COMMONWEALTH CORPS

Request for Proposals
Program Year 2022-2023

ISSUED BY THE MASSACHUSETTS SERVICE ALLIANCE

INTENT TO APPLY DUE: JANUARY 14, 2022
APPLICATION DUE: FEBRUARY 3, 2022

MASSACHUSETTS SERVICE ALLIANCE
98 NORTH WASHINGTON STREET, SUITE 400
BOSTON, MA 02114.
WWW.MASS-SERVICE.ORG
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**APPLICATION AND PROGRAM TIMELINE**

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
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<tr>
<td>November 18, 2021</td>
<td>Host Site Info Session</td>
</tr>
<tr>
<td>December 10, 2021</td>
<td>Technical Assistance Webinar: Part 1</td>
</tr>
<tr>
<td>January 6, 2022</td>
<td>Host site application Request for Proposals (RPF) issued by Massachusetts Service</td>
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<tr>
<td></td>
<td>Alliance (MSA)</td>
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<tr>
<td>January 11, 2022</td>
<td>Technical Assistance Webinar: Part 2</td>
</tr>
<tr>
<td>January 14, 2022</td>
<td>Intent to Apply Due to MSA</td>
</tr>
<tr>
<td></td>
<td>*Click <a href="#">here</a> to complete the brief form. The Intent to Apply is not required</td>
</tr>
<tr>
<td></td>
<td>but <strong>strongly encouraged.</strong></td>
</tr>
<tr>
<td>February 3, 2022</td>
<td><strong>PROPOSALS DUE online by 5 pm (EST)</strong> with ALL components <a href="#">here</a></td>
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<td>After you complete and enter your information, the system will present it for</td>
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<td>your review. You must then click &quot;submit&quot; to fully complete the submission process.</td>
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<tr>
<td></td>
<td><em>See page 11 for additional submission information.</em></td>
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<tr>
<td>February – March 2022</td>
<td>Clarification process and technical support for applicants</td>
</tr>
<tr>
<td>Late March/Early April 2022</td>
<td>Final confirmation of application status</td>
</tr>
<tr>
<td>Early April 2022</td>
<td>Introductory webinar required for all host sites</td>
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<tr>
<td>April – June 2022</td>
<td>Member recruitment and selection period for host sites</td>
</tr>
<tr>
<td>June 30, 2022</td>
<td>Deadline for host sites to submit member finalists to MSA for final approval and</td>
</tr>
<tr>
<td></td>
<td>offer from MSA</td>
</tr>
<tr>
<td>July – Early August 2022</td>
<td>Host sites and MSA finalize member approval, paperwork, orientation planning, and onboarding</td>
</tr>
<tr>
<td>Mid-July 2022</td>
<td>Host site staff orientation and training (required for all host sites)</td>
</tr>
<tr>
<td>August 22-26, 2022</td>
<td>Start of Member Service with initial MSA Member Orientation (required for all</td>
</tr>
<tr>
<td></td>
<td>members), after which members can start at their host sites.</td>
</tr>
<tr>
<td>June 24, 2023</td>
<td>End of member service term</td>
</tr>
</tbody>
</table>
Commonwealth Corps

The Commonwealth Corps service internship program was established in 2007 with a mission to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical 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.

Since its inception, over 1,100 individuals have served as Commonwealth Corps members, providing over 770,000 hours of service in areas such as workforce development, youth development, health services, afterschool and summer programs, and volunteer recruitment and management. Over 640,000 clients and students across Massachusetts have benefitted as a direct result of members' service.

In 2022-2023, the Commonwealth Corps will strategically place corps members in full- or half-time positions for 10 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. Commonwealth Corps 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. MSA also encourages proposals in which member roles address the immediate and ongoing impacts of Covid-19 on Massachusetts communities. Please see the addendum starting on page 28 for more information on the focus areas and performance measures.

Massachusetts Service Alliance

Established in 1991, the Massachusetts Service Alliance (MSA) is a private, nonprofit organization that expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live. Through strong partnerships with local, state, and federal agencies, MSA generates collaboration and public-private partnerships to grow volunteerism and service initiatives in Massachusetts, including AmeriCorps, Commonwealth Corps, and Volunteer Generation Initiatives programs.

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. 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 5-6 for a more details on MSA and host site roles.

The Commonwealth Corps program is the only state-funded service program in the country, allowing MSA to engage Massachusetts residents in service to strengthen communities and create an important pathway for service members to hone skills, expand their networks, earn education funding, and grow into the next generation of leaders.
Commonwealth Corps Commitment to Equity

We believe that the mission of Commonwealth Corps, of strengthening communities, addressing critical needs, and increasing volunteerism, must have at its core a commitment to justice, equity, diversity, and inclusion. This means working together with our community, service members, and host site partners towards addressing and dismantling systems of oppression that disproportionately impact marginalized communities we serve in our state. While our commitment to equity intentionally starts with our members and communities who identify as Black, Indigenous, and People of Color we also commit to a broader definition of equity, recognizing that our members and communities often hold an intersection of marginalized identities which are most affected by oppression.

