



*New Jersey AmeriCorps  
Competitive Notice of Funding  
Opportunity*

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**For Program Year 2020/2021**

**Application Due Date: November 25, 2019**

**NEW JERSEY COMMISSION ON NATIONAL AND  
COMMUNITY SERVICE**

**P.O. Box 456  
Trenton, NJ 08625  
609-633-9627**

**Funding provided by the Corporation on National and  
Community Service**

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## SECTION 1: NEW JERSEY COMMISSION ON NATIONAL AND COMMUNITY SERVICE GRANT INFORMATION AND TIMELINE

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### DESCRIPTION OF THE GRANT PROGRAM

AmeriCorps is a national service network that provides full- and part-time opportunities for participants, called members, to serve their communities and build the capacity of organizations to meet local needs. The New Jersey Commission on National and Community Service, New Jersey Department of State, seeks to fund local initiatives and utilize the AmeriCorps model to increase civic engagement and improve New Jersey's communities by deploying AmeriCorps members to provide services in the six focus areas identified in the Serve America Act. These focus areas are:

- **Disaster Services** such as: Assistance Provided in Disaster Preparation, Response, Recovery and/or Mitigation, or other applicant determined objective.
- **Economic Opportunity** such as: Financial Literacy, Housing, Employment, or other applicant determined objective.
- **Education** such as: School Readiness, K-12 Success, Post High School Education Support, Teacher Corps, or other Education applicant determined objective.
- **Environmental Stewardship** such as: At-Risk Ecosystems, Energy Efficiency, Awareness and Stewardship, Green Jobs or other applicant determined objective.
- **Healthy Futures** such as: Aging in Place, Obesity and Food, Access to Care, or other applicant determined objective.
- **Veterans and Military Families** such as: Veterans and Families Served or other applicant determined objective.

Through this AmeriCorps Competitive Notice of Funding Opportunity (NOFO), the New Jersey Commission on National and Community Service (hereinafter, the Commission) seeks submission of applications that demonstrate that they will engage AmeriCorps members in an evidence-informed and evidence-based approach to providing a service intervention that will result in intended solutions to community problems (e.g., based on proposed program's performance and evaluation data or research demonstrating the effectiveness of a similar intervention). Applicants will be awarded points for providing evidence that their proposal intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

**The AmeriCorps Competitive program is federally funded and requires a local combination of significant cash and in-kind match.**

#### **A. Purpose of AmeriCorps Funding**

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions 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 receive 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. The Education Award can be used for a period of up to seven (7) years following successful completion of a term of service. Members over the age of 55 at the start of service may transfer an Education Award to a child, grandchild, step-child, or foster child which is

held in trust for up to ten years.

Single state applicants from New Jersey will first submit directly to the NJ Commission on National and Community Service on eGrants. The application will be reviewed and scored among other New Jersey applicants. Selected applications which score 75 points or above will then compete with other state level applicants nationally through the CNCS process. Competitive applications must be selected at both the state and national level in order to receive funding for the program year.

Applicants planning to operate in more than one state must apply directly to CNCS as a National Direct.

**In reading this NOFO, applicants must follow the NJ Commission’s due dates first. Section I of this NOFO contains all of the NJ Commission specific requirements. Section II will contain all of the CNCS specific requirements.**

The following should be read in order to develop a complete application:

- Section I: NJ Commission Grant Information and Timeline
- Section II: CNCS Notice of Funding Opportunity (NOFO)
- Section III: Mandatory Supplemental Guidance
- Section IV: CNCS Application Instructions
- Section V: 2020 Performance Measures

