



## 2021 Announcement of Federal Funding Opportunity Planning Grants 7-month

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 2021 AmeriCorps State Planning Grants. Nevada Volunteers, a nonprofit 501(c)3, is the Governor's Commission on Service and is charged with reviewing, selecting, and administering the AmeriCorps State funds and programs throughout Nevada.

### Important Dates

- **September 23, 2021 @ 3:00 pm** – [2021 Fall Planning Grant Notice of Funding Opportunity Q&A Session Webinar](#)
- **October 8, 2021** (5:00 pm PST): [Letter of Intent](#) due
- **November 10, 2021** (5:00 pm PST):
  - Final application due in eGrants
  - Additional documents are due submitted through this [link](#)
- **November 29-December 3**: Clarification
- **December 15, 2021**: Applicants notified of funding decision

### Application Checklist

- [Letter of Intent](#)
- Full application, submitted in eGrants according to Application Instructions
- Organizational Chart
- Evaluation Briefs/Reports (based on your evidence tier)
- [Organizational Readiness Assessment](#)
- Most recent audit or independent financial statement with management letter (single audit if org. expends \$750,000 or more of federal assistance), or self-certification that organization does not have an audit
- 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
- Current In-Direct Cost Agreement (applicants with negotiated in-direct cost rates only)

### Other Documents to Review with this Notice

- [Mandatory Supplemental Guidance](#)
- [Application Instructions](#)
- [Performance Measure Instructions](#)
- [Nevada Volunteers Cost-Reimbursement Budget Worksheet](#)

### Questions

Contact Alicia Blood, Director of AmeriCorps, [alicia@nevadavolunteers.org](mailto:alicia@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.....	6
C. ELIGIBILITY INFORMATION .....	6
D. APPLICATION AND SUBMISSION INFORMATION.....	7
E. APPLICATION REVIEW INFORMATION .....	10
F. FEDERAL AWARD ADMINISTRATION INFORMATION.....	15
G. OTHER INFORMATION .....	17

## Overview

### NOTICE OF FUNDING OPPORTUNITY

State Commission Name: Nevada Volunteers  
Federal Agency Name: Corporation for National and Community Service  
Funding Opportunity Title: FY 2021 AmeriCorps State and National Grants  
Announcement Type: Initial Announcement  
Assistance Listing Number: 94.006

**Disclosure:** Publication of this Notice of Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to commit any particular amount of funding. The 2021 President's Budget proposed the elimination of CNCS. The actual level, timing, and process 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 new grant applicants should submit a [Letter of Intent](#) by **5:00pm on Friday, October 8, 2021. Final grant applications are due in eGrants by 5:00 p.m. on Wednesday, November 10, 2021.**

## A. PROGRAM DESCRIPTION

### A.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 engagement 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 Section *C.1 Eligible Applicants*) 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.

## **A.2. Funding Priorities**

(see [Mandatory Supplemental Guidance](#) for further information about some of these priorities)

### **CNCS seeks to prioritize the investment of national service resources in the following areas:**

- Efforts to help local communities recover from the COVID-19 pandemic. Applicants may propose programming in any CNCS focus area to aid communities as they recover from the COVID-19 pandemic.
- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- Economic Opportunity – a program model that increases economic opportunities for communities by preparing people for the workforce.
- Education – see sixth bullet.
- Healthy Futures – a program model that reduces and/or prevents prescription drug and opioid abuse.

- Evidence-based interventions on the CNCS Evidence Exchange (<https://www.nationalservice.gov/impact-our-nation/evidence-exchange>) that are assessed as having Moderate or Strong evidence.
- Veterans and Military Families – a program model that positively impacts the quality of life of veterans and improves military family strength.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- Programs that reduce child poverty.
- Environmental stewardship.
- Economic Mobility Corps – a joint initiative with the Community Development Financial Institutions Fund to place national service members at Certified Community Development Financial Institutions to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas.

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

- 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 promote access to healthcare including mental health care or substance abuse care
- Programs that address homelessness

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes; and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

**A.3. Performance Goals or Expected Outcomes**

**National Performance Measures**

All planning grant 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. Planning grant applicants should select the Performance Measure they expect to operate under in the future. It can be changed during the planning grant year if the program design changes. For more information, please refer to the National Performance Measure Instructions.