As a state-funded service internship program, we see our role in this work as one of training and support, for our service members as emerging leaders in the nonprofit sector, and our host site partners who support members on their professional journey. Through our host site selection process, member recruitment and selection, and ongoing member and host site support, Commonwealth Corps is committed to being a program that is inclusive of members who reflect the diversity and lived experiences of the communities we serve. We also see our role as helping members explore their own identities while building their knowledge and understanding of others’ identities in order to create more inclusive and equitable opportunities through their service. Read more on our commitment to equity here.

Commonwealth Corps Shared Commitment with Host Site Partners

Commonwealth Corps seeks partnerships with those who can help to uphold and advance our commitment to equity, who can bring new perspectives or knowledge to our community, and who are open to learning and growing together. Host Site Partners should share in our commitment to:

- Providing opportunities for people of all ages, backgrounds, and identities to serve their communities and focus on their own growth and development
- Engaging in conversations and work to address topics of justice, equity, diversity, and inclusion, and examining together the roles we play and identities we hold in serving marginalized communities in our state
- Recognizing and addressing the role of identity, privilege, and systems of oppression in service and volunteerism
- Creating an inclusive and welcoming culture and environment for all members and for those we serve, using this Inclusive Language Guide provided by America’s Service Commission for reference.

If you have questions or would like more information on any of the information listed above, including current program data or past priorities and efforts regarding justice, equity, diversity, and inclusion, please email Commonwealth Corps Program Manager, Stacey Sirois (she/her), at ssirois@mass-service.org.
**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:

<table>
<thead>
<tr>
<th>Program Management Area</th>
<th>MSA Responsibility</th>
<th>Host Site Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals and Outcomes</strong></td>
<td>Support selected sites' development of performance measures and other documents, as needed.</td>
<td>Finalize performance measures during the summer and complete other documents to clarify member/program goals and activities.</td>
</tr>
<tr>
<td><strong>Member Recruitment</strong></td>
<td>Provide broad recruitment support and advertising for Commonwealth Corps program and positions generally, throughout the year.</td>
<td>Maintain primary responsibility for developing a tailored position description (in collaboration with MSA) and advertising for the specific position(s)/recruiting members.</td>
</tr>
<tr>
<td><strong>Member Selection</strong></td>
<td>Coordinate with each host site to conduct members' final interviews prior to being approved and selected for the position. Candidates will be formally offered positions by MSA.</td>
<td>Develop and manage the selection process for their position(s) and coordinate final member interviews with MSA. Host sites must conduct CORI &amp; SORI checks on all members prior to service.</td>
</tr>
<tr>
<td><strong>Member Orientation</strong></td>
<td>Provide Corps-wide orientation and initial training, including overview of Commonwealth Corps, member rights and responsibilities, and other skills essential to successful service.</td>
<td>Support and require members to attend MSA orientation in August 2022. Host sites must provide on-site (in-person or virtual) orientation to the agency and service role, as well as other initial training to ensure that members are prepared to begin service.</td>
</tr>
<tr>
<td><strong>Member Supervision</strong></td>
<td>Provide general member supervision through regular member contact, bi-monthly check-ins, and group meetings throughout year.</td>
<td>Assume primary responsibility for providing ongoing supervision, including, at minimum, bi-weekly 1:1 meetings if members are in-person and weekly 1:1 meetings if serving remotely. If members are serving in-person, supervisors should be based out of the same location for ≥50% of the members' scheduled service time. If members are serving remotely, supervisors must establish significant structures for virtual communication and support.</td>
</tr>
<tr>
<td><strong>Ongoing Member Support</strong></td>
<td>Offer trainings throughout the year to deepen members’ skills, 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 service improvement plans, as necessary.</td>
<td>Provide ongoing 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 service improvement plans (as necessary).</td>
</tr>
<tr>
<td><strong>Member Performance Evaluation</strong></td>
<td>Review member performance evaluations and support host sites, as needed, to address member issues or areas for growth.</td>
<td>Complete mid- and end-of-year member performance evaluations, review these with members and submit them to MSA. Sites may also be asked to complete member commitment reviews and support processes.</td>
</tr>
<tr>
<td><strong>Member Benefits Management</strong></td>
<td>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.</td>
<td>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. They are also encouraged to provide additional benefits to members, as long as all members are provided with the same benefits. These may include reimbursement for living costs, travel allowances, tuition reimbursements, or additional training opportunities.</td>
</tr>
<tr>
<td><strong>Progress Reporting</strong></td>
<td>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.</td>
<td>Complete and submit mid- and end-of-year progress reports and beginning and end of year roster reports in a timely fashion. Host sites are required to inform members of the performance measures and goals of their projects and are encouraged to involve members in the data collecting and reporting process.</td>
</tr>
<tr>
<td><strong>Host Site Management and Support</strong></td>
<td>Provide training and support to host site staff who supervise members/the MSA partnership.</td>
<td>Designate staff to supervise corps members and their activities and must specify one main MSA contact.</td>
</tr>
<tr>
<td><strong>Member Compliance</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Promotion of Commonwealth Corps</strong></td>
<td>Help highlight successes and experiences of individual host sites and overall program.</td>
<td>Submit one newsletter write-up about their members and promote their affiliation with the Commonwealth Corps and MSA in an ongoing way, including use of logos.</td>
</tr>
</tbody>
</table>
Technical Assistance and Training for Host Sites
MSA will work with selected host sites on performance measure/member position description development and member recruitment/selection. MSA will provide webinars and technical assistance videos and lead an orientation for all host sites prior to program start-up. Topics will include but are not limited to: an introduction to the Commonwealth Corps; expectations for host sites; creating an inclusive environment for members; member management (timesheets, 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 throughout the service year, as needed, in addition to the required monthly check-ins, to help sites carry out their responsibilities for member recruitment, selection, support, 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.

