



## 2019 Announcement of Federal Funding Opportunity Spring Formula Operational 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 Operational Formula 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

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 5:00pm on Thursday, March 7, 2019** (not required for continuation or re-compete applicants). **Final grant applications are due in eGrants by 5:00 p.m. on Thursday, April 25, 2019.**

### Application Checklist

- [Letter of Intent](#) (new applicants)
- Full application, submitted in eGrant according to Application Instructions
- Organizational Chart
- Evaluation Briefs/Reports (based on your evidence tier)
- Letters of support from partnering organizations (New or Re-competing Intermediaries only)
- Evaluation Reports (2<sup>nd</sup> time re-competing applicants only)
- Labor Union Concurrence (If applicant has employees who are part of a labor union or members will be engaging in service that overlaps with labor union work)
- [Organizational Readiness Assessment](#) (new applicants only)
- Most recent audit or independent financial statement (single audit if org. expends \$750,000 or more of federal assistance)
- 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](#)
- [Performance Measure Instructions](#)
- [Nevada Volunteers Cost-Reimbursement Budget Worksheet](#)

### Questions

Contact Hawley Carlson, Director of AmeriCorps, [hawley@nevadavolunteers.org](mailto:hawley@nevadavolunteers.org), 775-825-1900

### Training/Technical Assistance Available on our Website

<https://nevadavolunteers.org/ameriCorps/ameriCorps-funding/ameriCorps-training-and-technical-assistance-for-potential-grantees/>

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### Changes from Prior Year

- Increased minimum living allowance for a full-time member to \$13,992
- Changes in definitions for evidence and evidence quality
- Requirements to budget \$35 for TrueScreen NSOPW and Fieldprint FBI check + cost of any additional checks desired for each covered position (member and staff) unless requested exemption from new process is approved by Nevada Volunteers
- Continuation applications can apply for expansion
- 1200-hour position available
- Reduction in number of performance measures (continuation applicants, please check that your performance measures are still in use)
- Requirement that you budget \$5 per member for the ASC Member Assistance Program

## Overview

State Commission Name:	Nevada Volunteers
Federal Agency:	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

- **January 31, 2019 @ 10:00 am** – [AmeriCorps Funding Opportunity Overview Webinar](#)
- **Fridays in February and March @ 11 am**– Four-part webinar series on developing your application – [Register here](#)
  - **Friday, February 15** – Understanding AmeriCorps Notice of Funding Opportunity and Determining Organization Fit
  - **Friday, February 22** – Understanding the Important Program Design Elements that are a part of the AmeriCorps Application
  - **Friday, March 2** – Understanding the Full Narrative and Performance Measurement Elements and Requirements
  - Friday, March 29 – Understanding and Creating your AmeriCorps Budget
- **March 7, 2019** (5:00 pm PST): Letter of Intent due (not required for continuation applicants) submitted through this link:  
<https://nevadavolunteers.wufoo.com/forms/z1losh611fh14jw/>
- **April 25, 2019** (5:00 pm PST):
  - Final application due in eGrants
  - Additional documents are due submitted through this link:  
<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>
- Clarification will take place May 23-31, 2019
- **July 17, 2019:** Applicants will be notified of funding decision

## 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. Performance Measures**

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. CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures.

CNCS expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions.

### **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 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, 9/1/2019 – 8/31/2020. 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 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. Types of Awards

**a. AmeriCorps Operating Grants:** Nevada Volunteers 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. Professional Corps are not eligible to apply for Cost Reimbursement grants. See the [Eligible Applicants](#) section and the [Mandatory Supplemental Guidance](#) for more information. Nevada Volunteers will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
		Full-time	Education Award Program (EAP)	Professional Corps	No Cost Slots
Available Subtypes	Traditional	Full-time	Education Award Program (EAP)	Professional Corps	No Cost Slots
Maximum Cost per MSY	\$16,192	\$16,192	\$800	\$1,000*	\$0
Type of Slots in the National Service Trust	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time or Less than Full-time serving in a full-time capacity	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time only	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time

Budget Submission Required	Yes	No	Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes		No
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No		
Available to new Applicants	Yes	No	Yes	

**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. The general practice is to award no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time. All new applicants who plan to place AmeriCorps members solely in Nevada, must contact Hawley Carlson, Director of AmeriCorps, [hawley@nevadavolunteers.org](mailto: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 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.