**A.4. Program Authority**

Awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.)

## B. FEDERAL AWARD INFORMATION

### B.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.

### B.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, a request of \$75,000 must be matched with \$18,000 in other funds creating a total project budget of \$93,000.

### B.3. Period of Performance

The project period is generally one year, with a start date of September 1, 2021. 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 September 1, 2021 and the date CNCS awards the grant. **The project period for this planning grant cycle is 7 months beginning February 1, 2022 and ending August 31, 2022.**

## C. ELIGIBILITY INFORMATION

### C.1. Eligible Applicants

The following non-federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:

- Indian Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Entities must have a valid SAM registration and [DUNS and/or Unique Entity Identifier] to receive an award. See Section D.3. Unique entity identifier and System for Award Management (SAM) 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 the 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 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 + the cost of any additional checks desired for each covered position (staff).

## C.2. Cost Sharing or Matching

### Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-CNCS cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section *D.6. Funding Restrictions* for more information.

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.

### C.3. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under CNCS's statutes, regulations, or the terms and conditions of its awards are not eligible to receive CNCS funding.

Note that under appropriations provisions annually enacted by Congress, if CNCS is aware that any corporation has any unpaid federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- 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. 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.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in 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](#), [Application Instructions](#). The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

## **D.1. Content and Form of Application Submission**

### **D.1.a. Application Content**

In CNCS’s web-based management system, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
- Logic Model (not required for planning grants)
- Standard Form 424A Budget
- Performance Measures
- Authorization, Assurances, and Certification

### **D.1.b. Page Limits**

Applications must not exceed 6 pages for the Narrative. In determining whether an application complies with page limits, Nevada Volunteers will count the following for the narrative:

- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

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. The application page limit does not include the Budget, the logic model, Performance Measures, or any required additional documents.

## **D.3. Unique entity identifier and System for Award Management (SAM)**

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the 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).

SAM registration must be renewed annually. Nevada Volunteers suggests that applicants finalize a new registration or renew an existing one at least four 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.**

CNCS will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier (UEI). If an applicant has not fully complied with these requirements by the time CNCS is ready to make a Federal award, CNCS may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.



The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. CNCS may ask applicants to add the UEI to their application as part of the clarification or pre-award process. CNCS is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date, if applicants do not yet have their UEI.

#### **D.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. Late applications will only be considered if there are severe and unforeseen technical difficulties verified by Nevada Volunteers.

#### **D.5. Intergovernmental Review**

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

#### **D.6. Funding Restrictions**

##### **D.6.a. Cost Sharing or Matching**

Please see Section C. Eligibility Information 2. Cost Sharing or Matching earlier in the NOFO.

##### **D.6.b. Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all 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 eGrants. 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.

#### **D.7. Other Submission Requirements**

##### **D.7.a. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, CNCS’s web-based application system](#). CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account 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.

Applicants should contact the National Service Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at <https://questions.nationalservice.gov/>

Be prepared to provide the application ID, organization's name, and the competition 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 via eGrants.

#### **D.7.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 to support program design
- Most recent audit or independent financial statement with management letter (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.
- [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 application ID.

## **E. APPLICATION REVIEW INFORMATION**

**This NOFO section contains information on the process for applying for 2021-2022 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.

### **E.1. Review 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.

#### **E.1.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.

#### **E.1.B. Program Design (50 percent)**

##### **1. Need (10 points):**

- Describe the need you plan to address with your AmeriCorps program and provide evidence that the need exists with relevant data.
- Describe why you are applying for a planning grant, why a planning grant is needed to address the previously described need, and what you hope to achieve during the one-year planning period.

##### **2. Intervention (30 points):**

- Describe the proposed intervention to be used to address the above stated need.
- Describe a similar 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.
- Describe where you expect AmeriCorps members to serve, as well as how AmeriCorps members would be supervised.
- Provide an estimate of how many AmeriCorps members your program would support and whether they would serve on a full-time or part-time basis. (Note: Nevada Volunteers prefers to fund programs that engage at least 10 members each year.)
- Explain how AmeriCorps members are a highly effective means to solve this community problem.
- Explain how AmeriCorps members will be addressing an unmet need and will not be duplicating or displacing any current staff, volunteers, or other services.