Training and Support from MSA for Members
MSA will conduct an orientation for all Commonwealth Corps members the week of August 22 – 26, 2022. This will include: an introduction to the Commonwealth Corps, including 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 timesheets); 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 Slot Requirements
Host sites may apply to host 2-4 full-time or 2-6 half-time members to serve with the host site for a 10-month term of service from August 22, 2022, through June 24, 2023. Sites may request members of one slot type (full-time or half-time) and in one or two focus areas. Members are awarded for only one year; members can only serve for one term.

NOTE: 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 host fewer than two 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:

- Semi-monthly stipend (twice a month while actively serving, described below);
- Health insurance (full-time members only; individual coverage only);
- Completion award (described below);
- Member assistance program, including unlimited, confidential, 24/7 counseling services;
- Limited travel reimbursement to MSA-sponsored Commonwealth Corps activities;
- Internet reimbursement up to $50/month if required to complete service from home;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- Ongoing training and professional development opportunities and up to $100 to be used towards individual professional development (dependent on MSA approval);
- Opportunity for at least 10 (full-time) or 5 (part-time) days of planned absences; and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Host sites are able and encouraged to provide additional benefits to members serving with their organization, as long as all members 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 benefits such as tuition reimbursements, monthly public transportation passes or travel allotments, rental assistance to be paid directly to landlord, assistance with other living costs, or additional training opportunities. 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-month term of service.

Term of Service
Members will serve full-time or half-time from August 22, 2022 - June 24, 2023, 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:

<table>
<thead>
<tr>
<th>Type of Member</th>
<th>Hours Per Service Term</th>
<th>Maximum Stipend (See note below.)</th>
<th>Completion Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1,500</td>
<td>$18,900 (minus taxes/ withholdings)</td>
<td>$3,000 (minus taxes/ withholdings)</td>
</tr>
<tr>
<td>Half-time</td>
<td>750</td>
<td>$9,450 (minus taxes/ withholdings)</td>
<td>$1,500 (minus taxes/ withholdings)</td>
</tr>
</tbody>
</table>

**NOTE:** Member stipends are paid in semi-monthly installments of $900 for full-time members and $450 for half-time members (minus taxes and withholdings) during the weeks that a member is actively in service. 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.

*Stipend amount will be reviewed annually and is subject to change prior to the start of the new service term.*
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 applies;
- 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 in "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. Sites that have hosted members for three consecutive years are encouraged, but not required, to identify a new capacity building focus for members.

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 5-6 as well)

Programmatic Responsibilities

Organizations receiving support from MSA are required to:

- Finalize, track, and report on performance measures;
- Develop documents detailing goals and outcomes;
- Recruit and select members with input from MSA;
- Train, supervise, and support corps members, including bi-weekly check-ins with members (weekly if members are serving remotely);
- 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 display materials provided by MSA that identify them as Commonwealth Corps members, including a nametag and “CC Member Serving Here” sign;
- Support members in completing their weekly MSA-related activities requirement;
- Promote the Commonwealth Corps and their partnership with MSA, including use of logos;
- Plan members’ schedules to ensure availability to attend mandatory MSA-led member orientation, trainings, and meetings (minimum of six events post-orientation 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;
  - If not supervising all members, the main contact must have full understanding of all members service roles and be able to keep MSA updated on their progress and experiences. The main contact is also responsible for promoting a sense of team among the members and ensuring that the responsibilities listed below are followed.
  - Alert MSA if staffing changes. New main contacts and supervisors must meet with MSA staff to review the host site's proposal and the host site orientation materials.
- Submit a mid-year and a final programmatic progress report;
- Approve member timesheets weekly;
- Complete and submit a mid-year and end of year member performance evaluation, as well as optional but encouraged Member Hours and Commitment Reviews;
- Participate in mandatory welcome meeting, orientation, trainings, and monthly check-ins;
- Provide write-up for host site 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 one-time cash match payment directly to MSA before the start of the member service term (mid-August) of $4,500 per awarded full-time member and $2,500 per awarded half-time member. *If paying the cash match at this time acts as a barrier to your application as a host site agency, please contact MSA to discuss alternative options.*
- 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 are also encouraged to provide additional benefits to members, provided all members are offered the same benefits. These may include reimbursement for expenses like rent or childcare, transit passes/travel allotments, tuition reimbursement, or 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 History Checks**

MSA is committed to ensuring the safety of program participants and beneficiaries. Organizations must conduct a criminal history check for all Commonwealth Corps members prior to their start of direct service. Members who have not been cleared to serve may not begin direct service at their host site.

