Commonwealth Corps

Host Site Application
Program Year 2018-2019

**Application due online
January 24, 2018 by 5pm**

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Application and Program Timeline

Early/Mid December 2017	Host site application Request for Proposals (RPF) issued by Massachusetts Service Alliance (MSA)
December 14 and 19, 2017	**Technical Assistance Webinars** *See page 29 for details and registration.*
January 8, 2018	**Intent to Apply Due to MSA** *Click [here](http://www.tfaforms.com/359265) (http://www.tfaforms.com/359265) to complete the brief form. The Intent to Apply is not required for proposal submission, but it is **strongly encouraged**.*
January 24, 2018 (By 5pm EST)	**PROPOSALS DUE online by <u>5pm (EST)</u>** with ALL required components. After you complete and enter your information, the system will present it for your review. You must then click "submit" to fully complete the submission process. *See page 14 for additional submission information.*
Early April, 2018	**Notification of application status**
April 2018	Programmatic negotiations with MSA for selected host Sites & Required Welcome Webinar
April – June, 2018	Member recruitment and selection period for host sites
June 30, 2018	**Deadline for host sites to submit member finalists to MSA for approval to become 2018-2019 Commonwealth Corps members**
June – Early August, 2018	**Host sites and MSA finalize member approval, paperwork, orientation planning, and onboarding**
Mid/Late July, 2018	**Initial host site orientation and training (required for all host sites)**
August 15 & 16, 2018	**Start of Member Service with initial MSA-led member orientation/training (required for all members)**
August 20-24, 2018	**On-Site Member Orientations begin around this time**

Section I
OVERVIEW

Commonwealth Corps

The Commonwealth Corps was established in 2007 with a mission to engage Massachusetts residents of all ages and backgrounds in direct service to rebuild communities, address unmet community needs, and increase volunteerism. Commonwealth Corps members provide direct service, build capacity of local organizations, and recruit and mobilize additional volunteers. The Commonwealth Corps provides opportunities for skill building and leadership development and encourages and enhances a lifelong civic vocation for its members; the program focuses both on members' impact in their organizations and communities and on their own growth and development. Through the Commonwealth Corps, The Massachusetts Service Alliance (MSA) partners with nonprofit organizations, academic institutions, and public entities to reinvigorate civic involvement to help address the Commonwealth's most urgent needs and elevate the ethic of service and civic engagement throughout Massachusetts.

Since its inception, over 980 individuals have served as Commonwealth Corps members, providing 620,000 hours of service in areas such as workforce development, youth development, health services, afterschool and summer programs, and volunteer recruitment and management. Over 600,000 clients and students have benefitted as a direct result of members' service.

In 2018-2019, the Commonwealth Corps will strategically place corps members in full- or half-time positions for 10.5 months to build capacity at host site agencies in order to increase the number of people served and/or improve the quality of services provided. Members will serve in one of the identified focus areas of: economic opportunity/workforce development, education, health & nutrition, veterans' support, or youth violence prevention/youth development. MSA encourages applications that focus on the following areas emphasized by Governor Charlie Baker: substance abuse prevention/treatment and employment and workforce development for populations experiencing chronically high rates of unemployment. Please see pages 8-11 for more information on the focus areas and our standard performance measures.

Massachusetts Service Alliance

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. MSA invests in community-based organizations and institutions that rely upon volunteers and people engaged in service to meet their community's needs. Through investing, convening, advocating, and building capacity, MSA develops and supports initiatives that incorporate service and volunteerism as effective strategies to address the pressing needs in the Commonwealth.

In 2017-2018, MSA is distributing nearly $11 million in federal and state funds for national and community service programs. In addition to the organizations supported through the Commonwealth Corps, there are 24 AmeriCorps programs funded by MSA and many more agencies supported through other initiatives such as Martin Luther King Jr. Day of Service, Volunteer Week, and the Service Enterprise Initiative.

MSA administers and manages the Commonwealth Corps, including host site management and aspects of member management, such as payment of member stipends and benefits, corps-wide orientation/training, and development of esprit de corps among members. See pages 4-5 for a more details on MSA and host site roles.

Section II
GENERAL INFORMATION

Definitions

Member – a Massachusetts resident who is at least 18 years old, is legally authorized to work in the United States, and has agreed to complete a defined term of service with the Commonwealth Corps. This is a stipended volunteer serving as a service intern, not a paid employee.

Host Site – a non-profit organization, academic institution, public agency, or Native American tribe that is awarded members to provide service that addresses one of the identified focus areas and builds host site capacity.

Commonwealth Corps Frameworks

Structure

MSA partners with host sites for shared responsibility of member management. The chart below details key responsibilities in the program management structure.

Program Management Area	MSA Responsibility	Host Site Responsibility
Goals and outcomes	MSA will provide support with sites' development of performance measures and other documents, as needed.	Selected host sites will finalize performance measures in April/May and complete other documents to clarify member/program goals and activities.
Member recruitment	MSA will provide broad recruitment support, advertising for Commonwealth Corps positions generally.	Each host site will maintain primary responsibility for developing a tailored position description (in collaboration with MSA) and advertising for the specific position(s)/recruiting members.
Member selection	MSA will coordinate with each host site to interview their final candidates prior to being approved and selected for the position.	Each host site will be primarily responsible for developing and managing the selection process for their position(s) and will coordinate with MSA for final member interviews with MSA. Host sites must conduct CORI & SORI checks on all members prior to service.
Member orientation	MSA will provide corps-wide orientation and initial training, including overview of Commonwealth Corps, member rights and responsibilities, community entry, and other skills essential to successful	Host sites must support and require members to attend MSA orientation on August 15 and 16, 2018. Host sites must provide on-site orientation to the host agency, as well as other initial training to ensure that members are prepared to begin service.
Member supervision	MSA will provide general member supervision through regular member contact and in-person group meetings throughout year.	Host sites assume primary responsibility for providing on-going supervision, including a minimum of bi-weekly 1:1 supervision meetings. Supervisors should be based out of the same location where members will be serving, or at least based at that location for ≥50% of the members' scheduled service time.

