



Announcement of Federal Funding Opportunity

Commission Name: Nevada Volunteers, the Governor’s Commission on Service
Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: 2018 AmeriCorps State and National Grants
Announcement Type: Initial Announcement
CFDA Number: 94.006

This notice is for AmeriCorps Nevada (AmeriCorps*State Grants). These grants are awarded to organizations that propose to place AmeriCorps members solely in Nevada. This notice contains information on the process for applying for 2018 AmeriCorps*State Grants. *Nevada Volunteers, a nonprofit 501(c)3, is the Governor’s Commission on Service and is charged with reviewing, selecting, and administering the AmeriCorps*State funds and programs throughout Nevada. Nevada Volunteers is the state’s resource for volunteer service information.*

Disclosure: Publication of this Announcement of Federal Funding Opportunity (*Notice*) does not obligate Nevada Volunteers or the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate any particular amount of funding. The actual level and timing of grant funding will be subject to the availability of annual appropriations.

NOTICE OF FUNDING OPPORTUNITY (*Notice*) OVERVIEW

This packet contains information on the process for applying for 2018-2019 AmeriCorps*State Operational and Planning Grants. Nevada Volunteers encourages all grant applicants to read this *Notice* in its entirety because significant changes have been made to the grant submission process.

Important Changes

Nevada Volunteers requires that all 2018-2019 AmeriCorps Nevada letters of intent, preapplications, and required additional documents, be submitted through our online forms process. If you are selected to move forward in the funding process, you will receive application instructions to submit your final application in the CNCS Grants Management System. CNCS changes in the 2018-2019 *Notice* include: page limitations were reduced from 15 to 12 pages, and from 18 to 15 for rural intermediary programs; Rural multi-focus intermediaries were renamed to Rural intermediaries; and the funding priorities of 21st Century Service Corps and programming that supported My Brother’s Keeper were eliminated. Environmental Stewardship remains as a CNCS Focus Area.

More detailed information regarding the NOFO timeline can be found on our website:
<http://nevadavolunteers.org/wp-content/uploads/2013/04/Nevada-Volunteers-NOFO-Timeline.pdf>

This timeline includes four NOFO Webinar Sessions, three in-person National Service presentations, and three training and technical assistance webinars. An FAQ document including all questions asked during the NOFO training process will be uploaded as well.

IMPORTANT DATES

To be considered for competitive or formula funding, a legal applicant must meet all the eligibility criteria as outlined in the eligibility information section of this notice found in Section C. Eligibility Information. Additionally, all new and re-competing eligible applicants for competitive or formula funding, including planning grants, must submit a pre-application; organizations awarded an AmeriCorps*State 2017-2018 grant, and are eligible for continuation funding in GY 2018-2019, are required to submit a Letter of Intent by Thursday, November 2, 2017. Continuation applicants who intend to pursue program changes to their AmeriCorps programs must outline these changes, including proposed budget impact, in their Letter of Intent.

All Existing Programs Applying for Continuation

Thursday, November 2, 2017

- Letter of Intent to Apply Due by 5:00 PM PST
- LOI must be submitted at: nevadavolunteers.wufoo.com/forms/p30a8f01lbg6m/

Formula Applications	Competitive Applications
<p>Thursday, February 8, 2018</p> <ul style="list-style-type: none"> • Formula Application Deadline: Applications and additionally required documents are due in the CNCS eGrants Management System • Application instructions will be provided to applicants moving forward in the funding process <p><i>July 2018: - Applicant Notification: Successful formula applicants will be notified of the Commission's recommendation for funding the week of March 5-9, 2018; the Notice of Grant Award from CNCS is typically received in late July.</i></p>	<p>Friday, December 22, 2017</p> <ul style="list-style-type: none"> • Competitive Application Deadline: A first draft of the full competitive application and additionally required documents will be due by 5:00 p.m. PST • First draft must be submitted to: https://nevadavolunteers.wufoo.com/forms/p11ayavc0cxok9x/ <p>Wednesday, January 10, 2018</p> <ul style="list-style-type: none"> • Final Competitive Application Deadline: Final Applications are due in the CNCS eGrants Management System • Application instructions will be provided to applicants moving forward in the funding process <p><i>Tuesday, May 15, 2018 – Application Notification: Successful competitive applicants will be notified no later than Monday, May 15, 2018.</i></p>

All New and Reapplying Applicants

Thursday November 2, 2017

- Pre-Application Due by 5:00 PM PST
- Pre-Application must be submitted at: <https://nevadavolunteers.wufoo.com/forms/p117snog0o4vx73/>

Friday, December 8, 2017

- Applicants notified if they will be on the Competitive or Formula application timeline

Formula Applications	Competitive Applications
<p>Thursday, February 8, 2018</p> <ul style="list-style-type: none"> • Formula Application Deadline: Applications and additionally required documents are due in the CNCS eGrants Management System • Application instructions will be provided to applicants moving forward in the funding process <p><i>July 2018: - Applicant Notification: Successful formula applicants will be notified of the Commission's recommendation for funding the week of March 5-9, 2018; the Notice of Grant Award from CNCS is typically received in late July.</i></p>	<p>Friday, December 22, 2017</p> <ul style="list-style-type: none"> • Competitive Application Deadline: A first draft of the full competitive application and additionally required documents will be due by 5:00 p.m. PST • First draft must be submitted to: https://nevadavolunteers.wufoo.com/forms/p11ayavc0cxok9x/ <p>Wednesday, January 10, 2018</p> <ul style="list-style-type: none"> • Final Competitive Application Deadline: Final Applications are due in the CNCS eGrants Management System • Application instructions will be provided to applicants moving forward in the funding process <p><i>Tuesday, May 15, 2018 – Application Notification: Successful competitive applicants will be notified no later than May 15, 2018.</i></p>

