



2019 Announcement of Federal Funding Opportunity Planning Grants

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 2019 AmeriCorps State Planning Grants. For information on operational formula grants, please see the complete [timeline](#) for grant submission dates. 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 and national service information.

Important Dates

- January 31, 2019 @ 10:00 am** – [AmeriCorps Funding Opportunity Overview Webinar](#)
- Fridays February 15 @ 11 am** – Understanding the AmeriCorps Notice of Funding Opportunity Webinar – [Register here](#)
- March 7, 2019** (5:00 pm PST): [Letter of Intent](#) due
- April 25, 2019** (5:00 pm PST):
 - o Final application due in eGrants
 - o Additional documents are due submitted through this link:
<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>
- May 23-31**: Clarification will take place May 23 – 31, 2019
- July 17, 2019**: Applicants will be notified of funding decision

Application Checklist

- [Letter of Intent](#)
- Full application, submitted in eGrant according to Application Instructions
- Organizational Chart
- Evaluation Briefs/Reports
- [Organizational Readiness Assessment](#)
- Audited financial statements including auditor's Management Letter, or single-audit if organization spends more than \$750,000 in federal funds annually, or plan to have audit conducted during planning grant year or first year of operational grant funding
- List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts and awarding agencies.

Other Documents to Review with this Notice

- [Mandatory Supplemental Guidance](#)
- [Application Instructions](#)
- [Budget Worksheet](#)

Questions?

Contact Hawley Carlson, Director of AmeriCorps, hawley@nevadavolunteers.org, 775-825-1900

Training/Technical Assistance Available on our [Website](#)

Table of Contents

OVERVIEW	3
A. PROGRAM DESCRIPTION	3
B. FEDERAL AWARD INFORMATION	5
C. ELIGIBILITY INFORMATION	5
D. APPLICATION AND SUBMISSION INFORMATION	6
E. APPLICATION REVIEW INFORMATION	10
F. FEDERAL AWARD ADMINISTRATION INFORMATION	14
G. OTHER INFORMATION	16

Overview

State Commission Name:	Nevada Volunteers
Federal Agency Name:	Corporation for National and Community Service
Funding Opportunity Title:	2019 AmeriCorps State and National Grants
Announcement Type:	Initial Announcement
CFDA Number:	94.006

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.

Important Dates

To be considered for 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. All grant applicants are required to submit a **Letter of Intent by 5:00 pm on Thursday, March 7, 2019 through this link <https://nevadavolunteers.wufoo.com/forms/z1losh611fh14jw/>. Final grant applications are due in eGrants by 5:00 pm, PST, on Thursday, April 25, 2019.**

A. PROGRAM DESCRIPTION

1. Purpose of AmeriCorps Funding

Nevada Volunteers is the governor's commission on service and a 501(c)3 nonprofit organization dedicated to increasing national service and volunteerism in Nevada. Nevada Volunteers administers AmeriCorps State funds to meet critical needs in Nevada. Applicants to this Notice of Funding Opportunity apply to Nevada Volunteers. Nevada Volunteers submits a portfolio of programs to CNCS for final approval.

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.

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' preparation 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; and provide reforestation services after floods or fires.

Healthy Futures

Grants will provide support for activities that will address the opioid crisis; 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 with the purpose of reducing 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 programs; and/or increase the number of veterans and military family members engaged in service through CNCS 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:

- Economic Opportunity - increasing economic opportunities for communities by engaging opportunity youth to prepare them for the workforce.
- Education - selection of one of the evidence-based interventions in three categories: School Readiness (three evidence-based interventions), K-12 success (nine evidence-based interventions), and Post-Secondary Support (one evidence-based intervention). In order to qualify for this priority, the applicants must be assessed as having Moderate or Strong evidence by the reviewers.
- 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.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Safer Communities - programs that focus on public safety, and/or partnerships between law enforcement and the community.
- Faith-based organizations.