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On-going member support	MSA will offer enrichment trainings throughout the year to deepen members' civic engagement and understanding of the issues addressed through their service. MSA will coordinate with host site staff to provide support when challenges with members' service arise and on performance improvement plans (as necessary).	Host sites must provide on-going training and support to members and must be in regular communication with MSA regarding member progress. Host sites must inform MSA of challenges or concerns regarding member performance and coordinate with MSA on performance improvement plans (as necessary).
Member performance evaluation	MSA will review member performance evaluations and will support host sites, as needed, to address challenging member issues.	Host sites must complete mid- and end- of-year member performance evaluations, review these with members, and submit them to MSA. They must also complete member commitment reviews and other support processes.
Member benefits management	MSA will assume primary responsibility for providing MSA-administered member benefits, including stipend payments, health insurance (full-time members only), MSA-related travel reimbursements, and completion awards.	Host sites are required to contribute a cash match to MSA (to be used for member costs) and to reimburse members for service-related travel according to their agency policies (see p13). They may also provide additional benefits to members, as long as all members are provided with the same benefits. These may include other travel allowances, tuition reimbursements, or additional training opportunities.
Progress reporting	MSA will compile progress reporting data and share it with host sites and other interested parties. The information gathered will be used to gauge program effectiveness, identify areas in need of improvement, and promote the Commonwealth Corps program.	Host sites will be required to ensure members complete monthly reports submitted to MSA and review reports. Host site staff will be required to complete and submit mid- and end-of- year progress reports and quarterly roster/hours reports in a timely fashion.
Host site Management and Support	MSA will provide training and support to host site staff who supervise members/the MSA partnership.	Host sites must designate staff to supervise corps members and their activities and must specify one main MSA contact (see p12-13).
Member Compliance with Commonwealth Corps Program Responsibilities	MSA will support host sites, as needed, to address compliance issues when they arise. MSA will also help manage the minimum weekly member commitment for MSA-related activities.	Host sites must ensure member compliance with the Commonwealth Corps program (submitting time sheets and reports, fulfilling weekly MSA- related activity commitment, attending meetings/trainings/etc.) by supporting MSA-based responsibilities and informing MSA immediately of any concerns in this area.
Promotion of Commonwealth Corps	MSA will help highlight successes and experiences of individual host sites and of the overall program.	Host sites must submit at least two program updates for public sharing and promote their affiliation with the Commonwealth Corps and MSA in an ongoing way, including use of logos.

Technical Assistance and Training

The Massachusetts Service Alliance will provide training and technical assistance to host sites and Commonwealth Corps members in a variety of ways throughout the program.

For Host Sites

The Massachusetts Service Alliance (MSA) will work with selected host sites around performance measure/member position description development and around member recruitment/selection. MSA will conduct an orientation for all host sites prior to program start-up, covering: an introduction to the Commonwealth Corps; expectations for host sites; member management (time sheets, completing required hours, member benefits, and performance management); fostering Commonwealth Corps identity; performance measurement and reporting; and helping members transition to "Life after Commonwealth Corps." Host sites will also receive a site partner handbook.

MSA will provide additional technical assistance, as needed, in addition to the required monthly check-in calls, to help sites carry out their responsibilities for member recruitment, selection, management, pre-service training, and ongoing development; and for collecting and reporting data about progress toward performance measures. Technical assistance may include sharing templates, coaching, or providing referrals to online or peer resources to help site staff set up systems, solidify partnerships, and develop a plan for training members on their specific service responsibilities and offering additional member development at the site level throughout the year. MSA will obtain input from host sites about other capacity building needs to be addressed through site partner meetings, training events, or peer learning. Examples of possible topics include program development, volunteer engagement, and sustainability.

For Members

MSA will conduct an orientation for all Commonwealth Corps members on August 15th and 16th, 2018, covering the following topics: an introduction to the Commonwealth Corps; Commonwealth Corps issue areas and performance measures; Commonwealth Corps member roles, responsibilities, and benefits; member paperwork (such as, review and completion of member contracts and training on completing time sheets); processes for supervision, performance evaluation, requesting reasonable accommodations, and handling grievances; other relevant topics (which may include communication skills for partnering with supervisors, staff, clients and volunteers; having a social justice perspective; and mapping community assets); and corps-wide member development opportunities planned for the year. MSA will also invite all Commonwealth Corps members to other member development workshops held throughout the service year. MSA will offer periodic (approximately monthly) member training workshops and reflection sessions during the year, with input from corps members and attention to corps diversity in terms of age, geographic location, service schedules, and issue areas. Topics may include position-related training to augment that provided by each host site (e.g., volunteer generation, strategies for successful partnerships, community outreach, using social media, sustainability of service, stress management, etc.) and member transition planning (e.g., translating service experience to the resume or college/graduate school application; networking opportunities for service careers; grant writing; visioning; civic engagement beyond the service year).

MSA also plans to sponsor one or more opportunities for Commonwealth Corps members and staff to come together during the year, such as service projects that strengthen corps identity and engage community members and an end-of-service event that will combine celebration with recognition of those successfully completing their service terms.

Minimum and Maximum Member Requirements

Host sites may apply to host 2-4 full-time or 3-6 half-time members to serve with the host site for a 10.5-month term of service from August 15, 2018, through June 29, 2019. Sites may only request members of one slot type (full-time or half-time) and in one focus area. Members are awarded for only one year; members can only serve for one term.

NOTE: MSA anticipates more requests for full-time members than can be supported. Please be sure full-time positions are warranted for your request and you are requesting only the total number of members your organization needs.

Agencies that wish to apply for fewer than 2 full-time or 3 half-time members can partner with one or more agencies to apply jointly. One agency must act as a lead applicant and will serve as the main contact with MSA. In such cases, there must be common goals/measures and/or activities that build a sense of team across members.

Member Benefits

In exchange for completing a term of service, members will receive the following benefits:
- Bi-weekly stipend (every other week while actively serving, described below);
- Health insurance (full-time members only; individual coverage only);
- Completion award (described below);
- Limited travel reimbursement to MSA-sponsored Commonwealth Corps activities;
- Limited travel reimbursement **from their host site** for certain service-related travel away from their usual service location, according to that agency's policies;
- On-going training and professional development opportunities;
- The opportunity for at least 10 (full-time) or 5 (part-time) days of planned absences; and
- The opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Host sites are able to provide some additional benefits to members serving with their organization, as long as all members serving within the legal applicant organization are provided with the same benefits. These must include reimbursements for service-related travel away from a member's usual service location (according to the host site's general policies for reimbursement of official travel), and may include tuition reimbursements, monthly public transportation passes or travel allotments, marginal rental assistance to be paid directly to landlord, or additional training opportunities to assist with members' effectiveness in their service. Sites may propose other members benefits for consideration and approval by MSA; however, host sites may not add to the stipend amount for members during their 10.5 month term of service.