**B. Timeline:**

Action	Due Date
Oct. 8	NOFO Technical Assistance Session, 10:00 a.m. – 1:00 p.m. Newark Cornwall Center for Metropolitan Studies, Rutgers University, 47 Bleeker Street, Third Floor Meeting Area, Newark, NJ 07102.
Oct. 16	NOFO Technical Assistance Session, 10:00 a.m. – 1:00 p.m., Campbell Soup Company, 1 Campbell Place, Camden, NJ 08103 (Red and White Conference Room next to Cafeteria).
Oct. 22	Technical Assistance on Theory of Change, Evidence, Logic Models and Performance Measures, 10:00 a.m., Mercer County Community College Conference Center, 1200 Old Trenton Road, West Windsor, NJ 08550
Nov. 18	Notice of Intent to Apply to Commission
Nov. 25	Competitive Applications Due to Commission
Nov. 26	Hard copies of application due to Commission
Jan. 3	Commission notification of selected applicants for CNCS submission
Jan. 8	Deadline for Competitive Submission to CNCS
Mar. 30 – Apr. 3	CNCS Competitive Clarification Period
May 1	CNCS Notice of Award for Competitive
May 1 – 15	CNCS Competitive Resolution Phases
June 26	Competitive Notice of Grant Award

**NOTE: Attendance at one of the first two NOFO Technical Assistance Sessions is required in order to submit an application.**

## **AWARD INFORMATION**

The Corporation for National and Community Service and the NJ Commission are offering the opportunity to compete for a three-year cycle of Competitive AmeriCorps programs. **Awards from this competitive NOFO will implement the first year of the program which runs from September 1, 2020 to August 31, 2021.**

### **Types of Award**

The NJ Commission will accept applications for Cost-Reimbursement Grants including Traditional Professional Corps. Professional Corps are not eligible to apply for Cost-Reimbursement. The NJ Commission will also accept Fixed Amount Grants for Full-time, Education Award Only, or Professional Corps. Please refer to Section II CNCS NOFO for a fuller description of the Grant Types and Sub-Types.

### **Formula Grants**

The New Jersey Commission anticipates conducting a Formula competition process in the spring, 2020. Applications submitted for this Competitive funding NOFO will automatically be considered for funding during the Formula competition if one is held. If selected for funding in both competitions, the applicant will only be funded under the Competitive application and forego the Formula grant.

### **Continuation Grants**

Expansions for Continuation Grants will be possible this year.

### **Funding Period**

For New or Re-competing applications, this is Year 1 of 3 of a multi-year grant period covering the following funding periods:

Year 1 September 1, 2020 to August 31, 2021

Year 2 September 1, 2021 to August 31, 2022

Year 3 September 1, 2022 to August 31, 2022

## **ELIGIBILITY TO APPLY**

Eligibility is open to public or private non-profit organizations, including community organizations and faith-based organizations; Local Education Agencies (LEAs) including charter schools; institutions of higher education; government entities within the state (e.g., cities/municipalities, counties, state departments); labor organizations; and partnerships or consortia consisting of the aforementioned. Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this NOFO. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 ©(4), that engages in lobbying activities is not eligible to apply.

## **STATUTORY/REGULATORY SOURCE AND FUNDING**

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. In addition to the program requirements outlined in this NOFO, applicants should refer to the new AmeriCorps regulations, 45 CFR §§ 2520-2550 ([www.americorps.gov/about/ac/](http://www.americorps.gov/about/ac/) and [www.americorps\\_rule\\_register.pdf](http://www.americorps_rule_register.pdf)).

## TECHNICAL ASSISTANCE

Two General Technical Assistance Workshops will be held as listed in the Timelines section.

**Only applications submitted by agencies that attend one of the general technical assistance workshops listed in the timelines section will be accepted. Attendees must stay to the end of the session in order to be considered as having fulfilled this requirement.**

Additionally, the Commission has scheduled a technical assistance session on Theory of Change and Evidence. Attendance is optional but highly recommended for organizations that are serious about applying. Please see the timeline for details on date and location. Attendance at the Theory of Change training does not fulfill the requirement of attending one of the two mandatory general technical assistance sessions.