NEVADA VOLUNTEERS' SPECIFIC REQUIREMENTS

All programs operating in Nevada must address each of the Nevada Volunteers identified expectations below in their applications:

- Inclusive in the design and delivery making the program accessible to individuals with disabilities. Program design supports at least 10 MSY managed by a full-time Program Director* ***Organizations whose program designs do not support a minimum of 10 MSY and/or the need for a full-time director must provide full justification within the grant narrative. Nevada Volunteers will consider applications that do not support a minimum of 10 MSY and/or a full-time director where it can be shown that the program has the operational capacity to administer a high-quality AmeriCorps program without meeting these threshold requirements. Nevada Volunteers will consider a minimum of 3 MSY for those programs that include a program design intending to serve rural Nevada and can demonstrate the capacity to administer a high-quality AmeriCorps program.***
- Programs can demonstrate community impact and solve community problems using an evidence-based or evidence-informed approach (e.g., performance data, research, theory of change).
- Nevada Volunteers elects to retain a share of 30 percent of the five percent of the federal funds available to programs for administrative costs (1.5 percent of the overall CNCS share). Subgrantees are required to allocate this Administrative Cost to be retained by Nevada Volunteers for administrative oversight.
- Progress Reports are submitted quarterly NOT semi-annually as noted in the CNCS Federal Notice of Funding Opportunity
- Programs are required to conduct three National Days of Service each grant year.
- Programs are required to budget for staff to attend one technical assistance meeting sponsored by America's Service Commissions each grant year.

A. PROGRAM DESCRIPTION

1. Purpose of AmeriCorps Funding

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations (see *Eligible Applicants* section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

CNCS Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young

children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship

Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provide reforestation services after floods or fires; and more. AmeriCorps programs support activities, such as conservation and fire corps, which may also help veterans and others learn new job skills through conservation service.

Healthy Futures

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

2. Funding Priorities (See Mandatory Supplemental Guidance for further information about some of the priorities)
CNCS seeks to prioritize the investment of national service resources in the following areas:

- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members, to prepare them for the workforce
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Healthy Futures - reducing and/or preventing prescription drug and opioid abuse
- Veterans and Military Families - positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve communities with limited resources and organizational infrastructure
- Safer Communities - programs that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community
- Evidence-Based Intervention Planning Grants
- Encore Programs - programs that engage Americans age 55 and older

Nevada Volunteers, in alignment with the Nevada State Service Plan, has identified specific priority areas that we are interested in supporting. Programs that have models targeting one of the following focus areas may be given special consideration based on the needs of our state and a lack of existing program models that meet these focus areas:

- **Programs serving and/or engaging Veterans and Military Families.**
- **Programs focusing on education including those that will improve school readiness, improve educational outcomes, and prepare students for success in post-secondary institutions.**
- **Programs that have a primary member duty of direct service and capacity building activities in the area of volunteer recruitment, management, and effective volunteer practices and apply an intermediary program design.**
- **Programs focusing on urgent community needs in rural areas.**

In order to receive priority consideration for submitting an application within a *Notice* priority(ies), applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a

high-quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

3. National Performance Measures

Nevada Volunteers requires all applicants to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their performance goals. For more information, please refer to the 2018 National Performance Measure Instructions [<https://www.nationalservice.gov/documents/2017/2018-ameri-corps-state-and-national-performance-measures-instructions>]. If none of the National Performance Measures match your program design, please contact Nevada Volunteers at grants@nevadavolunteers.org. A grantee selected Performance Measure can be developed.

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. Nevada Volunteers and CNCS do not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. Nevada Volunteers and CNCS value the quality of performance measures over the quantity of performance measures.

As described in the Application Instructions, applicants must include all information about their proposed performance measures in the Performance Measures section of the application in CNCS Grants Management system. All definitions and data collection requirements described in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in CNCS's web-based grant management system.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant should provide a justification for this change.

4. Program Authority

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.)

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

Nevada Volunteers and CNCS expects a highly competitive AmeriCorps grant competition. Nevada Volunteers and CNCS reserve the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

2. Estimated Award Amount

Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects.

3. Project and Award Period

The project period is generally one year, with a start date proposed by the applicant. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The Competitive Application Budget Period Start Date: Successful applicants may not propose a budget period start date earlier than August 21, 2018.

The Nevada Formula Application Budget Period Start Date: Successful applicants cannot propose a budget period start date earlier than September 1, 2018, and the award will be for one year ending on August 31, 2017.

AmeriCorps Member Term of Service (enrollment) start date must fall within the budget period requested.