## 2. Threshold Issues

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

- 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 have full-time members (either 1,700 hour members or 300, 450, 675, 900, or 1,200 hour members serving in a full-time capacity.)
- 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.

## 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 conduct one National Day of Service each grant year.
- Programs are required to budget for staff to attend one technical assistance conference sponsored by America's Service Commissions each grant year.
- Programs are required to budget \$35 for TrueScreen NSOPW and Fieldprint FBI check + cost of any additional checks desired for each covered position (member and staff) unless requested exemption from new process is approved by Nevada Volunteers.
- Programs are required to budget \$5 per member per year for a Member Assistance Program.

## 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*.<sup>1</sup> 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

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<sup>1</sup> 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.



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](#), [Application Instructions](#), and the [National Performance Measure Instructions](#) which are incorporated by reference. The full Regulations are available online at [www.ecfr.gov](http://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
- Evaluation Plan
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

#### **b. Page Limits**

There are two page limits that must be adhered to: Narrative and Logic Model.

##### **Narrative**

Applications must not exceed 10 pages for the Narratives or 13 pages for Rural Intermediaries. In determining whether an application complies with page limits, Nevada Volunteers 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.

##### **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.

**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](http://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_Guide_for_Grants_Registrations.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. The deadlines apply to new, re-competing, and continuation applicants.

#### **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](mailto: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. 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. 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 are 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	\$13,992	\$27,984
Three Quarter-time	1,200	n/a	\$19,753
Half-time	900	n/a	\$14,815
Reduced Half-time	675	n/a	\$11,111
Quarter-time	450	n/a	\$7,408
Minimum-time	300	n/a	\$4,938

### 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 and benefits including child care 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.

**Table: Maximum Cost per MSY**

<b>Grant Program</b>	<b>Maximum</b>
Operational Program (cost reimbursement or fixed-price)	\$16,192
Professional Corps Fixed Amount Applicants/Grantees	\$1,000**
Education Award Program Fixed Amount Grant	\$800

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

CNCS reserves the right to determine whether an applicant is a Professional Corps and whether the legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds. Given the high demand for AmeriCorps funding there may be specific circumstances where CNCS determines that either a legal applicant is not a Professional Corps program or is unlikely to demonstrate a need for operational funds due to other funding resources. Where CNCS's due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted funding that is in excess of the requested level of CNCS funding, CNCS may choose to not provide additional operational funding.

### **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. Once an individual earns an award, the dollar amount of that award will not change. The Education Award amounts for the 2019 grant year are as follows:

<b><u>Participation Types</u></b>	<b><u>Minimum # of Hours</u></b>	<b><u>Amounts</u></b>
<i>Full-time (FT)</i>	<i>1,700 (365 days for VISTA)</i>	<i>\$ 6,095.00</i>
<i>Three Quarters Time (TQT)</i>	<i>1,200</i>	<i>\$ 4,266.50</i>
<i>Half-Time (HT)</i>	<i>900</i>	<i>\$ 3,047.50</i>
<i>Reduced Half-Time (RHT)</i>	<i>675</i>	<i>\$ 2,321.00</i>
<i>Quarter-Time (QT)</i>	<i>450</i>	<i>\$ 1,612.43</i>
<i>Minimal-Time &amp; Summer Associate (MT &amp; SA)</i>	<i>300</i>	<i>\$ 1,289.95</i>
<i>AmeriCorps Affiliate (AT)</i>	<i>100</i>	<i>\$ 343.01</i>

### **d. Cost Sharing or Matching**

## Fixed Amount Grants

There is no match requirement for Fixed Amount grants. CNCS does not provide all the funds necessary to operate the program; therefore, organizations should 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.

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.

## e. 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.
- Most recent audit or independent financial statement (single audit if org. expends \$750,000 or more of federal assistance)
- 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 including the name and/or title of the individual(s) responsible for supervising the AmeriCorps members.