Pre-registration is requested by calling 609-633-9627 or via e-mail at [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov). Registrants requiring special accommodations for the Technical Assistance Workshops should identify their needs at the time of registration.

## APPLICATION SUBMISSION

### 1. Notice of Intent to Apply

Submission of a Notice of Intent to Apply is requested and is due **Monday, November 18, 2019**. Please send an e-mail with your Notice of Intent to [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov). Include in the e-mail:

- Organization Name
- Address
- Contact Name
- E-mail address
- Phone Number
- Focus area your organization plans to address
- Applying as New, Recompeting or Continuation and Regular Cost Reimbursement or Fixed Amount.

The New Jersey Commission on National and Community Service, Department of State operates this grant program in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, ***will not accept late applications***. The responsibility for a timely submission resides with the applicant.

**Applications must be submitted electronically on eGrants NO LATER THAN 4:00 PM ON Monday, November 25, 2019.**

Applications must be submitted to the corresponding NJ Commission Prime application on eGrants. Once the applicant has verified and submitted their application on eGrants, they must print out the full application and mail four (4) copies to the Commission. To print out the application go to the review link and print out the following three sections:

- Application for Federal Assistance
- Budget
- Budget Narrative

Hard copies of the application should arrive at the Commission office by Tuesday, November 26, 2019. Please send application copies to the address below:

NJ Commission on National and Community  
Service – AmeriCorps  
NJ Department of State  
PO Box 456, 4th floor  
33 West State Street  
Trenton, NJ 08625  
ATTN: Ivette Del Rio Ramos

**Submission of Additional Documents:**

All documents that are requested in the CNCS NOFO need to be sent to the NJ Commission and not to CNCS. The NJ Commission will forward additional documents to CNCS upon selection of the application at the NJ level. Please see the CNCS NOFO for all of the required additional documents.

Additional Documents may be e-mailed to [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov) with the following subject line: [Legal Applicant Name]– [Application ID number]. Emails should include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

Do not submit other items not requested in this *Notice* or Application Instructions. The NJ Commission will not review or return them.

**ADDITIONAL PROGRAM REQUIREMENTS OR BENEFITS**

The NJ Commission would like to highlight the following additional requirements and benefits of AmeriCorps.

**Terms of Service**

Programs may engage members full-time or less than full-time. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Reduced Full-time members must serve at least 1200 hours. Half-time members must serve at least 900 hours during a period of one year as indicated in the approved budget. No member can serve less than 300 hours during a one-year period. Programs may propose at least 300 hours for minimum-time, at least 450 hours for quarter-time, and at least 675 hours for reduced half-time members based on the program design. However, within a program, we require all reduced half-time, quarter-time, and minimum-time members to serve the same number of hours. If any reduced part-time program has a need for greater flexibility, consideration will be given to a proposal for two different sets of hours within the same program if adequately justified.

**Living Allowance**

The NJ Commission requires that all AmeriCorps members receive a living allowance regardless of the federal regulation which does not require a living allowance for less than full-time

members. Full-time members must receive the minimum stipend amount listed in the chart. Recommended levels for less than full-time members are listed below:

Type of Member Position	Min. # of Hours	MSY	Min. Total Living Allowance	Max. Living Allowance
Full-time	1700	1.000	\$14,279	\$28,558
Three Quarter-time	1200	0.070	\$10,079	\$20,159
Half-time	900	0.500	\$ 7,559	\$15,119
Reduced HT	675	0.381	\$ 5,670	\$11,339
Quarter-time	450	0.265	\$ 3,780	\$7,559
Minimum-time	300	0.212	\$ 2,519	\$5,040

A living allowance is not considered a wage. **In New Jersey, AmeriCorps members are not eligible for unemployment insurance, family leave or disability.**

### Child Care

The Corporation directly funds child care for any full-time member who is eligible for and needs such assistance to participate in the program. They pay 100% of the allowance as defined by payment rates of the Child Care and Development Block Grant (CCDBG). They can provide technical assistance to a program and can help a grantee determine member eligibility, provider eligibility, and child care allowance. Direct payments will be made to the child care providers. Therefore, do not include child care assistance in your AmeriCorps budget. The Corporation bases member eligibility for child care on need. Members' needs must be consistent with the Child Care and Development Block Grant Act of 1990:

- total family income of members must be less than 75% of the state median income, as defined by the state under CCDBG guidelines;
- members must reside with and be a parent or guardian of a child under the age of 13.