Term of Service

Members will serve as full-time or half-time volunteers from August 15, 2018 through June 29, 2019 (10.5 month term), with the opportunity for at least 10 (full-time) or 5 (part-time) days of planned absences. Individuals are only eligible to serve one term with the Commonwealth Corps. Terms of service are broken down as follows:

Type of Member	Hours Per Service Term	Maximum Stipend (See NOTE below. Stipends will be paid in bi-weekly installments up to amount below.)	Completion Award
Full-time	1,500	$13,200 (minus taxes/ withholdings)	$2,500 (minus taxes/ withholdings)
Part-time	750	$6,600 (minus taxes/ withholdings)	$1,250 (minus taxes/ withholdings)

NOTE: Member stipends are paid in bi-weekly installments of approximately $550 for full-time members and $275 for part-time members (minus taxes and withholdings) during the weeks that a member is actively in service. The exact payment amounts will be determined upon award. The total stipend paid cannot exceed the maximum stipend amount listed above. Receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Section III
FOCUS AREAS AND PERFORMANCE MEASURES

Through the 2018-2019 Commonwealth Corps program, MSA is looking to build the capacity of host site organizations to provide increased and/or more efficient and effective services and to make measurable impact in several identified focus areas. What follows is a more detailed description of each of these areas, the overarching goal within each, and the standard performance measures that applicants must adopt within each focus area.

All applicants must address measures within the **capacity-building section and** must also select into *ONE* **focus area** and address the measures from that focus area. Performance Measures will be submitted in a worksheet, called Attachment A.

CAPACITY-BUILDING - *All applicants must address all of the required capacity-building measures and at least one additional measure.*

Goal: To expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. These activities should achieve lasting positive outcomes for the beneficiary populations served by the organization. Projects should:
1) support or enhance the program delivery model;
2) respond to the organization's goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community; and
3) enable the organization to provide a sustained level of more or better direct services after the member's term of service has ended.

Required Performance Measures:
- Number of community volunteers recruited and/or managed by projects/members.
- Number of hours of service contributed by community volunteers recruited and/or managed by projects/members.
- Dollar value of cash and/or in-kind support leveraged by members, including member-managed volunteers. (DO NOT include value of Commonwealth Corps members.)
- Number of unique individuals who have been directly impacted by/benefited from your Commonwealth Corps members' service/projects.
- Number of member projects aimed at increasing sustainability/documentation of program, with at least 1 example of specific activities.

Additional Performance Measures (select one at minimum):
- Number of new beneficiaries that received service as result of project/member activities.
- Number of additional activities completed and/or program outputs produced by the program as a result of project/member activities (apart from those sustainability/documentation projects listed above).
- Number of existing beneficiaries reporting improved program services as a result of the project/member activities.

FOCUS AREAS – *All applicants are required to select ONE of the following focus areas in their application and for their members' service and to address all required measures within the selected area. Several focus areas include additional measures where applicants must select at least one.*

Economic Opportunity/Workforce Development
Goal: To improve the economic well-being and security of economically disadvantaged individuals, with emphases including the chronically* and long term unemployed. Projects will facilitate access to services and resources that contribute to improved employability.
The Executive Office of Labor and Workforce Development defines populations experiencing chronically high rates of unemployment as: minority individuals (particularly African Americans, Hispanics/Latinos, and Native Americans), persons with a disability, and recently-returned (Gulf-era II) veterans.

Performance Measures (select **two** at minimum):

- Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment referred to job training and placement services.
- Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment receiving job training and other skills development services.
- Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment receiving job placement services.
- Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment assisted in pursuing educational opportunities.
- Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment assisted in receiving professional certification, licensure, or credentials.
- A different performance measure of the host site's choosing that includes a clear measureable target. *(For selected sites, this would be finalized with MSA.)*
- Number of individuals from the overall population served in this focus area who are African American, Hispanic/Latino, Native American, a person with a disability, or a Gulf-era II veteran. *(Applicants are strongly encouraged to include this measure, which does not count toward required minimum of two measures.)*

Education

Goal: To improve school readiness and success for children and youth. Projects will facilitate access to and participation in quality educational programs for children and youth.

For early childhood education:

Required Performance Measures:

- Number of children participating in early childhood education programs.
- Number of children completing participation in early childhood education programs.
- Number of children served demonstrating gains in school readiness in terms of social/emotional development and/or literacy/numeracy skills.

Additional Performance Measures:

- Sites must select at least 1 of the following 3 measures:
  - Number of parents/caregivers/guardians receiving referrals to early childhood education programs and services.
  - Number of parents/caregivers/guardians increasing engagement in their child(ren)'s early childhood education.
  - Number of activities supported by members aimed at increasing family engagement in early childhood education.
- Sites may also choose to include additional performance measures of the host site's choosing that include clear, measureable targets. *(For selected sites, these would be finalized with MSA.)*

For general education (In this area, MSA is seeking programs that focus on grades K-12):

Required Performance Measures:

- Number of children/youth participating in education programs.
- Number of children/youth completing participation in education programs.
- Number of children/youth demonstrating improved school engagement through changes in behaviors and/or attitudes. Please specify behaviors and/or attitudes, which may include increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals, increased interest in school, improved perspective on school climate, increased attachment to school, and increased educational aspirations.

Additional Performance Measures:

- Sites must select at least 1 of the following 3 measures:
  - Number of parents/caregivers/guardians receiving referrals to educational programs/services.
  - Number of parents/caregivers/guardians increasing engagement in their students' learning and/or educational goals.

- o Number of activities supported by members aimed at increasing family engagement in their students' learning and/or educational goals.
- Sites may also choose to include additional performance measures of the host site's choosing that include clear, measureable targets. *(For selected host sites, these would be finalized with MSA.)*

Health & Nutrition
Goal: To improve the physical and mental health of communities and individuals, with emphases including substance abuse prevention and treatment. Projects will improve access to and utilization of primary and preventive health care, which could include a focus on those impacted by trauma and the promotion of healthy relationships.

Performance Measures (select **two** at minimum):
- Number of individuals utilizing preventive and primary health care services and programs.
- Number of clients to whom information on health insurance, health care access, and health benefits programs is delivered.
- Number of clients enrolled in health insurance, health services, and health benefits programs.
- Number of individuals participating in health education programs.
- A different performance measure of the host site's choosing that includes a clear measureable target. *(For selected host sites, this would be finalized with MSA.)*
- Number of individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant, which does not count toward required minimum of two measures.)*

Veterans' Support
Goal: To support or improve the physical, mental, and social wellbeing of veterans and military families. Projects will positively impact the quality of life of veterans and improve military family strength by increasing the number of veterans served and the number of veterans engaged in service. MSA is interested in seeing projects that engage veterans to serve other veterans.

Required Performance Measures:
- Number of veterans and/or active duty military personnel that received assistance.
- Number of family members of veterans and/or of active duty military personnel that received assistance.
- Number of veterans and/or military family members engaged as Commonwealth Corps Members.