The project start date may not occur prior to the date Nevada Volunteers awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

4. Type of Award

a. AmeriCorps Operating Grants: CNCS may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Time Fixed Amount grant is limited to certain applicants. See the *Eligible Applicants* section and the Mandatory Supplemental Guidance for more information. CNCS will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement			Fixed Amount		
	Traditional	Professional Corps	Evidence-Based Planning Grant	Full-time	Education Award Program (EAP)	Professional Corps
Available Subtypes						
Maximum Cost per MSY	\$14,932	\$1,000*	N/A	\$13,430	\$800	\$1,000*
Type of Slots in the National Service Trust	All	All	N/A	Full-time or Less than Full-time serving in a full-time capacity	All	Full-time only
Budget Submission Required	Yes			No		Yes, if requesting operating funds
Availability of Funds linked to enrollment and retention of awarded MSYs	No			Yes		
Special Requirements	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in budget.	See Notice	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in budget.

Financial Reporting Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirements	Yes	No	
Available to new Applicants	Yes		No	Yes	

a. Evidence-Based Intervention Planning Grants: Nevada Volunteers and CNCS are seeking applications for planning grants that will be used to develop national service models¹ that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models. Alternatively, applicants could propose taking an evidence-based practice² such as motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes. Please see Planning Grant Instructions on page 22 for specific instructions on how to prepare an AmeriCorps Planning Grant.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following Non-Federal entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

New Applicants

Nevada Volunteers encourages organizations that have not received prior funding from CNCS to apply. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full-Time Fixed Amount grants. Existing subgrantees operating sites of Fixed Amount and Cost Reimbursement grantees who can demonstrate a successful history and current capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and, therefore, can apply for Fixed Amount grants. See Mandatory Supplemental Guidance for more information.

Types of Applicants

Single State Applicants are organizations that propose to operate only in Nevada and must apply through Nevada Volunteers. A single-state application that is submitted directly to CNCS by the applicant rather than Nevada Volunteers will be considered noncompliant and will not be reviewed.

National Direct Applicants are Multi-State or Organizations that propose to operate AmeriCorps programs in more than one State or Territory and apply directly to CNCS.

National Direct Applicants proposing to operate in Nevada must complete the Multi-State: Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS.

¹ A body of evidence is emerging that supports the role of national service in effective education interventions. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

² Applicants are encouraged to use federal agency clearinghouses or evidence reviews (see <https://www.nationalservice.gov/documents/main-menu/2016/clearinghouses-and-evidence-reviews>) to identify evidence-based programs and practices.

National Direct Applicants and Multi-state AmeriCorps National Direct applicants who intend to place members in Nevada are reminded that they must consult with Nevada Volunteers regarding these intended placements before submitting their application. Nevada Volunteers has opted into the ASC National Direct Consultation process for the 2018-2019 competition and, therefore, consultation forms for national direct applicants should be submitted to: <https://www.surveymonkey.com/r/FY18Consultation>. National Direct applicants are encouraged to contact Nevada Volunteers outside of this link with initial information about potential member placements in Nevada by emailing Nevada Volunteers at grants@nevadavolunteers.org and include in the subject line “National Direct Consultation” or by calling 775.825.1900. This will allow the National Direct applicant to meet its obligation to provide information that connects the proposed activities to the current State Service Plan for Nevada.

Federally-recognized Indian Tribes: Applicants that are Indian Tribes apply directly to CNCS.

In addition to being eligible to apply under this *Notice*, federally-recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of Federal Funding Opportunity for Indian Tribes to be released later in the Winter with an application deadline in the Spring. CNCS may request applicants apply under the Tribal competition, rather than under this *Notice*.

2. Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- *Nevada Volunteers requires that organizations applying for funding have a program design that supports at least 10 MSY.**
- *Nevada Volunteers requires that organizations applying for funding to have a full-time program director.**
- All *competitive applicants* should request at least 20 member slots. New and re-competing applicants with less than 20 members will be deemed noncompliant and will not be reviewed.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- Applications for a Full-Time Fixed Amount grant must reflect only full-time or less than full-time positions serving in a full-time capacity.
- Applications for the Governor and Mayor Initiative must clearly reflect that they are from one Governor, one or more Mayors, and a minimum of two nonprofits.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.

**Organizations whose program designs do not support a minimum of 10 MSY and/or the need for a full-time director must provide full justification within the grant narrative. Nevada Volunteers will consider applications that do not support a minimum of 10 MSY and/or a full-time director where it can be shown that the program has the capacity to administer a high-quality AmeriCorps program without meeting these threshold requirements. Nevada Volunteers will consider a minimum of 3 MSY for those programs that include a program design intending to serve rural Nevada.*

3. Other Requirements

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid Federal tax liability which—

- has been assessed,
- for which all judicial and administrative remedies have been exhausted or have lapsed, and
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice.³ A similar restriction may be enacted with the appropriation which will fund awards under this *Notice*. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a

³ However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

determination that suspension or debarment is not necessary to protect the interest of the federal government

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

D. APPLICATION AND SUBMISSION INFORMATION

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Mandatory Supplemental Guidance, and the 2018 National Performance Measure Instructions which are incorporated by reference. These documents can be found at www.nevadavolunteers.org/ameriCorps/ameriCorps-funding/notice-of-funding-opportunities/ The full Regulations are available online at www.ecfr.gov.

2. Content and Form of Application Submission

a. Application Content

Applicants selected to move forward with the funding process will receive application instructions to submit your final application in the CNCS Grants Management system. Applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

b. Page Limits

There are three page limits that must be adhered to: Narrative, Logic Model, and Learning Memo (if recompeting).