When a grantee accepts members in their program that are receiving and continue to receive child care assistance from other sources such as a parent or guardian, they are ineligible for child care from your program. On the other hand, if members become ineligible for assistance because of their enrollment in the grantee's program, or the member certifies that he or she needs child care to participate in the program, the grantee must provide child care.

### Health Insurance

Grantees must provide full-time members with health insurance at the time of acceptance into the program if the member is not otherwise covered by a health insurance policy. If a member who previously had coverage loses it through no deliberate act of his or her own, such as parental or spousal job loss, the grantee must provide the member with basic health insurance that meets Corporation requirements.

In general, the Corporation does not pay the costs of health benefits for half-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.



### **Reasonable Accommodation for Individuals with Disabilities**

Increasing the participation of individuals with disabilities in national and community service programs is a key interest of the Corporation. All AmeriCorps programs are required to actively reach out to people with disabilities for inclusion in AmeriCorps service.

### **Participation in National Days of Service**

As part of the National Service Network, there are a number of opportunities for grantees to take part in national service days. The Corporation and Commission expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the Martin Luther King, Jr. Holiday and AmeriCorps Week. In addition, the Corporation and Commission expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath or affirmation), orientations, and training.

## **STATE COMMISSION TRAINING AND EVENTS**

### **Program Manager Trainings and Meetings**

All program managers must attend a three day orientation known as Starting Strong held in the last week or so in July, 2020, and any other training (e.g., site supervisor training) developed for project directors during the contract period. Project directors are also required to participate in all monthly conference calls or meetings.

In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all Corporation or Commission training sessions.

### **Statewide Corpsmember Trainings and Events**

All corpsmembers and project directors are required to attend the following trainings/events:

- AmeriCorps Launch – Fall 2020
- End-of-the-Year Training – Spring 2021
- Other statewide training such as Career Day or Disaster Preparedness.

In constructing the budget, figure in the cost of transportation to all of the training sessions.

## **EVALUATION OF NEW AND RECOMPETING APPLICATIONS**

### **State-level Review Process**

All applications for AmeriCorps Competitive grants will be reviewed first through the Commission.

In year one, the application is evaluated and rated by a panel of three readers. The evaluation panel typically consists of one reader from the originating office, one from another office within the NJ Department of State, and one reader external to the NJ Department of State who is knowledgeable in the content area. Readers of grant applications for the NJ Department of State certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Applications are evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NOFO. Applicants may request information about their evaluation scores by writing to the NJ Commission on National and Community Service. The Commission reserves the right to withdraw from consideration any application that does not include each and every component to be evaluated and

scored in the evaluation process.

Applications must receive a score of at least 75 points out of 100 and include all required components to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score, until available funds have been used. In the event of a tied score at or above the NJ Department of State's cutoff score of 75, the NJ Department of State will select the applicant with the highest combined score for the Program Design section.

### **Federal-level Review Process**

The Federal-level Review Process is described in the Section II CNCS NOFO.

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## SECTION II: CNCS NOTICE OF FEDERAL FUNDING OPPORTUNITY

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

Disclosure: Publication of this Announcement of Federal Funding Opportunity (*Notice*) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate any particular amount of funding. The 2019 President’s Budget proposed the elimination of CNCS. The actual level and timing of grant funding will be subject to the availability of annual appropriations.

