



## 2023 Announcement of Federal Funding Opportunity Planning Grants (8-month)

This notice contains information on the process for applying for 2023 AmeriCorps State Planning Grants. This NOFO is not for operational 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

- **October 6, 2023:** Letters of Intent Due
- **November 8, 2023 (5:00 pm PST):**
  - **Full application due in eGrants**
  - **Additional documents due, submitted via this link:**  
<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>
- **November 8-22:** Clarification
- **December 8:** Applicants notified of funding decision

### Application Checklist

- [Letter of Intent](#) (new applicants only)
- Full Application, submitted in eGrants according to Application Instructions
- Additional Documents (listed below), submitted through this [link](#)
  - Organizational Chart
  - Evaluation Briefs, Reports, Studies (based on your evidence tier)
  - Most recent audit or independent financial statement with management letter, or self-certification that organization does not have an audit (single audit if org. expends \$750,000 or more of federal assistance)
  - List of Federal grants, cooperative agreements, and subgrants/sub-contracts awarded to the organization in the last two years including award numbers, amounts and awarding agency
  - [Organizational Readiness Assessment](#)
  - Labor Union Concurrence (if applicable)
  - 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

<https://nevadavolunteers.org/what-is-americorps/?active-tab=6#funding-opportunities>

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## Overview

### NOTICE OF FUNDING OPPORTUNITY

<b>State Commission Name:</b>	Nevada Volunteers
<b>Federal Agency Name:</b>	AmeriCorps
<b>Funding Opportunity Title:</b>	Fiscal Year (FY) 2023 AmeriCorps State and National Grants
<b>Announcement Type:</b>	Initial Announcement
<b>Assistance Listing Number:</b>	94.006

**Disclosure:** Publication of this Notice of Funding Opportunity (Notice) does not obligate AmeriCorps to award any specific number of grants or to commit any particular amount of funding. 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 October 6, 2023**. **Final grant applications are due in eGrants by 5:00 p.m. on November 8, 2023.**

## A. PROGRAM DESCRIPTION

### A.1. Purpose of AmeriCorps State and National 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 AmeriCorps for final approval.

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

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](#) that they can use to pay for higher education expenses or apply to qualified student loans.

## **AmeriCorps 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 maximize the impact of investment in national service, AmeriCorps has the following focus areas:

### **Disaster Services**

Grants will support increased and improved disaster services for individuals and communities to prepare and adapt to disasters, including but not limited to climate change events. Activities will provide support to increase preparedness for disasters, improve readiness to respond to disasters, support recovery efforts from disasters, and/or assist in the implementation of pre-disaster mitigation and adaptation measures. Grants will support communities and individuals in planning for disasters, in particular engaging disadvantaged communities in the planning process.

### **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 climate and environmental circumstances and helping Americans respond to and recover from disruptive events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation and sustainable forest management; cultivate individual and community resilience; and provide reforestation services after floods or fires, such as nature based solutions.

### **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 improve the quality of life of veterans and improve military family well-being; increase the number of veterans, wounded warriors, military service members, and their

caregivers, families, and survivors served by AmeriCorps programs; and/or increase the number of veterans and military family members engaged in service through AmeriCorps programs.

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

AmeriCorps recently released its [2022-2026 Strategic Plan](#) which defines the agency's goals, objectives, and strategies to both meet and exceed the agency's mission to improve lives and strengthen communities. Over the next 5 years, AmeriCorps will execute the following goals to better position the agency to respond to national and local needs and help the communities it serves prosper: partner with communities to alleviate poverty and advance racial equity; enhance the experience for AmeriCorps members and AmeriCorps Seniors volunteers; unite Americans by bringing them together in service; effectively steward federal resources; and make AmeriCorps one of the best and most equitable places to work in the federal government.

Over the next five years, AmeriCorps will invest in existing and new partnerships with nonprofit, faith-based, and Tribal organizations, and state service commissions, to get things done for America. We will prioritize investment in the most critical issues of our time – public health, climate and the environment, and education and economic opportunity – within AmeriCorps' Focus Areas ([Appendix I](#)) and we will increase our efforts to ensure our AmeriCorps members and AmeriCorps Senior volunteers reflect the communities where they serve. We will target our investments toward communities where the need is greatest, particularly those with populations that face racial inequality and poverty. These steps will enable more Americans than ever to strengthen the communities that need it most across the nation through their service.

AmeriCorps' priorities for this funding opportunity are:

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities;
- Veterans and Military Families, Caregivers, and Survivors - a program model that improves the quality of life of veterans and improves the well-being of military and veteran families, caregivers, and survivors,
- Faith-based organizations;
- Programs that provide additional benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support; and
- Environmental Stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water,

increase renewable energy use and improve at-risk ecosystems, especially in underserved households and communities.

- Economic Mobility Corps ([See Appendix II.](#))

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**

#### **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. 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 Measures Instructions found [here](#).