Narrative

Applications must not exceed 12 pages for the Narratives or 15 pages for Rural Intermediaries and Multi-State applications with more than five operating sites. Nevada Volunteers and CNCS will use the number of locations in the “multi-state operating sites” field in CNCS’s web-based management system to determine whether a multi-site application has more than five operating sites. The “multi-site operating sites” field can be found by clicking on the “operating sites” link in the system. Multi-state applicants that list five or fewer operating sites cannot exceed 12 pages for the Narrative.

In determining whether an application complies with page limits, Nevada Volunteers and CNCS will count the following for the narrative:

- The application’s Executive Summary, SF 424 Facesheet, and
- The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

Nevada Volunteers and CNCS will consider the number of pages only as they print out from the “Review” tab in the CNCS Grants Management system (where you will see the “View/Print your application” heading) when determining compliance for page limits. Nevada Volunteers and CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Nevada Volunteers and CNCS strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Logic Model

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in CNCS’s web-based management system. This three-page limit also extends to intermediary program models.

Please note the length of a document in word processing software may be different than what will print out in the CNCS’s web-based system. Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

Learning Memo (if a re-competing applicant)

The learning memo must be in a 12-point font or larger and should not exceed three single sided pages double spaced text. (See 7.c. Submission of Additional Documents)

3. Dun and Bradstreet University Numbering System (DUNS) Number & System for Award Management (SAM)

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). Nevada Volunteers recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [SAM](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. Nevada Volunteers suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to Nevada Volunteers and CNCS.

Applicants who do not comply with these requirements may be ineligible to receive or maintain an award. See the [SAM Quick Guide for Grantees](#).

4. Submission Dates and Times

a. Please refer to page 2 for a detailed chart of the timelines that pertain to competitive and formula grant applications.

b. Late Applications

All applications received after the submission deadline published in the *Notice* are presumed to be non-compliant. In order to overcome this presumption, the applicant must:

- provide a written explanation or justification of the extenuating circumstance(s) that caused the delay, including: the timing and specific cause(s) of the delay to grants@nevadavolunteers.org in the subject line write “Late Application Explanation”.
- any other documentation or evidence that supports the justification
- ensure that Nevada Volunteers receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to grants@nevadavolunteers.org no later than one business day after the application deadline stated in the *Notice*.

Communication with Nevada Volunteers’ staff is not a substitute for the email correspondence. Nevada Volunteers will determine whether to accept a late application on a case-by-case basis. Applicants that do not submit a written justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.

Please note: Nevada Volunteers will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you continue to experience technical difficulties, please contact Nevada Volunteers in writing at grants@nevadavolunteers.org to update the status of the application *each day the application extends beyond the application deadline*.

6. Funding Restrictions

a. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service; however, Nevada Volunteers encourages all programs to provide a living allowance for recruitment and retention purposes. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$13,732	\$27,464
Half-time	900	n/a	\$14,539
Reduced Half-time	675	n/a	\$10,905
Quarter-time	450	n/a	\$7,270
Minimum-time	300	n/a	\$4,847

Exceptions to the Living Allowance Requirements

1. Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

2. EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

3. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget request to CNCS (federal or matching share.)

b. Maximum Cost per Member Service Year (MSY)

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and re-competing Commission subgrantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$14,932*
Multi-state (cost reimbursement)	\$14,932*
Professional Corps Applicants/Grantees (Cost Reimbursement)	\$1,000**
Professional Corps Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program Fixed Amount Grant	\$800
Fulltime Fixed Amount Grant	\$13,430

State/Territory Commission Formula Prime	\$18,000
Individual State/Territory Formula Program	\$20,000
State/Territory Commission Average (of all its subgrants)	\$14,932

*Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$15,100 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth. Applicants requesting a higher cost per MSY must include a compelling case justifying the cost per MSY, including an explanation as to why these costs cannot be covered by the grantee share (match).

**CNCS requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non CNCS. CNCS will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need and substantial challenges to raising non-CNCS resources based on the materials reviewed by the Office of Grant Management.

c. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. Nevada Volunteers will provide the updated Education Award amounts at the time of grant award.

d. Cost Sharing or Matching

Fixed Amount Grants

There is no specific match requirement for Fixed Amount grants. CNCS does not provide all the funds necessary to operate the program; therefore, organizations must raise the additional revenue required to operate the program.

Cost Reimbursement Grants

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60 and below.

Table: Cost Sharing or Match Requirements

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout. Grantees may be able, subject to certain caveats, to use funds from other federal agencies as match. For additional information regarding requirements please see [CNCS Policy FAQ F.13](#).

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions

e. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in the CNCS's web-based management system. However, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

Nevada Volunteers elects to retain a share of 30 percent of the 5 percent of federal funds available to programs for administrative costs or 1.5 percent of the overall CNCS share). Subgrantees are required to allocate this Administrative Cost to be retained by Nevada Volunteers for administrative oversight.

7. Other Submission Requirements

a. Coordination among State Commissions and National Direct Applicants

CNCS expects Commissions and National Direct applicants to consult and coordinate activities at the local level, as specified in Section 131 of the NCSA (42 U.S.C. § 12583). This consultation is designed to ensure the most effective use of national service resources and lead to enhanced coordination. The list of Commissions can be found here:

<http://www.nationalservice.gov/about/contact-us/state-service-commissions>.