Additional Performance Measures (select **two** at minimum):
- Number of veterans receiving housing placement services.
- Number of veterans receiving services in one or more of the CC focus areas:
    - o Number of veterans receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.
    - o Number of veterans receiving job training, skill development, or job placement services.
    - o Number of veterans assisted in receiving professional certification, licensure, or credentials.
    - o Number of veterans assisted in pursuing educational opportunities.
- A different performance measure of the host site's choosing that includes a clear measureable target. *(For selected host sites, this would be finalized with MSA.)*

Youth Violence Prevention/Youth Development
Goal: To increase access to positive youth development opportunities and decrease youth involvement in risky behaviors including violent behaviors, gang membership, and substance abuse. Projects will support positive engagement/development services for teens/young adults, which might include promotion of healthy relationships.

Required Performance Measures:
- Number of youth connected to resources and services through outreach.
- Number of youth enrolled in positive development activities such as job training, service or service-learning, or education/alternative education programs.

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<u>Additional Performance Measures</u>:

- Sites must select at least 1 of the following 2 measures and specify details:
    - o Number of youth demonstrating decreased risk behaviors, e.g. decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.
    - o Number of youth demonstrating increased positive behaviors/protective factors.
- *(Optional)* Number of individuals assisted in receiving professional certification, licensure, or credentials.
- Sites may also choose to include additional performance measures of the host site's choosing that include clear, measureable targets. *(For selected host sites, these would be finalized with MSA.)*
- Number of individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant, which does not count toward required minimum of two measures.)*

Program Examples

Example #1
An organization in Pittsfield is approved to host 2 corps members who will serve full-time throughout the school year to establish a literacy-based volunteer program and to provide direct tutoring services during and after school to elementary school children in Pittsfield. They will partner with host site staff to research best practices in literacy tutoring and volunteer management, design the program, and recruit volunteers with an interest in literacy and education. Members will be trained in and then provide appropriate training to volunteers on topics such as effective tutoring strategies, behavior management, and an overview of the Pittsfield Public School system.

Example #2
A college in Worcester is approved to engage 4 veterans as half-time Commonwealth Corps members to serve as orientation coaches and mentors to recently returned veterans who are enrolling in the college and are experiencing challenges adjusting to or remaining in school. Members will plan pieces of orientation specifically geared to meet the needs of veterans and will meet those veterans weekly or bi-weekly to provide guidance and support as needed.

Example #3
A coalition of workforce development agencies submits a joint application to host 6 half-time members who will serve with their agencies in pairs. Members' service will include expansion of community outreach, client intake, and needs assessment, and referrals to appropriate job training services for the long term unemployed or individuals from populations that experience chronically high rates of unemployment. Members will also conduct follow up services with clients to assess their experience and evaluate whether their needs were met. Each agency will recruit and supervise its members, but all the organizations have a common goal/programming and will bring their members together monthly for joint training and networking sessions.

> Note: In this situation, one organization would serve as the lead applicant and submit the application on behalf of all organizations. Members could be recruited locally by each agency; however the lead applicant would serve as the main contact with the Massachusetts Service Alliance and would take the lead on submitting reports to and managing communication with MSA.

Example #4
An organization in Boston is approved to host 2 full-time members who will expand their agency's provision of healthy relationship programming and expand provision of trauma resources to a larger population of survivors of intimate and sexual violence. They will expand outreach and programming to new partners/clients, while also developing and documenting new curricular elements. The agency will directly supervise both members, will provide initial shadowing opportunities and ongoing support, and will provide orientation and ongoing training around healthy relationships, trauma informed care and vicarious trauma awareness, responding to intimate and sexual violence, and serving with special populations, as well as other topics.

Section IV
ORGANIZATIONAL REQUIREMENTS

Eligible Applicants

Members will be awarded to organizations that are proposing to establish a new project or to expand an existing program to meet a demonstrated need in the Commonwealth of Massachusetts in one of the identified focus areas and to build organizational capacity.

Eligible applicants are:
- Nonprofit organizations (incorporated with 501(c)(3) status) that have been in existence for at least one year prior to the date on which the organization submits an application;
- State, municipal, and county governments, including departments/agencies therein;
- Academic institutions; and
- Native American tribes.

Current and prior Commonwealth Corps host sites may reapply and must complete additional application questions ("section 5" of the application instructions). They are encouraged to show expansion of their prior goals/projects, but they may apply with the same goals/projects if they explain why expansion would not make sense at this point.

MSA will only consider one Commonwealth Corps application per agency. Agencies seeking to apply for members serving in different roles/on different projects should submit one application that includes some common goals/activities and addresses how a sense of team will be built and maintained across their members.

Restrictions

Applicants with a pending request for MSA funding may apply to be a host site, as long as their application clearly demonstrates that the proposed Commonwealth Corps project is significantly different from those activities already supported by MSA and that the project would significantly expand the organization's capacity.

MSA will not fund projects that engage in any of the following:
- Providing religious instruction, conducting worship services or engaging in any form of proselytization;
- Assisting, promoting, or deterring union organizing;
- Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Impairing existing contracts for services or collective bargaining agreements; or
- Advocating to impact public funding (state or federal) or for a change in public policy as a part of members' Commonwealth Corps service; or
- Utilizing corps members to replace previously budgeted staff positions or to reduce overtime, hours of work, or opportunities for advancement for employees or members of host sites.

Host sites cannot pay members for additional responsibilities or employ members in a paid capacity during their term of service.

Host Site Requirements (Please review program frameworks on pages 4-5 as well)

Programmatic Responsibilities

Organizations receiving support from MSA are required to:
- Finalize, track, and report on performance measures;

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- Develop documents detailing goals and outcomes;
- Recruit and select members with input from MSA;
- Train, supervise, and support corps members;
- Determine members' schedules to ensure both a manageable level of responsibility and adequate time to complete overall service commitment/hours;
- Orient and train site supervisors (if applicable);
- Ensure members are in service gear provided by MSA that identifies them as Commonwealth Corps members;
- Support members in completing their weekly MSA-related activities requirement;
- Promote the Commonwealth Corps and their partnership with MSA, including use of logos; and
- Plan members' schedules to ensure availability to attend mandatory MSA-led member orientation, trainings, and meetings (minimum of six events per member).

Administrative Responsibilities
Organizations receiving support from MSA are required to:
- Select one person to serve as main contact with MSA, if multiple supervisors;
- Submit a mid-year and a final programmatic progress report;
- Approve member timesheets weekly;
- Ensure members complete and submit monthly progress reports;
- Complete and submit a mid-year and end of year member performance evaluation, as well as a one-time "Member Hours and Commitment Review;"
- Attend mandatory grantee orientation meeting, trainings, conference calls, monthly check-ins with Commonwealth Corps Program Manager and other host site events;
- Provide at least 2 updates about their Commonwealth Corps experience, including a newsletter spotlight, and encourage members to provide updates for public sharing; and
- Host a site visit by MSA staff.