**Other Applicable Statutory and Administrative Provisions**

All programs must comply with state laws regarding Drug-Free Workplace, 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.
Submission Requirements
Applicants are required to submit their application online:

**ONLINE SUBMISSION** must be received by 5 pm on Thursday, February 3, 2022.

*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 until submitted to MSA.
   - 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 copy 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 **January 14, 2022**
Click [here](#) to complete the form. (Strongly encouraged, but not required.)

Online submission of **Application** due **Thursday, February 3, 2022, by 5 pm (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 community review, including MSA Board and staff members, with final selection and approval by MSA's Board of Directors. 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 host site agencies and corps members who through their service will address critical needs in the identified focus area(s) 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. MSA also encourages proposals in which member roles address the immediate and ongoing impacts of Covid-19 on Massachusetts communities.

Preference will be given to projects that:
• address a well-documented community and organizational need;
• will produce measurable outcomes;
• have a robust and thoughtful recruitment plan in place to find members that will best meet the needs of their organization and the community they serve;
• build a sense of team/community across their members;
• show an appropriate balance between the importance of service impact and member development and provide an environment that supports professional growth;
• 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 9);
• 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.
Online submission requirements and tips are detailed on page 1. 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 or past 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 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; use this template]
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]."

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 Background:
- 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?
- If your organization anticipates hosting/applying to host other service members during the 2022-2023 term, how will these roles differ from those of your proposed Commonwealth Corps member roles?
- 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, critical 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 one or two focus area(s) that you have selected. Within the focus area(s), 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 or how the need was identified through community input.
- What is your organization currently doing to address this specific need/build on community assets? What does your organization need in order to increase or improve services in this area?

Project Details [max. of 6,500 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-time or 2-6 half-time members.
- What specific service activities will the members perform? Keep in mind these activities should address the identified needs in your community.
- What would a typical week look like for members?
- Where will the members serve? (Include specifics about whether this will be in your main office or off-site, varied from day to day, in-person or remote, etc.)
- Will members serve on different projects/focus areas, or will they share the same roles/responsibilities? If their roles are different, what are some common goals and/or activities that will overlap?
- How will you build and maintain a sense of team across your members?
- To ensure the project will provide an adequate and appropriate level or responsibility for the type of member requested during the 10-month service term, provide a timeline from end of August 2022 – June 2023 of how and when the project will be conducted and the expected measurable outcomes. 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.).
- Please remember to attach a position description for each proposed member role (Attachment B. See instructions on page 17, Position Description Template available on the MSA website.)

Outreach, Recruitment, and Selection Strategy [max. of 3,000 characters]
Selected agencies must submit their finalists to MSA for consideration no later than June 30, 2022. 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.

Note: As you plan your outreach, recruitment, and selection strategy, keep in mind that recruitment for service members can be very different than filling a staff position due to the nature of this kind of opportunity, so we encourage you to think beyond traditional staff recruitment/selection strategies.
- What is your plan for member recruitment from April to June? Please address the following:
  - Who will oversee recruitment at your organization?
  - What support and resources exist within your organization to help them carry out recruitment?
  - Who will be your target audiences and outreach partners for recruiting your members?
- Commonwealth Corps mission is to engage MA residents of all ages, backgrounds, and identities in service. Please address the following:
  - How will your outreach/recruitment strategy reach potential candidates of diverse backgrounds, including those who can personally connect to or who reflect the lived experiences of the communities they will be serving?
  - How will you ensure your recruitment and selection of members is equitable and inclusive for diverse candidates? (MSA is available to help support you in developing new recruitment and selection strategies, if needed).
- Describe how your interview and selection process will identify and assess the desired skills/knowledge/qualities included on your position description. If a member does not possess the preferred skill/knowledge listed, how would you support the development of this skill/knowledge once they begin their service?
**Project Impact/Outcomes** [max. of 1,500 characters; Performance Measure Worksheet is separate]

- Describe the overall 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 17, template available on the MSA website).

**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 for your organization 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. Note: If your members will be serving in-person, supervisors should be based out of the same location, 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 and ongoing training will you provide to members? 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? (for example, sites have provided members with a MBTA pass, housing or childcare cost assistance, a meal-plan, training certifications, etc.)