To ensure coordination:

National Direct applicants, except federally-recognized Indian Tribes, must:

Before application submission:

Consult with Nevada Volunteers regarding these intended placements before submitting their application. Nevada Volunteers has opted into the ASC National Direct Consultation process for the 2018-2019 competition and, therefore, consultation forms for national direct applicants should be submitted to:

<https://www.surveymonkey.com/r/FY18Consultation>. National Direct applicants are encouraged to contact Nevada Volunteers outside of this link with initial information about potential member placements in Nevada by emailing Nevada Volunteers at grants@nevadavolunteers.org and include in the subject line "National Direct Consultation" or by calling 775.825.1900. This will allow the National Direct applicant to meet its obligation to provide information that connects the proposed activities to the current State Service Plan for Nevada.

- Consult with Nevada Volunteers and each state and/or territory in which the organization plans to operate and describe this consultation in their applications.
- Provide information that connects the proposed activities to the current State/Territory Service plan and/or State logic model.

After Award:

- Provide Nevada Volunteers with contact information for National Direct programs in the state and/or territory and update the information on an annual basis.
- Participate in Nevada Volunteers' annual needs assessment and training plan development activities, and in the development of its state/territory service plan, as well as appropriate training and other events.
- Include Nevada Volunteers on the National Direct's mailing/email distribution lists and invite it to appropriate training and other events.

Nevada Volunteers must:

Before application submission:

- Consult in a timely manner with the National Direct applicants, except Indian Tribes, that contact them prior to application submission.

After Award:

- Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
- Include National Direct programs, including Indian Tribes, in their annual needs assessment and training plan development activities, and in the development of their state/territory service plan.

- Add staff of multi-state programs in their state/territory to their mailing/email distribution lists and invite them to appropriate training and other events.

CNCS will solicit Nevada Volunteers' input on National Direct applicants, except Indian Tribes, proposing to operate in Nevada. Via the CNCS Grants Management System, Commissions have the opportunity to select "support," "do not support," or "neutral," and provide comments. Participation by Commissions in providing this input is strongly encouraged. CNCS reviews and considers Commission input on multi-state applicants proposing to operate in their state.

b. Electronic Application Submission to Nevada Volunteers

Electronic submission requirements are outlined on page 2 of this *Notice*.

The applicant's authorized representative must be the person who submits the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact Nevada Volunteers at 775.825.1900, followed by an email to grants@nevadavolunteers.org should you encounter any issues in uploading documents. In the subject line indicate the name of the applicant and the problem incurred. If the issue cannot be resolved by the deadline, applicants must continue working with Nevada Volunteers to upload their grant application and additional required documents to the designated WuFoo link noted on pages 2 of this *Notice*.

c. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline to:

<https://nevadavolunteers.wufoo.com/forms/pkhtors1hlwx6r/>

All applicants

- Current indirect cost rate agreement, if used to claim indirect/administrative costs
- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.
- Member placement charts/slot enrollment charts
- Independent Financial Statement Audit (Submit the most recent completed)
- Single Audit, if applicable (Submit the most recent completed)
- Organizational chart that clearly shows where the AmeriCorps program would be within the Organization including the name and/or title of the individual(s) responsible for supervising the AmeriCorps members.

Recompeting applicants

- Evaluation report, if required. Please see the *Evidence Base* definition in the Mandatory Supplemental Guidance and Section E. Evaluation Plan for further information.
- Learning memo, if required. Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:
 - A short summary of key learnings from the evaluation
 - An explanation of how the program will incorporate key learnings into its strategy, design or implementation
 - An explanation of how these changes will improve the program
 - A discussion of how learning from the evaluation may inform next steps in the program's long-term research agenda

Governor/Mayor Initiative applicants (New and recompeting)

- Letter(s) of support from partnering nonprofits
- Letter of support co-signed by Governor and participating Mayor(s)

Rural Intermediary applicants (New and recompeting)

- Letters of support from the consortium members

New applicants

- Organizational Readiness Assessment

Additional Documents must be uploaded to the <https://nevadavolunteers.wufoo.com/forms/pkhtors1hlwx6r/> with the labels outlined below:

- Individually saved files that are clearly labeled
- Each file should also include a header or title within the body of each additional document to include the legal applicant name DUNS Number.

Do not upload any other items not requested in this *Notice*. Nevada Volunteers will not review or return them.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Nevada Volunteers urges applicants to submit high-quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

A. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS focus area, omit this sentence.

Fixed-Amount grant applicants (EAP, Full-time Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

B. Program Design (50 percent)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Need (4 points)

- The problem the program will address is prevalent and severe in communities where members will serve and has been documented with relevant data.

“Community” can be a geographic region, a specific population of people, or a combination of both. The applicant must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

2. Theory of Change and Logic Model (24 points)

The Theory of Change shall address:

- The applicant's proposed intervention is responsive to the identified community problem.

- The applicant’s proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change.
- The applicant’s expected outcomes are articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The applicant’s rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The applicant’s proposed service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Number of locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant’s performance measures should be consistent with the program’s theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant must provide a justification for this change.

Applicants should use National Performance Measures if they are part of the program’s theory of change. Applicants are not required to use National Performance Measures and should only use them if they are part of the program’s theory of change. Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time suggests targets are reasonable), relevant research (e.g., targets documents by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed. This three-page limitation also applies to rural intermediary applications.

3. Evidence Base (12 points)

The assessment of an applicant’s evidence base has two steps. First, the applicant will be assigned to an evidence tier. (See the Mandatory Supplemental Guidance.) Second, the quality of the applicant’s evidence and the applicant’s overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored.