Nevada Volunteers, in alignment with the Nevada State Service Plan, has identified specific priority areas:

- Programs serving and/or engaging veterans and military families.
- Programs focusing on education including those that will improve school readiness, improve education 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. 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 expect a highly competitive AmeriCorps grant competition. CNCS reserves 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

Planning grant applicants can request up to \$75,000. Please note that planning grants have a 24% match requirement. For example, request of \$75,000 must be matched with \$18,000 in other funds creating a total project budget of \$93,000.

3. Project and Award Period

The project period is generally one year, with a start date of September 1, 2019. In some cases, planning grants are issued on shorter timelines with start dates during the course of the year. The project start date may not occur prior to the date CNCS awards the 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. All new applicants who plan to place AmeriCorps members solely in Nevada, must contact Hawley Carlson, Director of AmeriCorps, hawley@nevadavolunteers.org or (775) 825-1900, directly before beginning an application. It is Nevada Volunteers' goal to partner with organizations interested in hosting an AmeriCorps program to create strong programs for the state of Nevada. This partnership will require frequent, open communication.

New applicants are eligible to apply for Cost Reimbursement grants only. See Mandatory Supplemental Guidance for more information.

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 must be managed by a full-time program director budgeted for in application.
- 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.
- Programs are required to budget for staff to attend one technical assistance meeting sponsored by America's Service Commissions each grant year.
- Programs are required to budget \$35 for all employees or other individuals who receive a salary or similar payment from the grant (federal or non-federal share) for Truescreen NSOPW and Fieldprint FBI checks + cost of any additional checks desired for each covered position (staff).

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*.¹ 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 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 [Application Instructions](#). The full Regulations are available online at www.ecfr.gov.

1. Content and Form of Application Submission

a. Application Content

In CNCS's web-based management system (eGrants), 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
- Logic Model (not required for planning grants)
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

b. Narrative Page Limit

Applications must not exceed 10 pages for the Narratives and planning grant submissions can be significantly shorter. Please write your application to fully explain your program design and not to fill 10 pages. In determining whether an application complies with page limits, 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 will consider the number of pages only as they print out from the "Review" tab in CNCS's web-based grant management system (where you will see the "View/Print your application" heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. 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.

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.

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](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the SAM at www.sam.gov 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. CNCS suggests finalizing a

new registration or renewing an existing one at least three 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 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 at [https://sam.gov/sam/transcript/Quick Guide for Grants Registrations.pdf](https://sam.gov/sam/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf)

4. Submission Dates and Times

a. Application Submission Deadline

Please see the [Important Dates](#) section at the beginning of this NOFO for the date.

b. Additional Documents Deadline

Any required additional documents are due on the final application deadline. See [Submission of Additional Documents](#) section for other guidance.

c. 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
 - the ticket number if a request for assistance was submitted to the National Service Hotline
 - any information provided to the applicant by the National Service Hotline
 - 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 or CNCS staff is not a substitute for the letter. Applicants are required to continue working in [CNCS's web-based application system](#) and with the National Service Hotline to submit the application. Nevada Volunteers will determine whether or not to accept a late application on a case-by-case basis. Applicants that do not submit a 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 are experiencing technical difficulties, please carefully review and follow the guidance listed above, and submit your application as soon as possible.

5. Intergovernmental Review

This *Notice* is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

6. Funding Restrictions

a. Cost Sharing or Matching

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.

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.

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. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted.

b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10 percent *de minimis* rate of modified total direct costs or may claim certain costs directly as outlined in 2 CFR § 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 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

7. Other Submission Requirements

a. Electronic Application Submission in CNCS’s web-based management system

Applicants must submit applications electronically via [CNCS’s web-based system](#). CNCS recommends that applicants create an account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate field no later than ten days before the deadline.