**Member Supervision and Organization Environment** [max. of 3,000 characters]

- Who will supervise the members, and what is their role in the organization?
  - If there will be multiple supervisors, detail this individually and note who will be the main contact with MSA. If there is only one supervisor, when this person is temporarily away, who will step in to supervise members?
  - Why does this staff person want to supervise members, and why do you think they will be successful in developing the skills of the members?
- What is the availability/capacity of the supervisor(s) to support the members and manage their activities? (Note: 1:1 supervisory meetings with members must occur at least once every week if serving remotely or once every two weeks if serving in-person).
- If your members are serving in-person, is the supervisor based 100% in the same location as members? If members are serving remotely, how will they ask questions and receive support throughout their day from their supervisor?
- How have those who will directly supervise members been involved in the development of this application/these programs?
- How will you ensure that members are provided with adequate workspace, supplies, and resources to be successful in their service? This should include at minimum a computer and phone access, and if they are serving in-person, a physical workspace.
- How will you ensure your members feel welcomed and included at your organization? Please share a brief statement of your organization’s commitment to equity, diversity, and inclusion (if you prefer, you can provide a link to a page on your website).

**NARRATIVE SECTION 5: Not applicable for new applicants; REQUIRED for current/past host sites**

Current/past Commonwealth Corps host sites may apply for the 2022-2023 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. For example, if the member project has a two or three-year trajectory to achieve the initial goals. Please keep in mind that sites applying for a 4th consecutive year are encouraged, but not required, to propose a new capacity building project.
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. Please keep in mind previous year’s clarifications as well as feedback provided during host site check-in meetings.

**Commonwealth Corps Model [max. of 2,000 characters]**

- How do the activities described and the 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/appropriate 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 on MSA’s website for download/editing/submission. Attachments A and B, plus the organizational documents detailed below, must be submitted with your application by the 5pm deadline on February 3, 2022. 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 or TWO selected focus area(s).
- 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 the addendum at the end of this document.
- 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 using the PDF template available for download on the MSA website and filled out for the capacity building measures and only the focus area(s) you’ve selected.

**ATTACHMENT B: Commonwealth Corps Position Description**
- Add in your agency's logo in the allotted space on the top right.
- Please fill in/edit/delete the sections in highlighted in yellow.
- 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. 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 responsibilities are those directly tied to the reason the position exists. Therefore, these cannot be eliminated or reassigned. Marginal responsibilities are tasks that can be adjusted or reassigned without jeopardizing the basic purpose of the position. We encourage sites to not assume members have required skills such as Microsoft office or language fluency. Please also 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 MSA-specific guidelines.
- Please add any additional benefits that your organization is able to provide to all CC Members at your 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, childcare assistance, rental assistance to be paid directly to landlord, etc.).
- Only include details for your slot type (full- or half-time) and delete the 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").
### CAPACITY BUILDING (Required for all sites)

**Goal:** To expand the scale, reach, efficiency, or effectiveness of programs and organizations.

Anticipated target for each indicator as a result of the Commonwealth Corps members’ activities.

#### REQUIRED MEASURES

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of community volunteers recruited and/or managed by projects/members.</td>
<td></td>
</tr>
<tr>
<td>Number of hours of service contributed by community volunteers recruited and/or managed by projects/members.</td>
<td></td>
</tr>
<tr>
<td>Dollar value of cash and/or in-kind support leveraged by members, including member-managed volunteers (DO NOT include value of Commonwealth Corps members).</td>
<td></td>
</tr>
<tr>
<td>Number of unique individuals who have been directly impacted by, benefited from, participated in, or connected with your members’ service/projects (e.g., participated in member-led projects/activities)</td>
<td></td>
</tr>
</tbody>
</table>

Describe the instrument(s) or tools you will use to track these data:

<table>
<thead>
<tr>
<th>Number of member projects aimed at increasing sustainability/documentation of program.</th>
<th></th>
</tr>
</thead>
</table>

Describe at least one (1) 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)

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new beneficiaries served as a result of the project/member activities.</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>Number of existing beneficiaries reporting improved program services as a result of the project/member activities.</td>
<td></td>
</tr>
</tbody>
</table>

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 underresourced individuals.

Anticipated target for each indicator as a result of the Commonwealth Corps members’ activities.

#### MEASURES (select at least two)

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of economically underresourced individuals or individuals facing chronically high rates of unemployment:</td>
<td></td>
</tr>
<tr>
<td>Referred to job training and placement services.</td>
<td></td>
</tr>
<tr>
<td>Receiving job training and other skills development services.</td>
<td></td>
</tr>
<tr>
<td>Receiving job placement services.</td>
<td></td>
</tr>
<tr>
<td>Assisted in pursuing educational opportunities.</td>
<td></td>
</tr>
<tr>
<td>Assisted in receiving professional certification, licensure, or credentials.</td>
<td></td>
</tr>
<tr>
<td>[A different performance measure of the host site's choosing that includes a clear, measurable target.]</td>
<td></td>
</tr>
</tbody>
</table>

How does your organization define economically underresourced individuals?

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:
Goal: To improve school readiness and success for children and youth.

Anticipated target for each indicator as a result of the Commonwealth Corps members’ activities.