Evidence Tier:

An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant’s evidence base and the likelihood

that the proposed intervention will lead to outcomes identified in the logic model. Applicants should use the evidence checklist to self-assess their evidence tier before completing the application.

Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. All requirements must be met in order for applicants to be assigned to a tier. Applicants who do not fully describe their evidence base may not be assigned to a tier for which the applicant otherwise may have qualified.

In 2017, the evidence tiers of funded AmeriCorps State and National competitive grantees were as follows: Strong 9%, Moderate 9%, Preliminary 38%, and Pre-Preliminary 27%. As these figures indicate, Nevada Volunteers and CNCS value and fund programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) that are not consistent with the guidance and requirements described in the *Notice* will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. All applicants who have collected relevant performance measurement data must describe this data fully as outlined in the requirements for the pre-preliminary evidence tier. Applicants who have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations in the application narrative as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

- 1) The date the research or evaluation was completed, and the time period for which the intervention was examined
- 2) A description that shows the study's relevance to the proposed intervention
- 3) A description of the target population studied (e.g., the demographics)
- 4) The methodology used in the study (e.g., outcome study, random assignment, regression discontinuity design, propensity score matching, etc.)
- 5) A description of the data, data source, and data collection methods
- 6) The outcomes or impacts examined and the study findings
- 7) The strength of the findings (e.g., effect size, confidence level, statistical power of the study design and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that are not studies submitted in accordance with the *Notice* instructions.

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

- a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
- b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
- c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and

d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower evidence tier. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants who do not meet all requirements will be considered for a lower tier.

Evidence Quality and Evaluation Capacity

After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the applicant’s overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored. Applicants must address the following standards in the application narrative. The standards are weighted differently for applicants in different evidence tiers to reflect expected variations in program life cycle and evaluation capacity at each stage of the evidence continuum.

Evidence Quality and Evaluation Capacity Standards	No Evidence & Pre-Preliminary Points	Preliminary Points	Moderate & Strong Points
The applicant’s evidence is of satisfactory quality. Applicants with no evidence describe an evidence-informed theory of change.	2	2	2
The applicant’s data collection systems are sufficient to yield high quality process and outcome data.	5	4	1
The applicant demonstrates adequate capacity to use process and outcome data including performance measurement (and evaluation data if applicable) to inform continuous learning and program improvement.	5	5	5
The applicant’s long-term research agenda is aligned to the organization’s learning needs and position on the evidence continuum (evidence tier).	0	1	4
	12	12	12

Evidence quality and evaluation capacity standards must be addressed in the application narrative. All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

4. Notice Priority (3 points)

- The applicant proposed program fits within one or more of the 2018 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

5. Member Experience (7 points)

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
 - AmeriCorps members will have access to meaningful service experiences that includes education about the community problem/need and the community in which they will serve.
 - AmeriCorps members will have access to opportunities for reflection that involves the intentional processing of members’ experience and the incorporation of lessons learned
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

C. Organizational Capability (25 percent)

Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (7 points)

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.

2. Compliance and Accountability (8 points)

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
- The applicant will hold subgrantees (if applicable) and service site locations accountable if instances of risk or noncompliance are identified.
- If applicable, the CNCS-required evaluation report meets CNCS requirements.
- If applicable, the CNCS-required evaluation report is of satisfactory quality.

3. Culture that Values Learning (8 points)

- The applicant's board, management, and staff collect and use information for learning and decision making.
- The applicant's management and staff produce frequent reports on how well the organization is implementing its programs and strategies.

4. Member Supervision (2 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

These criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget"

1. Cost Effectiveness and Budget Adequacy (25 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect cost rate if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

E. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.

- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that Nevada Volunteers will require submission of a data collection plan and data collection instruments if a grant is approved for funding.

If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in the CNCS Grants Management system. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report and a learning memo as attachments (see the *Submission of Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. Evaluations plans submitted outside of the system will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cnsc-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The proposed budget

For more information about evaluation plans visit Nevada Volunteers’ website at www.nevadavolunteers.org.
<http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:

- If the applicant’s average annual CNCS program grant is \$500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.
- If the applicant’s average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

For purposes of compliance with evaluation plan and report requirements, a program will be considered a recompeting application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has received competitive funding for at least one complete three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more competitively funded three-year cycles, including at least four years of competitive funding in the last five years, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming three-year grant. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits.

Applicants with an average annual CNCS program grant of \$500,000 or more that are recompeting for funds may be eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in the system. The request should clearly explain: (a) the

evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this *Notice*. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found at:

https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in the CNCS Grants Management system, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan field in the system.
- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

F. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

PLANNING GRANT INSTRUCTIONS: CRITERIA FOR EVIDENCE-BASED INTERVENTION PLANNING GRANTS

This NOFO section contains information on the process for applying for 2018-2019 AmeriCorps*State Planning Grants only. Planning grants do not provide AmeriCorps members; but, rather, are grants that provide initial funding to support current staff or hire additional staff who can plan the proposed AmeriCorps program, negotiate collaborations with partners, develop meaningful performance measures and develop systems for successful implementation of the AmeriCorps operational grant application that is submitted the following grant year. Planning grants are available for up to *one year* and are available to new AmeriCorps grantees. Current AmeriCorps grantees pursuing a program model that meets the CNCS definition of a new program may be eligible to apply for Evidence-Based Intervention Planning Grants. Current AmeriCorps grantees exploring a planning grant to develop a new program model that meets the CNCS requirements should consult with Nevada Volunteers.

