

Instructions

America's Service Commissions is pleased to support the national service field by providing one form for multi-state applicants (National Directs) applying for an AmeriCorps grant to initiate their consultation with participating state service commissions.

**Why Consultation?**

As part of the Serve America Act, National Direct Consultation was established to help increase collaboration and coordination among national service programs, which in turn supports the efficient use of national service funds in each state.

Consultation is a requirement outlined in the FY18 AmeriCorps NOFO for new, recompetete and continuation applicants.

State service commissions use the information provided through the National Direct Consultation process to provide input to the Corporation for National and Community Service (CNCS) on funding decisions that may impact their state, as well as provide feedback/recommendations to the National Direct applicant. CNCS asks each commission to provide their input on each National Direct applicant proposing to place members in the state by selecting "support", "neutral", or "do not support", along with any comments associated with the opinion submitted.

**DEADLINE**

This form and the accompanying requested documents are due in advance of the *FY18 AmeriCorps NOFO application deadline established by the Corporation for National and Community Service*. Consultation requirements may vary by state. Consultation is not completed unless you meet all the requirements by an individual state service commission. Upon completing this form, you may be contacted for additional information. When possible, it is encouraged that applicants initiate consultation with state service commissions as soon as possible.

**Instructions for completing National Direct Consultation Form:**

Please fill out all sections to the best of your ability.

In the provided section, select the states/territories you are planning to request/place members in your AmeriCorps National application. By submitting this form you are initiating the consultation process as outlined in the FY18 AmeriCorps State/National NOFO for all states/territories with the exception of DC, Guam, HI, MO, NC, ND, NJ, NM, Puerto Rico, TN. Contact these states directly for instructions on completing consultation.

The state service commission in the states you selected will review the information you provided and may reach out with follow up questions or additional requirements to complete consultation. Please be responsive to any questions, as they will use the information provided in this form, along with additional information requested, to complete their required feedback to the CNCS regarding your application.

**Form Completion**

Upon successful completion of this form you will see "Thank you for initiating consultation for the selected state service commissions".

You should receive an email acknowledging receipt from the state service commission(s) you selected to initiate consultation in the coming weeks.

**Attention New or Expanding Programs**

It is strongly encouraged that multi-state applicants (national directs) contact the state service

**commission(s) as early as possible in order to begin a dialogue related to your proposed placement of AmeriCorps members. This may help inform your application to CNCS based on suggestions the state service commission(s) may offer.&l**

Please complete each section to the best of your ability.

\* 1. Contact information for any follow up questions regarding information submitted in this form:

<b>First and Last Name</b>	<input type="text"/>
<b>Contact's Job Title:</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>City/Town</b>	<input type="text"/>
<b>State/Territory</b>	<input type="text"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>

\* 2. Program Identification Information:

<b>Legal Applicant Name (as listed in CNCS grant system)</b>	<input type="text"/>
<b>AmeriCorps Program Name</b>	<input type="text"/>
<b>Grant Application ID # (as provided in the CNCS grant system)</b>	<input type="text"/>

3. Please select the state(s) you are completing this consultation form for (all the states you plan to place members in as part of your FY18 application). If a state is not listed, you will need to complete their consultation process separately, as listed in the survey instructions.

*Consultation is not required in South Dakota, American Samoa and Virgin Islands where there are no state service commissions.*

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia

- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Massachusetts
- Maryland
- Maine
- Michigan
- Minnesota
- Mississippi
- Montana
- Nebraska
- New Hampshire
- Nevada
- New York
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- Texas
- Utah
- Virginia
- Vermont
- Washington
- Wisconsin
- West Virginia
- Wyoming

4. Provide the executive summary for your program (as instructed for your FY18 AmeriCorps NOFO application):

5. Estimated Program Start and End Dates (i.e., September 2018 and May 2019)

Start Date:

End Date:

6. Type of Application for FY18:

- New Application
- Recompete
- Continuation (indicate whether applying for the second or third year)

Year of continuation grant, if applicable:

7. CNCS Focus Area(s)

Indicate all CNCS focus areas to be addressed by members serving in state:

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families
- Capacity Building
- Other (please specify)

8. Please upload your AmeriCorps program Performance Measure(s), as you plan to submit them to CNCS in your FY18 AmeriCorps application.

If you have not finalized your performance measure selection, please provide as much detail you have.

If finalized, you can copy/paste the performance measures as you plan to submit for your CNCS application.

Choose File

No file chosen

9. Describe your AmeriCorps member(s) intervention(s)/activity(ies)? Please share any significant AmeriCorps member interventions/activities that are included in your grant but not represented within the performance measures.

10. Please upload a document organized by state including the following information per expected service site:

- city
- county
- state
- number of MSY requested
- local national program staff name(s) and email(s) (if available)
- partner service site organization name, contact name, email (if available)

Choose File

No file chosen

11. If your program is an operating AmeriCorps program this program year (2017-2018), please upload a copy of your current program year service site location report.

Choose File

No file chosen

12. AmeriCorps Program Model (check one):

- Nationally-Managed (members at local organizations directly controlled by parent organization)
- Affiliate-Managed (members at affiliates of parent – limited direct control)
- Consortium (members at independent organizations that interact on activities beyond AmeriCorps)
- Intermediary (members at unrelated organizations)
- Other (please specify)

13. Describe the roles of the legal applicant and site partners in administration of the program at the state level:

(i.e. site monitoring; background checks; training and development, member supervision, etc.)

## Expectations

If you are receive a grant award as part of the FY18 NOFO, please [contact each state service commission](#) notifying them of your selection and site placement plans.

Successful National Direct applicants are expected to partner with their state service commissions in the following ways:

- Provide up-to-date contact information for program and service site staff
- Participate in state service commissions hosted events/trainings
- Keep state service commission informed of any changes in your program, add to distribution lists and invite to state events/trainings
- Participate in state service commission needs assessment, training plan and state service plan development.

By providing updated contact information, multi-state applicants can expect state service commissions to:

- Invite your program/service site staff and members to applicable trainings/events
- Invite participation in statewide needs assessment, training plan and state service plan
- Receive periodic updates/information from the state service commission

With any questions related to the consultation process please contact [statecommissions@gmail.com](mailto:statecommissions@gmail.com).

Please select "Done" to complete submission of your consultation form for the state(s) selected.