### EARLY CHILDHOOD EDUCATION REQUIRED MEASURES:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique children participating in early childhood education programs.</td>
<td></td>
</tr>
<tr>
<td>Number of unique children completing participation in early childhood education programs.</td>
<td></td>
</tr>
<tr>
<td>Number of unique children served demonstrating gains in school readiness in terms of social/emotional development, literacy skills, or numeracy skills.</td>
<td></td>
</tr>
<tr>
<td>How will the project define and determine participation and completion?</td>
<td></td>
</tr>
<tr>
<td>What specific instrument(s) will be used to measure results?</td>
<td></td>
</tr>
<tr>
<td>Describe the impact you expect in this area as a result of the Commonwealth Corps project:</td>
<td></td>
</tr>
</tbody>
</table>

### EARLY CHILDHOOD EDUCATION ADDITIONAL MEASURES (select at least one of the first three):

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique parents/caregivers/guardians receiving referrals to early childhood education programs/services.</td>
<td></td>
</tr>
<tr>
<td>Number of unique parents/caregivers/guardians increasing engagement in their child(ren)’s early childhood education.</td>
<td></td>
</tr>
<tr>
<td>Number of activities supported by members aimed at increasing family engagement in early childhood education.</td>
<td></td>
</tr>
<tr>
<td>[A different performance measure of the host site’s choosing that includes a clear, measurable target.]</td>
<td></td>
</tr>
<tr>
<td>How will the project define and determine increased engagement?</td>
<td></td>
</tr>
<tr>
<td>What specific instrument(s) will be used to measure results?</td>
<td></td>
</tr>
<tr>
<td>Describe the impact you expect in this area as a result of the Commonwealth Corps project:</td>
<td></td>
</tr>
</tbody>
</table>
### GENERAL EDUCATION (K-12) REQUIRED MEASURES:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating in education programs.</td>
<td></td>
</tr>
<tr>
<td>Completing participation in education programs.</td>
<td></td>
</tr>
<tr>
<td>Demonstrating improved school engagement through changes in two key behaviors and/or attitudes. Please specify the 2 behaviors and/or attitudes.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>What specific instrument(s) will be used to measure results?</td>
<td></td>
</tr>
<tr>
<td>Describe the impact you expect in this area as a result of the Commonwealth Corps project:</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL EDUCATION (K-12) ADDITIONAL MEASURES (select at least one of the first three):

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique parents/caregivers/guardians receiving referrals to educational programs/services.</td>
<td></td>
</tr>
<tr>
<td>Number of unique parents/caregivers/guardians increasing engagement in students’ learning and/or educational goals.</td>
<td></td>
</tr>
<tr>
<td>Number of activities supported by members aimed at increasing family engagement in students’ learning and/or educational goals.</td>
<td></td>
</tr>
<tr>
<td>[A different performance measure of the host site’s choosing that includes a clear, measurable target.]</td>
<td></td>
</tr>
<tr>
<td>How will the project define and determine increased engagement?</td>
<td></td>
</tr>
<tr>
<td>What specific instrument(s) will be used to measure results?</td>
<td></td>
</tr>
<tr>
<td>Describe the impact you expect in this area as a result of the Commonwealth Corps project:</td>
<td></td>
</tr>
</tbody>
</table>
**HEALTH AND NUTRITION**

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

Anticipated target for each indicator as a result of the Commonwealth Corps members’ activities.

**MEASURES (select at least two)**

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

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.

Anticipated target for each indicator as a result of the Commonwealth Corps members’ activities.

### REQUIRED MEASURES

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of veterans and/or active duty military personnel that received assistance.</td>
<td></td>
</tr>
<tr>
<td>Number of family members of veterans and/or active duty military personnel that received assistance.</td>
<td></td>
</tr>
<tr>
<td>Number of veterans and/or military family members engaged as Commonwealth Corps members.</td>
<td></td>
</tr>
</tbody>
</table>

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*):

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received housing placement services.</td>
<td></td>
</tr>
<tr>
<td>Receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.</td>
<td></td>
</tr>
<tr>
<td>Receiving job training, skill development, or job placement services.</td>
<td></td>
</tr>
<tr>
<td>Assisted in receiving professional certification, licensure, or credentials.</td>
<td></td>
</tr>
<tr>
<td>Assisted in pursuing education opportunities.</td>
<td></td>
</tr>
<tr>
<td>[A different performance measure of the host site’s choosing that includes a clear, measurable target.]</td>
<td></td>
</tr>
</tbody>
</table>

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 DEVELOPMENT / YOUTH VIOLENCE PREVENTION

Goal: To increase access to positive youth* development opportunities and decrease youth exposure to risky behaviors.