##### **3. Planning Process/Timeline (10 points):**

Provide 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.**

### **E.1.C. Organizational Capability (25 percent)**

#### **1. Organizational Background and Staffing (9 points)**

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement.
- The applicant has systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.

### **E.1.D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will assess the quality of the application's budget to the following criteria below.

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

#### **1. Cost Effectiveness and Budget Adequacy (25 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The 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 rate information if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including 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.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.

#### **E.2.a. Initial Application 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:

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, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

### **E.2.b. Application 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*.

### **E.2.c. 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 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 an award. Failure to respond to a request for clarification adequately and in a timely manner may result in the removal the application from consideration.

### **E.2.d. Pre-Award Risk Assessment**

Nevada Volunteers staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to assessment of the applicant's eligibility 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 to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. In evaluating risks, Nevada Volunteers 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
- Federal debt delinquency
- Suspension and debarment
- Information available through 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
  - System for Award Management (SAM)
  - "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative

- Guidance and findings of any other available audits or investigations
- IRS Tax Form 990
- Financial stability
- Applicant’s record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements
  - Accuracy of data reported
  - Conformance to the terms and conditions of previous Federal awards
  - Applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
  - Meeting matching requirements
  - The extent to which any previously awarded amounts will be expended prior to future awards
  - Grant progress reports – attainment of Performance Measures
  - Enrollment and retention
  - 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
  - Publicly available information, including information from the applicant organization's website

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

### **E.2.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*. The review and selection process are designed to:

- Identify how well eligible applications are aligned with the application review criteria and/or relative risk and/or opportunity
- Build a diversified portfolio based on the following strategic considerations:
  - CNCS and Nevada Volunteers Funding Priorities
  - Meaningful representation of
    - geographic diversity
    - rural communities
    - CNCS and Nevada Volunteers *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 recommendations and strategic considerations. Nevada Volunteers and CNCS reserve the right to prioritize funding existing awards over making new awards. Nevada Volunteers reserves the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

***CNCS and Nevada Volunteers reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.***

### **E.3. Feedback to Applicants**

Following awards, applicants may receive feedback from the review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

### **E.4. Transparency in Grant-making**

CNCS is committed to transparency in grant-making. The following information is made available by Nevada Volunteers upon request:

- a list of all compliant applications submitted
- executive summaries of all compliant applications
- data extracted from the SF-424 Face Sheet
- a blank template of the external review worksheet
- a list of all external reviewers who completed the review process
- a summary of external reviewer comments for successful applications

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.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. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award 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.

### **F.2. Administrative and National Policy Requirements**

#### **F.2.a. Uniform Guidance**

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

#### **F.2.b. Requests for Improper Payment Information**

Nevada Volunteers and/or CNCS may 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 manual hold, reimbursement only status, or other remedies may be applied as appropriate.

#### **F.2.c. CNCS Terms and Conditions**



All awards made under this Notice will be subject to the subgrant agreement issued by Nevada Volunteers, the FY 2021 CNCS General Terms and Conditions, and the FY 2021 AmeriCorps Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Program Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>.

#### **F.2.d. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (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. Nevada Volunteers subgrantees are required to budget for TrueScreen NSOPW and Fieldprint FBI check + cost of any additional checks desired for each covered position (member and staff). All NSCHCs must be approved by Nevada Volunteers before any staff or member can begin work or service unless staff or member is located in a rural area without access to Live Scan. Failure to conduct compliant NSCHC may result in significant disallowed costs.

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

#### **F.2.e. Official Guidance**

All CNCS active Guidance is available on the agency's Guidance webpage: <https://www.nationalservice.gov/resources/official-guidance>. *The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

#### **F.3. Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to recipients and non-recipients, 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](#)).

#### **F.4. 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 reports.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are



reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality:

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

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

## **G. OTHER INFORMATION**

### **G.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/>

### **G.2. Re-Focusing of Funding**

CNCS reserves the right to re-focus program dollars for this competition in the event of disaster or other compelling needs.

### **G.3. Contact Information**

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

Alicia Blood  
Director of AmeriCorps  
Email: [alicia@nevadavolunteers.org](mailto:alicia@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.

## I. IMPORTANT NOTICES

**Public Burden Statement:** Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. CNCS informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See 5 C.F.R. 1320.5(b)(2)(i).) The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. §§12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. §4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.