### **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 reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

### **B.2. Estimated Award Amount**

Planning grant applicants can request up to \$150,000. Please note that planning grants have a 24% match requirement. For example, a request of \$150,000 must be matched with \$47,368 in other funds creating a total project budget of \$197,368.

### **B.3. Period of Performance**

The project period is generally one year, with a start date of September 1, 2023. 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, 2023 and the date AmeriCorps awards the grant. **The project period for this planning grant is 8 months, beginning January 1, 2024 and ending August 31, 2024.**

## 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 and US Territories

Applicants must have a valid SAM registration and Unique Entity Identifier to receive an award. See [Section D.3. Unique Entity Identifier and System for Award Management \(SAM\)](#) for more information.

### New Applicants

Nevada Volunteers encourages organizations that have not received prior funding from AmeriCorps to apply. **All new applicants who plan to place AmeriCorps members solely in Nevada, must contact Nevada Volunteers Director of AmeriCorps, Alicia Blood, directly before beginning an application (alicia@nevadavolunteers.org or (775) 825-1900).** 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.

### 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 conduct one National Day of Service each grant year.
- Programs are required to budget for staff to attend one technical assistance meeting sponsored by America's Service Commissions each grant year.
- Programs are required to budget \$5 or \$10 per member per year for a Member Assistance Program.
- Programs are required to budget for the cost of the NSOPW, state check and/or FBI check for criminal history checks for each covered position in the budget. If funds are not



budgeted, an explanation for how the costs will be covered must be noted in the budget. Nevada Volunteers requires the use of approved vendors Truescreen and Fieldprint for these checks.

**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-AmeriCorps 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%

Law requires that grantees that use other Federal Funds as matching funds for an AmeriCorps grant to report those amounts and sources to AmeriCorps on a Federal Financial Report [found in 42 U.S.C. §12571\(e\)](#) Grantees must track and be prepared to report on that match separately each year and at closeout.

**Match Waiver**

Please see the Match Waiver information for AmeriCorps State and National Grantees located on the AmeriCorps website’s [Manage Your Grant](#) webpage.

**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 [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. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to AmeriCorps on their behalf. Commissions and National Directs will submit requests via the Alternative Match Request form located on the AmeriCorps.gov [Manage Your Grant](#) webpage.

### **C.3. Other Eligibility Requirements**

Under Section 132A(b) of [the National and Community Service Act of 1990, as amended](#), organizations that have violated a Federal criminal statute may not receive assistance described in this Notice.

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

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps 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; 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. However, this exclusion will not apply to a corporation that a federal agency has considered for suspension or debarment and determined 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 AmeriCorps funding.

## **D. APPLICATION AND SUBMISSION INFORMATION**

This Notice should be read together with the AmeriCorps regulations 45 CFR 2520 - 2550, and [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 the AmeriCorps web-based management system (eGrants), applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
  - Executive Summary: This is a brief description of the proposed program.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
- Performance Measures
- Standard Form 424A Budget
- Authorization, [Assurances](#), and [Certifications](#)

### **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.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **Nevada Volunteers strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

Nevada Volunteers will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

### **D.2. 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](#).

SAM registration must be renewed annually. Nevada Volunteers suggests that applicants finalize a new registration or renew 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 physical address on all grant applications to AmeriCorps. The legal applicant’s name and physical address in eGrants must match exactly the applicant’s SAM-registered information.**

AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity Identify, generated as part of the SAM registration process. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a federal award, AmeriCorps 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.

Applications must include an Employer Identification Number.

### **D.3. Submission Dates and Times**

#### **D.3.a. Application Submission Deadline**

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

### **D.3.b. Additional Documents Deadline**

Additional documents are due by the application submission deadline. See [D.7.b. Submission of Additional Documents](#) for more information.

### **D.3.c. Late Applications**

All applications received after the submission deadline published in this 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. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

### **D.4. Intergovernmental Review**

This Notice is not subject to [Executive Order 12372](#), "Intergovernmental Review of Federal Programs."

### **D.5. Funding Restrictions**

#### **D.5.a. Cost Sharing or Matching**

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

#### **D.5.b. Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a Federally approved indirect cost rate or 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 AmeriCorps' 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 State and National grants.

### **D.6. Other Submission Requirements**

#### **D.6.a. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, AmeriCorps' web-based application system](#). AmeriCorps 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 their 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 AmeriCorps Hotline at (800) 942-2677 or via [eGrants Questions](#) if they have a problem when they create an account, prepare, or submit the application. [AmeriCorps Hotline hours](#) are posted.

Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the AmeriCorps Hotline to submit via eGrants.