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

REQUIRED MEASURES

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique youth connected to resources and services through outreach.</td>
<td></td>
</tr>
<tr>
<td>Number of unique youth enrolled in positive development activities, including job training and education/alternative education programs.</td>
<td></td>
</tr>
<tr>
<td>What specific instrument(s) will be used to measure results?</td>
<td></td>
</tr>
</tbody>
</table>

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

ADDITIONAL MEASURES: (select at least one)

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique youth demonstrating increased positive behaviors/protective factors.</td>
<td></td>
</tr>
<tr>
<td>Number of unique 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.)</td>
<td></td>
</tr>
<tr>
<td>Number of unique youth demonstrating decreased risk behaviors including decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.</td>
<td></td>
</tr>
<tr>
<td>(Optional) Number of individuals assisted in receiving professional certification, licensure, or credentials.</td>
<td></td>
</tr>
<tr>
<td>(Optional) [A different performance measure of the host site’s choosing that includes a clear, measurable target. ]</td>
<td></td>
</tr>
<tr>
<td>What specific instrument(s) will be used to measure results?</td>
<td></td>
</tr>
</tbody>
</table>

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

*For the purpose of this application, youth and young adults are defined as persons 24 years old or under.*
Commonwealth Corps
Service Internship Position Description

[INSERT HOST SITE AGENCY NAME]
[INSERT PROGRAM NAME, if any]

Commonwealth Corps

[INSERT SERVICE POSITION TITLE, e.g., “Outreach and Education Coordinator”]

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The [NUMBER OF MEMBERS] Commonwealth Corps members with [AGENCY NAME] will serve 10 months in a [SELECT ONE: full-time or half-time] capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to their communities and the Commonwealth.

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

What You’ll Do:

**Essential Responsibilities:**
- Complete a minimum of [SELECT ONE: 1,500 or 750] hours of service, serving through June 24, 2023.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of [SELECT ONE: 1 hour (full-time members) or 30 minutes (half-time members)] of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- [ADD IN 3-5 BULLETS OF SITE-SPECIFIC RESPONSIBILITIES HERE AS DIRECTLY RELATED TO THE NARRATIVE]

**NOTE FOR HOST SITES:** Essential responsibilities are those directly tied to the reason the position exists. Therefore, these cannot be eliminated or reassigned. Marginal responsibilities are tasks that can be adjusted or reassigned without jeopardizing the basic purpose of the position.

**Marginal Responsibilities:**
- [ADD IN 2-4 BULLETS OF ADDITIONAL SITE-SPECIFIC RESPONSIBILITIES HERE]
  - Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

Who You Are:

**You must be:**
- A Massachusetts resident (see guidelines here) with legal authorization to work in the U.S.
- 18 years of age at minimum (average member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- [ADD IN 3-5 BULLETS OF SITE-SPECIFIC QUALIFICATIONS HERE]

**NOTE FOR HOST SITES:** Please be careful about assuming members possess required skills and be explicit about what will be needed, such as experience with Microsoft Office or other technology skills. If it’s a skill for which you can provide on-site training, we recommend putting that in the “It would also be great if you” section. Please also be clear about any physical/environmental requirements.
It would also be great if you:

- [ADD IN 2-4 BULLETS OF ADDITIONAL SITE-SPECIFIC QUALIFICATIONS HERE]
- Speak a language other than English -- multi-lingual candidates encouraged to apply *(Note for host sites: this is an optional bullet depending on the host site’s capacity to support members who do not speak English as their first language, feel free to edit or remove)*

**NOTE FOR HOST SITES:** Consider phrasing qualifications in a way that can draw upon transferable skills. For example, instead of “Have classroom management experience,” you could say “Have experience managing young children.” Service members are often transitioning into a new field and while they may not have industry-specific experience, they may have transferable skills that can be valuable to the role.

What You’ll Get:

- **Stipend** of $900 (full-time) or $450 (half-time) semi-monthly while in service, up to $18,900 (full-time) or $9,450 (half-time), minus taxes and withholdings; *(ACTUAL AMOUNT TO BE FINALIZED BY MSA UPON AWARD)*
- **Health insurance** (individual coverage only); *(PLEASE DELETE IF HALF-TIME POSITION)*
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to $3000 (full-time) or $1,500 (half-time) upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to $100; Dependent on approval from MSA)
- **[ADD IN ANY ADDITIONAL SITE-SPECIFIC BENEFITS HERE]** For example: MBTA pass, housing or childcare cost assistance, meal-plan, additional training stipend.
- Extensive training from MSA with a diversity, equity and inclusion focus and other professional development opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to $50/month while required to complete some service from home;
- **Limited travel reimbursement** from their host site for certain service-related travel away from their usual service location, according to that agency’s policies;
- **Mental Health/Personal Day** once per month counting towards 8hrs (full-time) or 4hrs (half-time)
- The opportunity for at least 10 (full-time) or 5 (part-time) days of planned absences (may include holidays, does not count towards hours requirement);

*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 22, 2022 *(ACTUAL DATE TO BE FINALIZED BY MSA UPON AWARD)*
- **Position End Date**: June 24, 2023
- Service commitment [SELECT ONE: 40 (full-time) or 20 (half-time)] hours per week during the following days/times ____________.
- **[ADD IN ANY SITE SPECIFIC SCHEDULING REQUIREMENTS HERE - For example: “M-F, 9am-5pm. Potential for up to 2 weekend commitments per month, with two weeks’ notice provided. Please also indicate if members will be required to serve in-person or remotely.”]*

How to Apply:

- To apply, [add application instructions for host site agency]. Early applications are encouraged as applications will be accepted on rolling basis, with preference given to candidates who apply by May 20th. Questions about this position can be directed to [Name and contact info of your agency’s staff person].