Fiscal Responsibilities
Organizations receiving support from MSA are required to:
- Contribute a cash match to MSA of $2,000 per half-time member or $4,000 per full-time member to be used toward member costs;
- Support their members with travel reimbursements for service-related travel away from their usual host site location, according to their organizational travel reimbursement policies that would apply to others traveling for official purposes.
- Host sites may also provide additional benefits to members, provided all members are offered the same benefits. These may include transit passes/travel allotments, tuition reimbursement, or additional training.

Access for Individuals with Disabilities

MSA is committed to making the Commonwealth Corps program accessible to people with disabilities. Organizations should make every reasonable effort to ensure that their service opportunities are accessible including, but not limited to, access to facilities and implementation of policies that are supportive of people with disabilities, or arranging for other reasonable accommodations, as necessary.

Criminal Offender and Sexual Offender Background Checks

MSA is committed to ensuring the safety of program participants and beneficiaries. Organizations must conduct a background check (CORI and SORI) for all Commonwealth Corps members prior to their start of direct service.

Other Applicable Statutory and Administrative Provisions

All programs must comply with state laws regarding Drug Free Work Place, Non-Discrimination and Grievance Procedures. The host site must also comply with all other applicable state statutes, executive orders, regulations, and policies governing the program.

Section V
SUBMISSION AND SELECTION INFORMATION

Submission Requirements

Applicants are required to submit their application online:

ONLINE SUBMISSION *must be received by 5pm on **Wednesday, January 24, 2018**.*

Email, hard copy, or fax submissions will not be accepted. **Any application that is not complete and/or does not comply with all requirements may not be reviewed.**

Submission requirements and tips-- Please note:
1. **Online system** details:
   - Applicants can save their applications and come back to edit them later.
   - The application includes required questions that prohibit movement from page to page, but applicants can put in text as a place holder to move between pages.
   - The system only allows one login per agency, so applicants will need to share their login information with others if they are collaborating on their application.
   - Some applicants may find it helpful to draft their application in a Word document and then cut and paste it into the online system.

     *Make sure not only to submit your information but also to confirm it. ***** After you enter your information with "submit," the system will display it for your review and you must then also click "confirm" for the submission to be finalized. ******

2. The **applicant information** will be completed in the online system, as will the **application narrative**. The **performance measures**, **position description(s)** and required **organizational documents** will be attachments uploaded into the system.

3. In your narrative, make sure to **leave a space between paragraphs** within sections, as the online system does not allow for any text formatting (tabs, etc.), and to **answer the questions as outlined in the instructions**. The **character limits** listed are maximums and include spaces; applicants do not need to reach that maximum in each response.

4. **Current/past Commonwealth Corps host sites** are also required to answer additional questions in section 5 of the application narrative and are allotted up to 4,000 additional characters for this purpose.

Submission Deadlines and Links

Online submission of **Intent-to-Apply** due by **Monday, January 8, 2018**
Click here to complete the form. (*Strongly encouraged,* but not required.)

Online submission of **Application** due **Wed. January 24, 2018 by 5pm** (EST)
Click here to access the online application system.

Review and Selection Process

The Massachusetts Service Alliance will select applications using a multi-stage process that includes a review by a panel of MSA Board and staff members with final selection and approval by MSA's Board of Directors. Additional community reviewers may be involved, if necessary. During the review process, performance of programs that have previously received MSA funding/support will be taken into consideration.

Selection Criteria

The Commonwealth Corps seeks to engage a diverse group of corps members whose service will address the host site's capacity to serve needs in identified focus areas and build organizational capacity. Agencies of all sizes are encouraged to apply.

MSA particularly encourages applications that focus on the following areas emphasized by Governor Charlie Baker: substance abuse prevention/treatment and employment and workforce development for populations experiencing chronically high rates of unemployment.

Preference will be given to projects that:
- address a well-documented community and/or organizational need;
- will produce measurable outcomes;
- build a sense of team/community across their members;
- show an appropriate balance between the importance of service impact and member development;
- provide geographic or programmatic diversity to MSA's program portfolio;
- can demonstrate meaningful impact within one year; and
- (for returning sites) show a history of successfully engaging Commonwealth Corps members and partnering with MSA.

Proposals to engage members in unallowable activities will not be considered, including projects that:
- involve members in prohibited activities (see "Restrictions" section on page 12);
- utilize corps members to replace previously budgeted positions or to reduce overtime, hours of work, or opportunities for advancement for employees or members of host sites; and/or
- engage members in primarily administrative and/or office support roles.

Section VI
APPLICATION INSTRUCTIONS

Online submission requirements and tips are detailed on page 14. In addition to the items described in this section, additional attachments are also required *(as noted in Section VII).*

We urge you to follow these guidelines when writing your proposal:
- Make sure to complete all sections and include all required attachments.
- Answer every section clearly and in order.
- If you are applying for members to serve on different projects/with different agencies:
  - Complete a single application that includes some common goals/activities and addresses how a sense of team will be built and maintained across members.
  - Agencies collaborating on an application should select one entity to serve as the lead applicant and main partner with MSA, if selected.
- If you are requesting more than one member to serve on the same project:
  - Complete a single application and specify the number of members requested.
- Attachments outside of what has been requested will not be accepted.

APPLICANT INFORMATION:
- The first page asks for basic information about the organization and individuals applying, including but not limited to past participation in the Commonwealth Corps program, current engagement of other service corps members, past receipt of MSA funding, and all the cities/towns that would be directly impacted by your Commonwealth Corps members' service. It also requires an electronic sign off attesting that, by applying, your agency agrees to the host site conditions and requirements set forth in the RFP.

NARRATIVE SECTION 1: Executive Summary *[max. of 850 characters]*
Fill in the blanks to complete the Executive Summary for your Commonwealth Corps project:
"[One sentence mission of agency, phrased as 'The mission of AGENCY NAME is to…' or 'AGENCY NAME seeks to/empowers/builds/etc....']. [AGENCY NAME] will host [#] of [full- time or half-time] Commonwealth Corps members [in PROGRAM NAME, if applicable] who will serve as [position title and brief summary of member roles] in [geographic area(s) served]. Through their service, members will [brief summary of anticipated outcomes, both capacity building and focus area related]. In addition, they will leverage [# of volunteers recruited/managed] volunteers that will be engaged in [what volunteers will be doing]." *MAKE SURE TO USE THIS TEMPLATE.*

NARRATIVE SECTION 2: Organizational Background (20%) *[max. of 4,750 characters]*
Provide a clear and concise description of your organization and your organization's interest in hosting a Commonwealth Corps member by answering the following questions.