#### **D.6.b. Submission of Additional Documents**

All of the below documents must be submitted by the final application submission deadline. All documents must be submitted to Nevada Volunteers via this link:

<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>

- Independent Financial Statement Audit with management letter, Single Audit, or self-certification that no audit has been conducted. Submit the most recent completed audit.
- 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.
- List of Federal grants, cooperative agreements, and subgrants/sub-contracts awarded to the organization in the last two years including the identifying award numbers, amounts and awarding agencies
- [Organizational Readiness Assessment](#) (new applicants only)
- Current indirect cost rate agreement, if used to claim indirect/administrative costs
- Labor union concurrence (if applicable)

Additional documents must be clearly labeled, and include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not provide multiple documents in one combined file, and do not provide a single document in multiple files.

Additional documents must be uploaded to:

<https://nevadavolunteers.wufoo.com/forms/kcqkib5112w8jd/>

Failure to submit the required additional documents, following the instructions in this section, by the deadline may have a negative effect on the assessment of your application.

***Do not submit any items that are not requested in this Notice or Application Instructions. Nevada Volunteers will not review or return them.***

## **E. APPLICATION REVIEW INFORMATION**

**This NOFO section contains information on the process for applying for 2023-2024 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 AmeriCorps 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 AmeriCorps 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. Selection 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 found [here](#). 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 AmeriCorps focus area(s) of [Focus Area(s)]. The AmeriCorps 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. Do not assume all sub-criteria are of equal value.

**These criteria will be assessed based on the budget submitted. Do not include narrative 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 engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made may be different than what the applicant self-determined upon submission of its application. The stages of the review and selection process follow:

### **E.2.a. Initial Application Compliance and Eligibility Review**

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

- Is an eligible organization
- Submits a Letter of Intent form by the submission deadline
- Submits an application that is complete in that it contains all required elements and follows the instructions provided in this Notice
- Submits an application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, 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**

Nevada Volunteers and external Reviewers will assess applications based on the Program Design, Organizational Capability, Cost-Effectiveness and Budget Adequacy, and Evidence Selection Criteria. Nevada Volunteers and AmeriCorps will recruit and select reviewers on the basis of demonstrated expertise in AmeriCorps State and National programming and/or the Focus Areas, as well as experience assessing applications. All External Reviewers will be screened for conflicts of interest.



### **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 review and selection process are designed to:

- identify how well eligible applications are aligned with the application selection criteria (E.1)
- build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps Funding Priorities (See Section A.2. Funding Priorities)
  - meaningful representation of
    - rural communities
    - innovative community strategies
  - Commission discretion to advance strategic goals

Nevada Volunteers will assess an applicant’s strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps’ web-based management system. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

In selecting applicants to receive awards under this Notice, Nevada Volunteers will endeavor to include a diverse portfolio of applications based on staff recommendations, alignment with selection criteria, and strategic considerations.

AmeriCorps and Nevada Volunteers reserve the right to prioritize funding existing awards over making new awards.

AmeriCorps and Nevada Volunteers reserve the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

***AmeriCorps 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 (E.1.) 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 Grantmaking**

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

Executive summaries, a blank template of the external review worksheet, a list of all external reviewers who completed the review process, and a summary of external reviewer comments for successful applications.

Further information about funded grants and subgrants is also available in [USASpending.gov](https://USASpending.gov).

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

### **F.1. Federal Award Notices**

Nevada Volunteers will make awards following the selection announcement. Please see the Important Dates section at the beginning of this NOFO for the date, contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin 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 expend Federal Funds until the start of the Period of Performance identified on the Notice of Grant Award.

### **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 Monitoring or Payment Integrity Information**

Nevada Volunteers and/or AmeriCorps may request documentation from award recipients in order to monitor the grantee and award to ensure compliance with legal requirements, including the [Payment Integrity Information Act of 2019](#). 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. AmeriCorps Terms and Conditions**

All awards made under this Notice will be subject to the subgrant agreement issued by Nevada Volunteers, FY 2023 AmeriCorps General Terms and Conditions, and the FY 2023 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 AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

### **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. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk. While recipients or subrecipients of AmeriCorps planning grants, defined at 45 CFR § 2521.20, are not included as entities required to comply with NSCHC listed under 45 CFR § 2540.200, it is important to be aware of these requirements as they apply to all AmeriCorps State and National Grants.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements. See the [NSCHC regulations and guidance](#). AmeriCorps also strongly encourages award recipients to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.
- Nevada Volunteers requires applicants funded for operational grants to utilize the two AmeriCorps-approved vendors Truescreen and Fieldprint to conduct the required NSCHCs.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

An NSCHC consists of a check of the:

1. National Sex Offender Public website through [NSOPW.gov](#) (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made by Nevada Volunteers before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder.

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

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

All AmeriCorps active Guidance is available on the [agency's Guidance webpage](#). 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 AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps 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.

## G.2. Re-Focusing of Funding

AmeriCorps reserves the right to re-focus program dollars under this Notice 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. AmeriCorps 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\(b\)\(2\)\(i\)](#).) This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Competitive, New and Continuation, Expiration Date: September 30, 2023.

**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.