### Important Dates

**Please refer to the NJ Commission timelines in Section I for all relevant due dates for New Jersey single-state applicants.**

### A. PROGRAM DESCRIPTION

#### 1. Purpose of AmeriCorps Funding

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

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

#### 2. Funding Priorities

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

- **Economic Opportunity** – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.  
[https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS\\_Economic\\_Opportunity\\_Evidence\\_Brief\\_2019\\_508.pdf](https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Economic_Opportunity_Evidence_Brief_2019_508.pdf)

OR

- increasing economic opportunities for communities by preparing people for the workforce.
- **Education** - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.  
[https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS\\_Education\\_Evidence\\_Brief\\_112318\\_508.pdf](https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_112318_508.pdf)
- **Healthy Futures** - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.

[https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF\\_Evidence\\_Brief\\_FINAL\\_v2\\_508.pdf](https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF_Evidence_Brief_FINAL_v2_508.pdf)

OR

reducing and/or preventing prescription drug and opioid abuse.

- **Veterans and Military Families** - positively impacting the quality of life of veterans and improving military family strength.
- **Rural intermediaries** - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- **Faith-based organizations.**

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.

### **3. National Performance Measures**

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

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

### **4. Program Authority**

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

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Funds**

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

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

Award amounts will vary, as determined by the scope of the projects.

### **3. Project and Award Period**

CNCS anticipates making three-year grants. CNCS generally makes an initial award for the first year of operation, based on a one-year project period. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

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

#### 4. Type of Award

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

Grant Types	Cost Reimbursement	Fixed Amount			
		Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$15,479	\$15,479	\$800	\$1,000	\$0
Type of Slots in the National Service Trust	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time only	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	No	Yes		

### C. ELIGIBILITY INFORMATION

#### 1. Eligible Applicants

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

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)

- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

### **New Applicants**

CNCS encourages organizations that have not received prior funding from CNCS to apply. The general practice is to award no more than 50 member positions (slots) to organizations receiving an AmeriCorps grant for the first time.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full-Time Fixed Amount grants.

### **Types of Applicants**

#### State and Territory Service Commissions (for Single-State Applicants)

Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each commission administers its own selection process and submits the applications it selects to compete for funding directly to CNCS. Single-State applicants must contact their Commissions to learn about their state or territory processes and deadlines which may be significantly earlier than the CNCS deadlines and may have additional requirements. The list of Commissions can be found on the CNCS website. A Single-State application from a State or Territory with a Commission that is submitted directly to CNCS by the applicant rather than the Commission will be considered noncompliant and will not be reviewed. See the Mandatory Supplemental Guidance for descriptions of National Direct and Single-State applicants.

#### National Direct Applicants<sup>1</sup>

*Multi-State:* Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS.

*States and Territories without Commissions:* Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because this State and these Territories do not have an established Commission.

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

In addition to Indian Tribes as defined in 2 CFR 200.54, Tribal organizations that are controlled, sanctioned, or chartered by federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes, the organization must provide copies of, or links to, documentation which demonstrates that the organization is controlled or chartered by a federally recognized Indian tribe. If an entity applies as an organization sanctioned by a federally recognized Tribe, or multiple specific federally recognized Tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity applying for a CNCS award by name as a Tribal organization that is sanctioned, the Indian Tribe(s) for the purpose of applying for CNCS funding (or federal grant funds generally).

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

### **2. Threshold Issues**

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

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<sup>1</sup> Although National Direct applicants do not have to apply to Commissions, there are substantial requirements to coordinate with the Commissions for states in which national service programs will operate. See the *Coordination among State Commission & National Direct Applicants* section for information on these important requirements.

- Professional Corps applicants and/or applicants determined to be a Professional Corps by CNCS must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

### 3. Cost Sharing or Matching

#### Fixed Amount Grants

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

#### Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant’s match can be federal or non-federal cash and/or in-kind contributions. 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.

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

#### Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to CNCS on their behalf.