While Planning Grants do not provide AmeriCorps members and the costs associated thereto are not included in planning grant applications, it is critical to consider AmeriCorps member costs in the development of your program design and budget narrative. For example, while the matching requirement of 24 percent for a new planning grant with a total budget of \$50,000 is \$12,000, the future budget for operational funding, considering the costs of members, will increase significantly. A total operational program budget of \$500,000 has a match of \$120,000. To facilitate this process Nevada Volunteers has included detailed budget instructions, Appendices A and B as part of this *Notice*. These budget documents will help to inform prospective grant applicants whether your organization has the financial capacity to support AmeriCorps funding.

Nevada Volunteers expects that planning grantees will develop complete and thorough benchmarks over the grant term, typically one year. The Peer Review Committee reserves the right to work with a planning grantee to move into an operational program earlier (i.e., a grantee could have a six-month planning grant and move into an operational grant in GY 2018-2019).

Criteria for Evidence-based Intervention Planning Grants

Executive Summary (fill in the blanks) (0 percent):

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

Program Design (50 percent)

1. Need (10 points):

- The community problem is prevalent and severe in communities where the program plans to serve and the problem has been documented with relevant data.

2. Evidence-Based Intervention (30 points)

- The evidence-based intervention has successfully addressed the problem in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one, and no more than two, randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated. The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one or more key outcomes that address the community problem/need.
- The key elements of the intervention will be implemented with fidelity to the evidence based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the evidence-based intervention.

3. Planning Process/Timeline (10 points):

- The applicant describes a clear and logical planning process, including:
 - A detailed description of the planning process and who is leading it.
 - A well-developed timeline for planning activities.
 - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.

The applicant includes development of the program elements in the planning process/timeline. Nevada Volunteers AmeriCorps team works closely with planning grantees to provide guidance with the development of these benchmarks. Planning grant applicants are encouraged to include a budget item to contract with a consultant to assist in the development of these benchmarks unless the applicant has dedicated staff to manage these requirements. Below is a partial listing of the required benchmarks:

- Develop AmeriCorps Member Handbook, recruitment and marketing materials; accommodation plan, training and on-boarding plan; plan for securing all match resources (cash and in-kind); financial/accounting plan; criminal history process and checklist; member position descriptions; member performance evaluations; performance measures, data collection plan, and data collection instruments; AmeriCorps branding and public awareness standards (web, social media, traditional media, host site branding); and financial and organizational policies/procedures (if not already available as an organization).
- Participate in on-line training for both program and financial staff; National Service Criminal History Check; eGrants and OnCorps, platforms for program and financial reporting.
- Review the Terms and Conditions for AmeriCorps State and National, General Terms and Conditions, Federal Code of Regulations (45 CFR §§ 2520 to 2550), AmeriCorps State and National FAQs.
- Intermediary programs develop host site agreements, orientation plans, and policies and procedures.

For a full list of the Planning Grant deliverables and timelines please refer to our website. Depending upon the AmeriCorps program design, not all planning grant deliverables may be required. Nevada Volunteers reserves the right to modify planning grant deliverables as needed.

- The applicant includes development of the following evaluation elements in the planning process/timeline:

- Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation
- Assessing outcomes achieved in previous evaluations of the evidence-based intervention
- Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention

Organizational Capability (25 percent)

1. Organizational Background and Staffing (25 points)

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement

Cost Effectiveness and Budget Adequacy (25 percent)

(Same as other AmeriCorps Applications)

E. Evaluation Plan (0 percent)

Evaluating the implementation and outcomes of proposed models will be critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget

2. Review and Selection Process

a. Compliance and Eligibility Review

Nevada Volunteers' staff will conduct a Compliance Review to determine if an application meets the compliance requirements published in this *Notice* and advances to the next stage of the review process. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant:

- Is an eligible organization
- Submits an application by the submission deadline
- Submits an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice*
- Submits an application with a minimum of 10 MSY/20 AmeriCorps member positions (slots). *Nevada Volunteers will consider planning grant applications that do not initially support a minimum of 10 MSY/20 AmeriCorps member positions and/or a full-time director provided it can be shown that the program has the capacity to develop high-quality and timely planning grant deliverables. Nevada Volunteers encourages planning grant applicants to budget for a full-time program director in order to accomplish the planning grant deliverables and meet required timelines.*

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, a determination of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

b. Review

Each application will be assessed by Nevada Volunteers' staff. Staff reviewers will evaluate the application using the application review criteria and will consider the comprehensiveness and feasibility of the application. Internal reviewers (Nevada Volunteers' staff) will evaluate formula applications that are selected by the Peer Review Committee to go forward for recommended for funding to the commission and all competitive applications using the application review criteria and will consider the comprehensiveness and feasibility of the applications as well as the priorities and strategic considerations as detailed in the *Notice*. All reviewers will be screened for conflicts of interest.

c. Post Review Quality Control – Competitive Applications only

After the reviewers complete their assessment, CNCS will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications ranked first by a Commission that received low scores (unless the Commission only submitted one application) and applications for which there are significant panel anomalies. In addition, the Commission input on National Direct applications will be reviewed and assessed.