Organizational Overview
- What is your organization's mission, target population, and geographic area(s) served?
- What current programs and services does your organization provide?
- What other organizations in your region are addressing the same or similar issues that your proposed Commonwealth Corps project will address? What is your organization's relationship with these agencies? How do you work together to ensure that services complement one another and are not duplicative?
- Does your organization have experience hosting a service corps member (AmeriCorps, Commonwealth Corps, etc.)? If so, in what capacity and for how many years?
- Why do you want to host Commonwealth Corps members? How will their service advance the goals of your organization and be distinct from other staff or service roles?

NARRATIVE SECTION 3: **Project Overview (50%)**

Proposed projects that address a clear, unmet community need with a well-designed set of activities and measurable, meaningful outcomes will be given preference. Use this section to demonstrate how your project meets these criteria.

Community and Organizational Need *[max. of 3,000 characters]*
- Indicate the focus area that you have selected. Within that focus area, what community need (s) will the Commonwealth Corps project address and how will it build on community assets? Provide evidence of that need in the target community/communities.
- What is your organization currently doing to address this specific need/build on assets? What does your organization need in order to increase or improve services in this area?

Project Details *[max. of 7,500 characters]*
- How many and what type (full- OR half-time) of Commonwealth Corps members are you requesting? How does the member type you are requesting align with the responsibilities of the position? If you are requesting full-time members, why is this warranted?
  - **NOTE**: Host sites may only apply for one type of member slot (cannot request a combination) and may apply to host 2-4 full or 3-6 half-time members.
- What specific service activities will the members perform and what would a typical week look like for them?
- Where will the members serve? (Include specifics about whether this will be in your main office or off-site, varied from day to day, what the general environment is like, etc.)
- If you are requesting members that will serve on different projects/in different roles, what are the common goals and/or activities that overlap?
- How will you build and maintain a sense of team across your members?
- What specific skills/knowledge, if any, should the member have to fill this position?
- Please provide your recruitment plan/timeline, including target audiences and outreach partners, and detail how your selection process will address the desired skills/knowledge. (Selected agencies must submit their finalists to MSA for consideration by June 30th. Selection of members is conditional on MSA staff approval, and final candidates are required to interview with MSA before receiving an offer to serve as a Commonwealth Corps member.)
- Attach a position description for each proposed member role (Attachment B. See instructions on page 19 and Position Description Template.)
- To ensure the project will provide an adequate and appropriate level or responsibility for the type of member requested during the 10.5 month service term, provide a quarterly timeline of how and when the project will be conducted and expected benchmarks. You may outline this in whatever format you choose (paragraph, bullets, etc.), but it must be provided within the narrative and may not be provided as an attachment. Since the online system does not allow for formatting, you will need to format with plain text (such as a hyphen and space instead of a formatted bullet, etc.).

Project Impact/Outcomes *[max. of 1,500 characters; Performance Measure Worksheet is separate]*
- Describe the anticipated impact of the project on your organization's direct services and on the community/communities served.
- How will the organization monitor progress towards your performance measures and evaluate the success of the project?
- Complete the Performance Measure Worksheet (Attachment A; instructions on page 19).

Sustainability *[max. of 1,500 characters]*
- How will the proposed project build your organization's capacity during the term of service?
- How will the project create lasting impact beyond the members' terms of service?

NARRATIVE SECTION 4: **Member Support (30%)**
Members need significant training, support, and guidance to be successful. They are being recruited to complete a term of service that benefits your organization/community and that provides opportunities for member development. Use this section to demonstrate that your organization has the capacity to support the unique needs of service corps members and the project. (Remember: supervisors should be based out of the same location where members will serve, or at a minimum be based there for at least 50% of the members' scheduled service time.)

Member Training and Benefits *[max. of 1,500 characters]*
- What orientation/ongoing training will you provide to member(s)? How will you ensure that the members are properly trained and supported to carry out their project at your site?
- What other development opportunities, support, and/or benefits will you provide the members and how will that take shape over the course of the program year?

Member Supervision *[max. of 2,000 characters]*
- Who will supervise the members, and what is their role in the organization? How will they make time to supervise the members and manage their activities? If there will be multiple supervisors, detail this individually and note who will be the one lead contact with MSA?
- How have those who will directly supervise members been involved in the development of this application/these programs?
- What is the supervision plan for members? How often will they have 1:1 meetings with the supervisor? (This must occur at least every other week.) How often will group supervision occur? Is the supervisor based 100% in the same location as members?
- How will the members be introduced to and continually connected with the organization and with each other?
- Describe the physical workspace that will be provided to the member(s). How will you ensure that members are provided with adequate workspace, supplies, and resources to be successful in their service?

NARRATIVE SECTION 5: *ONLY* **for Current/Past Commonwealth Corps Host Sites**
(Not applicable for new applicants; **REQUIRED for current/past Commonwealth Corps host sites**)
Current/past Commonwealth Corps host sites may apply for the 2018-2019 program. They are strongly encouraged to show expansion of their prior goals/projects, but they may apply with the same goals/projects if they explain why expansion would not make sense at this point. Sites are also encouraged to reflect on their experiences and provide an accurate representation of their experience and their partnership with MSA and areas where improvement could be made.

Commonwealth Corps Model *[max. of 2,000 characters]*
- How do the activities described and members requested in this application compare to your prior Commonwealth Corps model(s)?
- Why did you keep them the same or change them?
- If not addressed above, how will this expand your prior goals/projects, or why is expansion not possible at this time?

Past Performance and Lessons Learned *[max. of 2,000 characters]*
- Briefly discuss your past performance in terms of:
  - member outreach/recruitment and filling requested slots,
  - member retention, support, and progress towards required service hours/term,
  - program impact/meeting of performance measures, and
  - communication with MSA/timely fulfillment of host site responsibilities?
- What lessons did you learn from your successes with the Commonwealth Corps? What lessons did you learn from your challenges? How have you incorporated these into your plans moving forward (via changes in the current and/or future program year)?

[Section 5 will be considered in the scoring of the above sections, as appropriate.]