Accepted members will be required to undergo a criminal history 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, ethnicity, religion, sex, gender, 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 Webinars

MSA provides technical assistance webinars to assist with the host site application process. These virtual sessions review the 2022-2023 Commonwealth Corps Host Site application and provide participants with an opportunity to ask questions.

MSA is offering a Technical Assistance Webinar Part 2 on Tuesday, January 11, from 10:00am – 11:30am. Attending this session is strongly recommended for prospective applicants, though not required. A recording of the webinar will be added to the Commonwealth Corps website.

Register Here for Technical Assistance Webinar Part 2 - 1/11/2022, 10:00 am - 11:30 am EST

Organizations are also invited to watch the previously recorded Commonwealth Corps Host Site Partner Info Session and Technical Assistance Webinars held in November and December 2021:

1. Hosting a Service Intern at your Organization on 11/18/21: view recording and slides.

2. Technical Assistance Webinar Part 1 on 12/10/21: view recording (register to view) and slides.

Attending these sessions is not mandatory for applicants, but interested organizations are strongly encouraged to utilize these resources as part of their application process. To participate in the live webinar and watch the recording you will need a computer or phone with internet browser.

If you wish to attend the January 11th webinar but are unable to do so, individualized technical assistance may be available by contacting Stacey Sirois, Commonwealth Corps Program Manager, at 315-218-9887 or ssirois@mass-service.org OR Marlene Rojas, Commonwealth Corps Program Associate, at 351-218-9897 or mrojas@mass-service.org.
Through the Commonwealth Corps service internship 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 or TWO focus areas and address the measures from each focus area. Performance Measures will be submitted in a PDF worksheet, called Attachment A.

Selected host site partners will have the opportunity to adjust their measures over the summer before the start of the service term.

**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, participated in or connected with your 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 underresourced individuals, with emphases including the chronically and long term unemployed. Projects will facilitate access to services and resources that contribute to improved employability.
Performance Measures (select two at minimum):

- Number of unique economically underresourced individuals or individuals facing chronically high rates of unemployment:
  - referred to job training and placement services.
  - receiving job training and other skills development services.
  - receiving job placement services.
  - Assisted in pursuing educational opportunities.
  - Assisted in receiving professional certification, licensure, or credentials.
- A different performance measure of the host site's choosing that includes a clear measurable target. (For selected sites, this would be finalized with MSA.)
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability, or a veteran.

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 unique children participating in early childhood education programs.
- Number of unique children completing participation in early childhood education programs.
- Number of unique 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 unique parents/caregivers/guardians receiving referrals to early childhood education programs and services.
  - Number of unique 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, measurable targets. (For selected sites, these are finalized with MSA.)

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

Required Performance Measures:

- Number of unique children/youth participating in education programs.
- Number of unique children/youth completing participation in education programs.
- Number of unique children/youth demonstrating improved school engagement through changes in three key 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 unique parents/caregivers/guardians receiving referrals to educational programs/services.
  - Number of unique parents/caregivers/guardians engaged in their students' learning and/or educational goals.
  - 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, measurable targets. (For selected host sites, this is 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 unique individuals utilizing preventive and primary health care services and programs.
- Number of unique clients to whom information on health insurance, health care access, and health benefits programs is delivered.
- Number of unique clients enrolled in health insurance, health services, and health benefits programs.
- Number of unique individuals participating in health education programs.
- A different performance measure of the host site’s choosing that includes a clear measurable target. (For selected host sites, this would be finalized with MSA.)
- Number of unique 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:
  - 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 educational opportunities.
- A different performance measure of the host site’s choosing that includes a clear measurable target. (For selected host sites, this would be finalized with MSA.)

Youth Development/Youth Violence Prevention

Goal: To increase access to positive youth development opportunities and decrease youth exposure to risky behaviors. Projects will support positive engagement/development services for teens/young adults, which might include promotion of healthy relationships.

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

Additional Performance Measures:
- Sites must select at least 1 of the following 2 measures and specify details:
  - Number of youth demonstrating increased positive behaviors/protective factors.
  - Number of youth demonstrating decreased risk behaviors, e.g., decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.
- Number of unique individuals from the overall population served in this focus area who received...
Program Examples

Example #1:
An organization in Pittsfield is approved to host two 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. Due to Covid-19, all programming has transitioned to taking place online, so members are serving entirely remotely. They are also building trainings to help volunteer tutors adapt to the virtual setting, a resource that will be helpful to the organization for years to come.

Example #2:
A college in Worcester is approved to engage four 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 partnership of two workforce development agencies submits a joint application to host four 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 two 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/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, and provide initial shadowing opportunities and ongoing support, as well as orientation and ongoing training around healthy relationships, trauma informed care, and vicarious trauma awareness, and responding to intimate/sexual violence.