Commissions and National directs will submit requests to directly to

[ACAlternateMatchRequests@cns.gov](mailto:ACAlternateMatchRequests@cns.gov).

#### **4. Other Eligibility Requirements**

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

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, and the National Performance Measure Instructions which are incorporated by reference. These documents can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

##### **1. Address to Request Application Package**

Applicants should refer to [CNCS Funding Opportunities](#) to obtain the necessary information to apply. Applicants can also send an email to [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov) or call (202) 606-7508 for a printed copy of the application materials. The TTY (Text Telephone) number is (800) 833-3722.

##### **2. Content and Form of Application Submission**

###### **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
  - Evaluation Plan (if applicable)
- Logic Model



- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

## **b. Page Limits**

There are page limits for the Narrative, and Logic Model.

### Narrative

Applications must not exceed 10 pages for the Narratives or 12 pages for Rural Intermediaries and Multi-State applications with more than five operating sites. CNCS will use the number of locations in the “multi-state operating sites” field in CNCS’s web-based management system to determine whether a multi-site application has more than five operating sites. The “multi-site operating sites” field can be found by clicking on the “operating sites” link in the system. Multi-state applicants that list five or fewer operating sites cannot exceed 10 pages for the Narrative.

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

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

The application page limit does not include the Budget, performance measures, or any required additional documents.

### Logic Model

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in CNCS’s web-based management system.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. **CNCS 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.**

CNCS 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.

**3. Dun and Bradstreet University Numbering System (DUNS) Number & System for Award Management (SAM)**  
Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. 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.

After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM) at [www.sam.gov/SAM/](http://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. Please note SAM.gov has a new login process. Please go to the General Services Administration ([GSA SAM Update](#)) page for more information: <https://www.sam.gov/SAM/>.

SAM registration must be renewed annually. A Commission is responsible for ensuring its state applicants have compliant registrations. CNCS 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 address on all grant applications to CNCS.**

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at:

[https://sam.gov/sam/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf)

#### **4. Submission Dates and Times**

##### **a. Application Submission Deadline**

**Please refer to Section I Timetable for submission due date to the NJ Commission.** The deadline applies to new, reCompleting, and continuation applicants. Commissions deadlines are significantly before the CNCS deadlines, so prospective Single-State applicants should contact their respective Commission as soon as possible. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on CNCS's website.

##### **b. Additional Documents Deadline**

Any required additional documents are due on the application deadline. See *Submission of Additional Documents* section for other guidance.

##### **c. Late Applications**

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

- provide a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the National Service Hotline
  - any information provided to the applicant by the National Service Hotline
  - any other documentation or evidence that supports the justification
- ensure that the NJ Commission receives the justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov) no later than one business day after the application deadline stated in the Notice.

Communication with the NJ Commission and/or CNCS staff, including an applicant's program officer/portfolio manager, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in eGrants, CNCS's web-based application system and with the National Service Hotline to submit the application. The NJ Commission and CNCS will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline, and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe, will not be reviewed or selected for award.

**Please note:** The NJ Commission and CNCS will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

**5. Intergovernmental Review**

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

**6. Funding Restrictions**

**a. Award Funding Requirements**

**1. Member Living Allowance**

A living allowance is not considered a salary or a wage. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

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

Please refer to the Living Allowance Chart on page 7 for the Minimum and Maximum Living Allowance.

**Exceptions to the Living Allowance Requirements**

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

**b. EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table on page 8.

**c. Professional Corps Grantees** must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table on page 8. Professional Corps member salaries and benefits including child care are paid entirely by the organizations with which the members serve, and are not included in the budget request to CNCS (federal or matching share.)