Section VII
ATTACHMENTS

ATTACHMENT INSTRUCTIONS:
The **Performance Measure Worksheet (A)** and the **Position Description Template (B)** are available in Word documents on [MSA's website](#) for editing/submission. **Attachments A and B, plus the organizational documents detailed below, must be submitted with your application by the 1/24/18 5pm deadline.** MSA will work with selected sites to finalize their Performance Measures and Position Description(s) during negotiations, if necessary.
*Make sure each attachment includes your **agency name and the attachment type in the title**.*

ATTACHMENT A: Performance Measure Worksheet

- All applicants must **complete the capacity-building section, AND each applicant must also complete the section appropriate to their ONE selected focus area**.
- Provide appropriate targets (*actual numbers*) that you expect to attain **as a direct result of your proposed Commonwealth Corps project/members' service**. For more details on the capacity building and focus area goals, please see pages 8-11.
- Provide detail on the instruments/tools you will use to measure these changes and describe the overall impact you expect to realize as a result of your Commonwealth Corps project(s).
- This attachment should be submitted as a **Word document**. **Make sure to delete the sections for the four focus areas for which you are not proposing measures.**

ATTACHMENT B: Commonwealth Corps Position Description

- Please **fill in the sections in yellow** and add in your agency's logo in the allotted space.
- Applicants should complete a single narrative and Attachment A, but they should **submit multiple position descriptions if they are proposing very different roles across members that cannot be captured in one common position description/title**.
- Position descriptions **must include all elements in the template and the phrase "Commonwealth Corps" in the overall position title.** Your expectations and requirements should be reasonable for a program that is focused on member development, and you should specify which functions are marginal versus essential.
  - **NOTE**: Essential functions are those directly tied to the reason the position exists. Therefore, these cannot be eliminated or reassigned. Marginal functions are tasks that can be adjusted or reassigned without jeopardizing the basic purpose of the position. *Be clear about any physical/environmental requirements.*
- Make sure to include a clear sense of the required schedule, and specify if there is a framework for time of day or days per week. Be clear about any expectations for scheduling or responsibilities that go beyond the common, MSA-specific guidelines.
- Please add any additional benefits that your organization is able to provide to all CC Members at site, beyond the Member benefits provided by MSA (host sites in the past have provided subsidized bus passes, other transportation assistance, on-site meal plans, marginal rental assistance to be paid directly to landlord, etc.).
- Only include details for your slot type (full- or half-time) and delete other's information.
- This should be attached as **ONE** Word document (even if there are multiple positions).

ADDITIONAL ATTACHMENTS: Organizational Documents *(all 3 are required)*

1. **Organization Chart** (submitted as Word document or PDF)
2. **Organizational Audit**
   a. *(Include ONE copy of your organization's most recent audited financial statements and, if applicable, your most recent A133/A128 audit. If your organization is not required to complete an audit, please attach the most current copies of your organization's Form 990. **These audits should have been conducted during the previous twelve months**.)*
3. **Verification of Eligibility**
   a. *(Attach a copy of the 501(c)(3) letter OR the MA ST-2, "Certificate of Exemption".)*

ATTACHMENT A: PERFORMANCE MEASURE WORKSHEET

Applicants must **complete (1) the capacity-building section AND (2) the section appropriate to their one selected focus area**. See page 19 for details and instructions on completing this section. In your submission, please delete the sections for the focus areas not selected.

CAPACITY BUILDING (Required for all sites)	
Goal: To expand the scale, reach, efficiency, or effectiveness of programs and organizations.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	

REQUIRED MEASURES:

Indicator	Target
Number of community volunteers recruited and/or managed by projects/members.	
Number of hours of service contributed by community volunteers recruited and/or managed by projects/members.	
Dollar value of cash and/or in-kind support leveraged by members, including member-managed volunteers (DO NOT include value of Commonwealth Corps members).	
Number of unique individuals who have been directly impacted by/benefited from your members' service/projects?	
Describe the instrument(s) or tools you will use to track these data:	
Number of member projects aimed at increasing sustainability/documentation of program.	
Describe at least one member activity aimed at increasing sustainability/documentation:	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

ADDITIONAL MEASURES (select at least one):

Indicator	Target
Number of new beneficiaries served as a result of the project/member activities.	
Number of additional activities completed and/or program outputs produced by the program as a result of the project/member activities (apart from those sustainability projects listed above).	
Number of existing beneficiaries reporting improved program services as a result of the project/member activities.	
Describe the instrument(s) or tools you will use to track these data:	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

ECONOMIC OPPORTUNITY/WORKFORCE DEVELOPMENT	
Goal: To improve economic well-being and security of economically disadvantaged individuals.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
MEASURES (select at least two):	
Indicator	**Target**
Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment referred to job training and placement services.	
Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment receiving job training and other skills development services.	
Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment receiving job placement services.	
Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment assisted in pursuing educational opportunities.	
Number of economically disadvantaged individuals or individuals facing chronically high rates of unemployment assisted in receiving professional certification, licensure, or credentials.	
[A different performance measure of the host site's choosing that includes a clear, measurable target.]	
Number of individuals from the overall population served in this focus area who are African American, Hispanic/Latino, Native American, a person with a disability, or a Gulf-era II veteran. *(Applicants are strongly encouraged to include this measure, which does not count toward required minimum of two measures.)*	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

EDUCATION	
Complete the Early Childhood *OR* the General Education (K-12) Sections	
Goal: To improve school readiness and success for children and youth.	
Early Childhood Education Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
EARLY CHILDHOOD EDUCATION REQUIRED:	
Indicator	**Target**
Number of children participating in early childhood education programs.	
Number of children completing participation in early childhood education programs.	
Number of children served demonstrating gains in school readiness in terms of social/emotional development, literacy skills, or numeracy skills.	
How will the project define and determine participation and completion?	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	
EARLY CHILDHOOD EDUCATION ADDITIONAL (select at least one of the first three):	
Indicator	**Target**
Number of parents/caregivers/guardians receiving referrals to early childhood education programs/services.	
Number of parents/caregivers/guardians increasing engagement in their child(ren)'s early childhood education.	
Number of activities supported by members aimed at increasing family engagement in early childhood education.	
[A different performance measure of the host site's choosing that includes a clear, measurable target.]	
How will the project define and determine increased engagement?	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	
GENERAL EDUCATION (K-12) REQUIRED:	
Indicator	**Target**
Number of children/youth participating in education programs.	
Number of children/youth completing participation in	

education programs.	
Number of children/youth demonstrating improved school engagement through changes in at least two behaviors and/or attitudes. *Please specify the behaviors and/or attitudes.* Behaviors/attitudes may include increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals, increased interest in school, improved perspective on school climate, increased attachment to school, or increased educational aspirations.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

GENERAL EDUCATION (K-12) ADDITIONAL (select at least one of the first three):	
Indicator	**Target**
Number of parents/caregivers/guardians receiving referrals to educational programs/services.	
Number of parents/caregivers/guardians increasing engagement in students' learning and/or educational goals.	
Number of activities supported by members aimed at increasing family engagement in students' learning and/or educational goals.	
[A different performance measure of the host site's choosing that includes a clear, measurable target.]	
How will the project define and determine increased engagement?	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

HEALTH AND NUTRITION

Goal: To improve the physical and mental health of communities and individuals.

Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.

MEASURES (select at least two):

Indicator	Target
Number of individuals utilizing preventive and primary health care services and programs.	
Number of clients to whom information on health insurance, health care access, and health benefits programs is delivered.	
Number of clients enrolled in health insurance, health services, and health benefits programs.	
Number of individuals participating in health education programs.	
[A different performance measure of the host site's choosing that includes a clear, measurable target.]	
Number of individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant, which does not count toward required minimum of two measures.)*	

What specific instrument(s) will be used to measure results?

Describe the impact you expect in this area as a result of the Commonwealth Corps project:

VETERANS' SUPPORT	
Goal: To support or improve the physical, mental, and social wellbeing of veterans and military families.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	

REQUIRED MEASURES:

Indicator	Target
Number of veterans and/or active duty military personnel that received assistance.	
Number of family members of veterans and/or active duty military personnel that received assistance.	
Number of veterans and/or military family members engaged as Commonwealth Corps members.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

ADDITIONAL MEASURES (select at least two):

Indicator	Target
Number of veterans received housing placement services.	
Number of veterans receiving services in one or more of the Commonwealth Corps focus areas:	
• Number of veterans receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.	
• Number of veterans receiving job training, skill development, or job placement services.	
• Number of veterans assisted in receiving professional certification, licensure, or credentials.	
• Number of veterans assisted in pursuing education opportunities.	
[A different performance measure of the host site's choosing that includes a clear, measurable target.]	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

YOUTH VIOLENCE PREVENTION/YOUTH DEVELOPMENT	
Goal: To increase access to positive youth development opportunities and decrease youth involvement in risky behaviors including violent behaviors, gang membership, and substance abuse.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
REQUIRED MEASURES:	
Indicator	**Target**
Number of youth connected to resources and services through outreach.	
Number of youth enrolled in positive development activities including job training and education/alternative education programs.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	
ADDITIONAL MEASURES: (you must select at least one of the first two measures below)	
Number of youth demonstrating decreased risk behaviors including decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.	
Number of youth demonstrating increased positive behaviors/protective factors.	
(Optional) Number of individuals assisted in receiving professional certification, licensure, or credentials.	
(Optional) [A different performance measure of the host site's choosing that includes a clear, measurable target.]	
Number of individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant, which does not count toward required minimum of two measures.)*	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project:	

**Commonwealth Corps
Service Position Description**

YOUR
AGENCY
LOGO
HERE

[INSERT CORPS SPONSOR AGENCY NAME]
[INSERT PROGRAM NAME, if any]
Commonwealth Corps [INSERT SERVICE POSITION TITLE]

The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps members with [AGENCY NAME] will serve 10.5 months in a [SELECT ONE: full-time or half-time] capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

[INSERT BRIEF SUMMARY PARAGRAPH ABOUT CORPS SPONSOR AGENCY AND COMMONWEALTH CORPS PROJECT]

Responsibilities:

Essential
- Complete a minimum of [SELECT ONE: 1,500 or 750] hours of service, serving through June 29, 2019.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and [AGENCY NAME], including a new member orientation on August 15 & 16, 2018.
- Participate in a minimum of 1 hour (full-time members) or 30 minutes (half-time members) of MSA-related activities each week (in person or virtually).
- [ADD IN SITE-SPECIFIC RESPONSIBILITIES HERE]

Marginal
- [ADD IN SITE-SPECIFIC RESPONSIBILITIES HERE]

Qualifications:

Required
- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- [ADD IN SITE SPECIFIC QUALIFICATIONS HERE]

Preferred
- [ADD IN SITE SPECIFIC QUALIFICATIONS HERE]

Member Benefits:

- **Stipend** of ==$550 (full-time)== or ==$ 275 (half-time)== every other week while in service, up to ==$13,200 (full-time)== or ==$6,600 (half-time),== minus taxes and withholdings; *[ACTUAL AMOUNT TO BE DETERMINED BY MSA UPON AWARD]*

- **Health insurance (full-time members only**, individual coverage only);

- **Completion award** of up to ==$2,500 (full-time)== or ==$1,250 (half-time)== upon successful completion of service, minus taxes and withholdings;

- **Training and other professional development** opportunities;

- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;

- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;

- The opportunity for at least ==10 (full-time)== or ==5 (part-time)== days of planned absences (may include holidays); and

- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:
- **Position Start Date**: August 15, 2018
- **Position End Date**: June 29, 2019
- Service commitment will average ==[SELECT ONE: 38-40 (full-time)/18-20 (half-time)]== hours per week during the following days/times ==_____.==
- ==[ADD IN ANY SITE SPECIFIC SCHEDULING REQUIREMENTS HERE]==

Application Instructions:

- To apply, submit a cover letter and resume ==[or add other required documents]== by ==[deadline, recommended to be by late May/early June with encouragement to apply ASAP]== to [Name and contact info of your agency's staff person].

Accepted members will be required to undergo a criminal offender and sexual offender background check.

==[INSERT CORPS SPONSOR AGENCY NAME]== will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. ==[INSERT CORPS SPONSOR AGENCY NAME]== welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

TECHNICAL ASSISTANCE INFORMATION

Technical Assistance Webinars

MSA will host two technical assistance webinars. These are virtual training events which you can access from your own desk that will review the 2018-2019 Commonwealth Corps Host Site application process and provide participants with an opportunity to ask questions.

These sessions are <u>not mandatory</u> for applicants, <u>but interested organizations are strongly encouraged to participate</u>. To connect to the webinar, you will need a computer with internet browser and a phone. Please pre-register by clicking on the appropriate link below; you need to pre-register in order to receive login information and attend.

If you wish to attend but are unable to do so, individualized technical assistance may be available by contacting Amy Mulvena, Commonwealth Corps Program Manager, at 617-542-2544 ext. 220 or amulvena@mass-service.org or Julianne DeFilippis, Commonwealth Corps Program Assistant, at (617) 542-2544 x202 or jdefilippis@mass-service.org.

Date	Time	Registration Link
Thursday, December 14	10 – 11:30am	https://cc.readytalk.com/r/ii1o6hwgjfdi&eom
Tuesday, December 19	1 – 2:30 pm	https://cc.readytalk.com/r/3q767s98vyk&eom