d. Risk Assessment Evaluation

Nevada Volunteers' staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If Nevada Volunteers or CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, Nevada Volunteers and CNCS may consider the following, but not limited to:

- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements,
 - If applicable, meeting matching requirements, and
 - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
 - Federal Awardee Performance and Integrity Information System (FAPIIS),
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet, or
 - "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance (formerly OMB Circular A-133) and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 CFR § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance
- Commission Rank

Nevada Volunteers will assess re-competing subgrantees' past performance and submit those assessments to CNCS for competitive applicants. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, Nevada Volunteers and CNCS will consider the following for applicants that are current formula and competitive grantees:

- Grant progress reports – attainment of Performance Measures

- Enrollment and retention
- Compliance with 30-day enrollment and exit requirements in the AmeriCorps portal
- Site visit or other monitoring findings (if applicable)
- OIG findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service

Additionally, Nevada Volunteers and CNCS may use the results of the review of the risk assessment evaluation in determining which applications to fund. If Nevada Volunteers or CNCS concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

e. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see 41 U.S.C. 2313). Additionally, CNCS may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$150,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS;

CNCS will consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this *Notice*.

f. Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by Nevada Volunteers and CNCS staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for clarification adequately and in a timely manner may result in the removal of applications from consideration.

g. Selection for Funding

The assessment of applications involves a wide range of factors and considerations. Nevada Volunteers and/or CNCS staff will apply their experience and expertise in evaluating and recommending applications. CNCS will engage external reviewers to provide insight and input with respect to the evidence base of eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this *Notice*.

Specifically, the review and selection process will:

- A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.
- B. Yield a diversified portfolio based on the following strategic considerations:
 - Meaningful representation of
 - Geographic diversity
 - Rural communities (see definition in Mandatory Supplemental Guidance)
 - Single and multi-state programs
 - Faith-based organizations
 - Nevada Volunteers and/or CNCS *Notice* Priorities representation
 - Focus area representation
 - Moderate and Strong evidence levels
 - Program models that demonstrate a new approach to solving a community problem based on thorough review of existing research and evaluation about existing approaches to the problem

- Program models that will utilize AmeriCorps members to replicate evidence-based programs with fidelity

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this *Notice*, the Nevada Volunteers Commission and/or the CNCS Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

Nevada Volunteers and CNCS reserve the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CNCS in response to this Notice.

4. Feedback to Applicants

Following grant awards, each applicant will receive summary comments pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to applicant clarification, if any. All compliant applications will receive feedback from the external and staff review of the application.

5. Transparency in Grant-making

CNCS is committed to transparency in grant-making. The following information for new and re-competing applications will be published on [CNCS Results of Grant Competitions](#) within 90 business days after all grants are awarded:

- A list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicants
- Data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications
- A blank template of the external review worksheet
- A list of all external reviewers that completed the review process
- A summary of external reviewer comments for successful applications.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by notifying applicants **by May 15, 2018**, contingent on timely full year appropriations. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the Grant Officer is the only document authorizing awardees to commence grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

An awardee may not obligate or expend federal funds until the start of the Project Period identified on the Notice of Grant Award. Nevada Volunteers will make an award for one year of operation.

2. Administrative and National Policy Requirements

a. Uniform Guidance

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

b. Requests for Improper Payment Information

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

c. CNCS Terms and Conditions

All awards made under this *Notice* will be subject to the 2018 CNCS General Terms and Conditions, and the 2018 Specific Terms and Conditions for the particular program (when applicable.) These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions->

cncs-grants.

3. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks—

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) and
- Either
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *or*
 - A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

- A nationwide name-based check of the [NSOPW](#); and
- Both
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
 - A fingerprint-based FBI criminal history check.

See 45 CFR § 2540.200–§ 2540.207 and [CNCS Criminal History Check Resources](#) for complete information and FAQs.

4. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR §200.315 (b)).

5. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Cost reimbursement grantees are required to provide mid-year and end of year progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed Amount grantees are required to provide mid-year and end-of-year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

Award recipients will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for your organization and for your subgrantees. Recipients and subrecipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

Progress Report Data

In addition to semi-annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.)

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future CNCS funding. For further guidance and training resources see – [CNCS Performance Measure Resources](#).

5. Continuation Funding Information and Requirements

Organizations that have current AmeriCorps awards that do not end in FY17 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this *Notice*.

G. OTHER INFORMATION

1. Technical Assistance

In addition to consulting the Application Instructions, Mandatory Supplemental Guidance, Performance Measure Instructions, and AmeriCorps regulations as directed in this *Notice*, Commissions and National Direct applicants are encouraged also to consult Nevada Volunteers' website for a schedule of NOFO Webinars, technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period.

2. Reallocation of Funding

Nevada Volunteers and CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

Contact Information

All communication related to this *Notice* must be directed to the contact person named below:

For questions regarding a Nevada Volunteers AmeriCorps Nevada operational and/or planning grant application, please contact:

Laura J. Dickey
Director of AmeriCorps
Email: laura@nevadavolunteers.org
775.825.1900 telephone

Communications related to this *Notice* shall be directed to the contact named above. All emails and telephone calls will be returned within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as Nevada Volunteers is not obligated to respond to questions received 48 hours prior to the due date.

For questions regarding multi-state or Indian Tribe applications, questions must be submitted directly to:

Corporation for National and Community Service
202.606.7508 or send an email to:
americorpsgrants.cns.gov