**2. Maximum Cost per Member Service Year (MSY)**

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

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

**Table: Maximum Cost per MSY**

<b>Grant Program</b>	<b>Maximum</b>
Individual Competitive State/Territory Program (cost reimbursement)	\$15,479*
Multi-state (cost reimbursement)	\$15,479*
Professional Corps Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program Fixed Amount Grant	\$800*
Full-cost Fixed Amount Grant	\$15,479
State/Territory Commission Formula Prime	\$18,000
Individual State/Territory Formula Program	\$20,000
State/Territory Commission Average (of all its subgrants)	\$15,479

\*Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$15,647 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth.

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

For purposes of fundamental fairness, CNCS may review an application which meets the statutory characteristics of a professional corps as a professional corps, regardless of whether the organization applied as a professional corps program. CNCS reserves the right to determine whether an applicant (whether or not the applicant has applied as a **Professional Corps**) has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds. There may be specific circumstances where CNCS determines that a legal applicant has not demonstrated the need for operational grant funds due to other funding resources. Where CNCS's due diligence review of an application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted funding that is in excess of the requested level of CNCS funding, CNCS may choose to not provide operational grant funding.

### **3. Segal AmeriCorps Education Award**

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

### **4. Cost Sharing or Matching**

a. Please see Section C. Eligibility Information 3. Cost Sharing or Matching earlier in the NOFO.

#### **b. Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in the CNCS's web-based management system. However, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

#### **c. Pre-Award Costs**

Pre-award costs, where authorized, are allowed after receiving written approval from the Office of Grants Management and/or Office of Grants Administration.

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

#### **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. The general public hours for the National Service Hotline are as follows:

- Mon - Fri, 9 am – 7 pm ET (Jan, May, June, July, Aug, Sept)
- Mon - Thu, 9 am – 7 pm ET (Feb, Mar, Apr, Oct, Nov, Dec)

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.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application. Contact the NJ Commission via e-mail at [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov) for further instruction.

**All deadlines and requirements in this Notice also apply to paper applications.**

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

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

All applicants

- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

Recompeting applications

- Evaluation report, if required. Please see the *Evidence Tiers* definition in the Mandatory Supplemental Guidance and Section E. Evaluation Plan for further information.
- Labor union concurrence (if applicable)
- Federal debt delinquency (if applicable)

Rural Intermediaries (New and recompeting)

- Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting)

- Sanctioning resolution adopted by the tribal council of each Indian Tribe. (See the *Eligible Applicants* section.)

New and Recompeting applications

- New and recompeting applicants requesting over \$75,000 and All New to CNCS applicants regardless of funding level are required to submit a Financial Management Survey (FMS) and supporting

documents located at: [http://www.nationalservice.gov/resources/financial management- select](http://www.nationalservice.gov/resources/financial%20management-select) Financial Management Survey under the Application Certification Forms Section.

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

Additional Documents must be emailed to [Ivette.Ramos@sos.nj.gov](mailto:Ivette.Ramos@sos.nj.gov) with the labels outlined below. Emails should include the following information:

- Subject line: [Legal Applicant Name]– [Application ID number]
- Body of the email should identify:
  - The legal applicant name and its point of contact information
  - The application ID number
  - A list of documents that should be attached to the email
- Attachments to emails should include
  - Individually saved files that are clearly labeled
  - Each file should also include a header or title within the body of each additional document to include the legal applicant name and application ID number.

***Do not submit other items not requested in this Notice or Application Instructions. CNCS will not review or return them.***

### **c. Coordination among State Commissions and National Direct Applicants**

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

To ensure coordination:

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

Before application submission:

- Consult with the Commission of each state and/or territory in which the organization plans to operate and describe this consultation in their applications. Contact the Commissions for details about the consultation process. Provide information that connects the proposed activities to the current State/Territory Service plan and/or State logic model.

After Award:

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

State/Territory Commissions must:

Before application submission:

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

After Award:

- Consider the schedules and needs of National Direct applicants, including Indian Tribes, operating in their states when planning annual events and technical assistance activities.
- Include National Direct programs, including Indian Tribes, in their annual needs assessment and training plan development activities, and in the development of their state/territory service plan.
- Add staff of multi-state programs in their state/territory to their mailing/email distribution lists and invite them to appropriate training and other events.