### Recompeting applications only

- Labor union concurrence (if applicable)
- Federal debt delinquency (if applicable)

### New applications only

- [Organizational Readiness Assessment](#)

### New and Recompeting Rural Intermediaries Only

- Letters of support from the consortium members

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

### 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, No Cost Slots) 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](http://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. Theory of Change and Logic Model (28 points)**

The Theory of Change shall address:

- The 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 expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The 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.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who 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, 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.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented 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.

## **2. Evidence Base (16 points)**

The assessment of an applicant’s evidence base has two parts. 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 degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (8 points):

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.

In 2018, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 9%, Moderate 5%, Preliminary 40%, and Pre-Preliminary 46%. As these figures indicate, CNCS values and funds 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 who have evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of “same intervention”) may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice*



(e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier. If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

#### Evidence Quality (8 points)

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

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.

### **3. Notice Priority (0 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.

### **4. Member Experience (6 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.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will *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 (9 points)**

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

#### **2. Compliance and Accountability (8 points)**

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The CNCS-required evaluation report meets CNCS requirements (if applicable),
- The CNCS-required evaluation report is of satisfactory quality (if applicable).

#### **3. Culture that Values Learning (6 points)**

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

#### **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.

**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 (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 budgeted match is equal to or more than the required match for the given program year.
- 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 rate cost 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 CNCS may require submission of data collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network.

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 CNCS’s web-based management system. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report as an attachment (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. Evaluation 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/cncs-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome(s) 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
- 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;
- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant
- Qualifications needed for the evaluator
- The proposed budget

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.

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.700-710:

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external impact evaluation of the program (see Mandatory Supplemental Guidance), 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 is a State/Territory subgrantee and/or National Direct Grantee whose 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, an application will be considered a re-competing application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least three years. If the applicant has received competitive funding for at least three of the last five years, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed, including at least six years of competitive funding for the same project, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the applicant does not satisfy the definition of re-competing, 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.

State/Territory subgrantees and/or National Direct Grantees that are re-competing 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 on the CNCS website.

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. If the request for the alternative evaluation approach plus the Evaluation Plan itself will exceed the character limit of the Evaluation Summary or Plan field in the 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.

## **2. Review and Selection Process**

Nevada Volunteers will make determination about applicants utilizing the data provided within the application and supplemental materials. These determinations may be different than what the applicant self-determined upon submission of its application.

### **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 (not applicable for Continuation/Re-Compete applicants)
- 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 Nevada Volunteers 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

Nevada Volunteers will assess their recompeting subgrantees’ past performance. 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 5 day enrollment and 30 day 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
- Commission Rank

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

#### d. 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 and Nevada Volunteers 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*.

#### e. 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.

#### f. 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:

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
- CNCS and Nevada Volunteers *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

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 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 reserves 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 subgrant agreement.

### **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/or 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. Nevada Volunteers and CNCS Terms and Conditions**

All awards made under this *Notice* will be subject to the subgrant agreement issued by Nevada Volunteers, 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-cnsc-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 NSOPW and Fieldprint FBI check + cost of any additional checks desired for each covered position (member and staff) unless requested exemption from new process is approved by Nevada Volunteers.

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, end of year, and final 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. A final financial report is due at the end of the grant. Please note that there are additional reporting requirements for high-risk and new subgrantees.

Fixed Amount grantees are required to provide mid-year, end of year, and final 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. Please note that there are additional reporting requirements for high-risk and new subgrantees.

Award recipients will be required to report at [www.FSRS.gov](http://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 and 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 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.

### 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.) The full list of required and optional demographic indicators for AmeriCorps will be issued at the start of the grant year.

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

## 6. Continuation Funding Information and Requirements

Organizations that have current AmeriCorps awards that do not end in FY18 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*, applicants are encouraged also to consult the Nevada Volunteers website for recorded webinars and additional information to help with development of applications. <https://nevadavolunteers.org/amicorps/amicorps-funding/amicorps-training-and-technical-assistance-for-potential-grantees/>

### 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](mailto: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.