review requirements and all state laws and conflict of interest rules.
9. State Commission staff is required to maintain documentation of the Peer Review Process used.

Applicant Selection Process (Continued)

REFERENCE:

- (0) State Commission minutes dated April 7, 2004
- (1) State Commission Electronic Vote dated July 6, 2006
- (2) State Commission minutes dated November 19, 2008
- (3) State Commission minutes dated January 16, 2013
- (4) State Commission minutes dated January 5, 2015
- (5) State Commission minutes dated January 18, 2018

SUNSET: January 18, 2021

**NORTH DAKOTA STATE COMMISSION ON
NATIONAL AND COMMUNITY SERVICE**

POLICY 1-55-15 (1)

State Commission Policy and Procedural Governance

PURPOSE:

The purpose for this policy is to clarify how the North Dakota State Commission is governed in regards to its fiscal and programmatic activities. Fiscal and programmatic activities are defined as the administration of Corporation for National and Community Service (CNCS) funds that are received by the North Dakota State Commission for the purposes of supporting a State Commission Staff, and the operation of State AmeriCorps sub-grantees.

POLICY:

The North Dakota State Commission will follow the fiscal and programmatic policies and procedures of the North Dakota Department of Commerce, in compliance with the North Dakota Office of Management and Budget.

Corporation for National and Community Service (CNCS) regulations and provisions not covered or not meeting intended restrictions, allowances or limitations as presented in the North Dakota Department of Commerce fiscal and programmatic policies and procedures documents, will defer to the CNCS level of guidance.

REFERENCE:

- (0) State Commission minutes dated January 5, 2015
- (1) State Commission minutes dated January 18, 2018

SUNSET: January 18, 2021

**NORTH DAKOTA STATE COMMISSION ON
NATIONAL AND COMMUNITY SERVICE**

POLICY 1-56-15 (1)

State AmeriCorps Procedural Guide for Directors

PURPOSE:

The State AmeriCorps Procedural Guide for Directors was implemented in 2015 for the purpose of centralizing the regulatory complexity evidenced by over 50 policies and procedures that had accumulated since the creation of a North Dakota State Commission in 2002. The Procedural Guide will centralize the regulatory and policy/procedural resources for AmeriCorps sub-grantee Directors, and allow Commission Staff to easily update areas in which the Corporation for National and Community Service has provided additional guidance and/or regulatory modifications.

POLICY:

The North Dakota State Commission will provide to all State AmeriCorps sub-grantee Directors a Procedural Guide that will be updated at least annually and will be made available to State AmeriCorps sub-grantees no later than 30 days prior to the projects' start date. This Procedural Guide will serve as the primary document where fiscal and programmatic procedures specifically created for the administration of State AmeriCorps sub-grants will exist. The State AmeriCorps Procedural Guide will be available on the North Dakota Workforce Development AmeriCorps website.

The State AmeriCorps Procedural Guide can be updated by State Commission Staff as necessary and in accordance with any recommended procedural or required Corporation for National and Community Service regulatory changes.

The State Commission Staff will report quarterly to the North Dakota State Commission any changes to sub-grantee fiscal and programmatic procedures in the State AmeriCorps Procedural Guide.

REFERENCE:

- (0) State Commission minutes dated January 5, 2015
- (1) State Commission minutes dated January 18, 2018

SUNSET: January 18, 2021