The applicant’s authorized representative must be the person who submits the application. The authorized representative must be using CNCS’s web-based management system under his or her own account in order to sign and submit 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 the National Service Hotline at (800) 942-2677 or via [Questions](#) if a problem arises when creating an account or preparing or submitting the application. Be prepared to provide the application ID, organization’s name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via CNCS’s web-based management system.

b. Submission of Additional Documents

Applicants are required to submit the following additional documents by the final application submission deadline to: <https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>

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.
- Audited financial statements including auditor's Management Letter, or single-audit if organization spent more than \$750,000 in federal funds annually, or plan to have audit conducted during planning grant year or first operational year.
- List of federal grants, cooperative agreements, contracts, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts and awarding agencies.
- Organizational chart that clearly shows where the AmeriCorps program would be within the Organization.

New applications only

- [Organizational Readiness Assessment](#)

Additional Documents must be uploaded to

<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/> with the labels outlined below:

- Individually saved files that are clearly labeled
- Each file should include a header or title within the body of each additional document that includes the legal applicant name and 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

This NOFO section contains information on the process for applying for 2019-2020 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 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 worksheets in the Application Instructions. These budget documents will help to inform prospective grant applicants whether your organization has the financial capacity to support AmeriCorps funding.

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 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.

B. 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. Intervention (30 points)

- Describe the proposed intervention to be used to address the above stated need.
- The 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, evaluations of the intervention.
- The key elements of the intervention will be implemented with fidelity to the 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 based on the [Deliverables Timeline](#), 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 can include a budget item to contract with a consultant to assist in the development of these benchmarks if desired.

Nevada Volunteers reserves the right to modify planning grant deliverables as needed.

C. Organizational Capability (25 percent)

1. Organizational Background and Staffing

- 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

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.

This 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

- 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 budgeted match is equal to or more than the required match for the given program year.

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

- Current indirect rate cost if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project.
- 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.

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 a Letter of Intent form 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 by the submission deadline

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 several Nevada Volunteers’ staff. Staff reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, and assess the priorities and strategic considerations detailed in the *Notice*.

c. 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 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,
 - “Do Not Pay,” and /or
 - System for Award Management
- Reports and findings from single audits performed under Uniform Administrative Guidance 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.
- Responses to the Financial Management Survey and supporting documentation.
- Past Performance

d. 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.

e. Selection for Funding

The assessment of applications involves a wide range of factors and considerations. Nevada Volunteers staff will apply their experience and expertise in evaluating and recommending applications. Nevada Volunteers will engage external reviewers to provide insight and input, making recommendations to the commission for funding decisions. All reviewers will be screened for conflicts of interest. 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:

1. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.
2. Yield a diversified portfolio based on the following strategic considerations:
 - Meaningful representation of
 - Geographic diversity

- Rural communities (see definition in Mandatory Supplemental Guidance)
- CNCS *Notice* Priorities representation
- Focus area representation

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*, Nevada Volunteers 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, applicants may 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.

5. Transparency in Grant-making

Nevada Volunteers and CNCS are 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

Nevada Volunteers will make awards following the grant selection announcement. Please see the Important Dates section at the beginning of this NOFO for the date, contingent on timely full year appropriations. Applicants will be notified of funding decisions via phone and or/ email. This notification is not an authorization to begin grant activities. The Subgrant Agreement signed by the Executive Director of Nevada Volunteers 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.

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

Nevada Volunteers and 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 2019 CNCS General Terms and Conditions, and the 2019 AmeriCorps Program Specific Terms and Conditions. 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-cnccs-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. Please budget \$35 for Truescreen NOSPW and Fieldprint FBI check + cost of any additional checks desired for each covered position (staff.)

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. An overview of reporting requirements for planning grantees can be found [here](#).

In addition to the programmatic reporting above, cost reimbursement grantees are required to provide monthly financial expense reports, and mid-year and end of year aggregate financial report, as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740.

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 Nevada Volunteers 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 grantee 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.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future CNCS funding.

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*, applicants are encouraged also to consult the Nevada Volunteers website for recorded webinars and additional information to help with development of applications.

2. Reallocation of Funding

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

3. Contact Information

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

Hawley Carlson
Director of AmeriCorps
Email: hawley@nevadavolunteers.org
Phone: 775.825.1900

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.