CNCS will solicit Commission input on National Direct applicants, except Indian Tribes, proposing to operate in their state/territory. Via the CNCS’s web-based management system, Commissions have the opportunity to select “support,” “do not support,” or “neutral,” and provide comments. Participation by Commissions in providing this input is strongly encouraged. CNCS reviews and considers Commission input on multi-state applicants proposing to operate in their state.

CNCS will assess an applicant’s strategic considerations. Applicants must check the relevant boxes in the Program Information tab in CNCS’s web-based management system in order to be considered for CNCS’s assessment of the strategic considerations (see *Selection for Funding* section.) 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.

**E. APPLICATION REVIEW INFORMATION**

**1. Criteria**

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS 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.

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capacity</b>	<b>25</b>
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>

**A. Executive Summary (Required - 0 percent)**

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

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

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

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

Fixed-Amount grant applicants (EAP, Full-cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

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

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

### ***1. Theory of Change and Logic Model (24 points)***

The Theory of Change shall address:

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

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)



- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

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

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization’s performance data (e.g., program data observed over time suggests targets are reasonable), relevant research (e.g. targets documents by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

**2. Evidence Base (20 points)**

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Guidance.) Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant’s evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

In 2019, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 20%, Moderate 15%, Preliminary 30%, and Pre-Preliminary 35%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of “same intervention”) may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention

- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

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

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

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

#### Evidence Quality (8 points)

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

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

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

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

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

Applicants assessed in the Pre-Preliminary evidence tier who do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

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

**3. *Notice Priority (0 points)***

- The applicant proposed program fits within one or more of the 2019 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

**4. *Member Experience (6 points)***

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

**C. Organizational Capability (25 percent)**

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

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

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

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

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

**3. *Culture that Values Learning (4 points)***

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

**4. *Member Supervision (4 points)***

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.

- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

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

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

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

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

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

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

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

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

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

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

- A description of the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network

<https://www.nationalservice.gov/resources/ameri-corps/building-effective-data-collection-plans-presented-october-12-2017>

If the applicant is recompeting for AmeriCorps funds for the first time (see definition of “recompeting” below) the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in CNCS’s web-based management system. If the applicant is recompeting for a

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

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

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome(s) of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components
- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant
- Qualifications needed for the evaluator
- The proposed budget

Information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

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

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

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external impact evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

For purposes of compliance with evaluation plan and report requirements, an application will be considered a re-competing application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least three years.

- If the applicant has received competitive funding for at least three of the last five years, it will be required to submit an evaluation plan.
- If the project satisfied the definition of same project and the applicant has completed, including at least six years of competitive funding for the same project, the application will be required to

submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the applicant does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 20,000 characters.

State/Territory subgrantees and/or National Direct Grantees that are recompeting for funds may be eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in the system. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this *Notice*. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found on the CNCS website.

If the request for the alternative evaluation approach plus the Evaluation Plan itself will exceed the character limit of the Evaluation Summary or Plan field in the system, the applicant should do the following:

- Enter the Evaluation Plan in the Evaluation Summary or Plan field in the system.
- Include a note in the Evaluation Summary or Plan field stating that the applicant is requesting an alternative evaluation approach.

Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

#### **F. Amendment Justification (0 percent)**

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

#### **G. Clarification Information (0 percent)**

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

#### **H. Continuation Changes (0 percent)**

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

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

CNCS 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 by CNCS reviewers may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

### **a. Compliance and Eligibility Review**

CNCS 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.

An application is compliant if the applicant:

- Is an eligible organization
- Is eligible to submit directly to CNCS
- Submits an application by the submission deadline
- Submit an application with a minimum of twenty AmeriCorps member positions (slots).

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

### **b. Application Review**

#### **External Review**

External Reviewers will review and assess the evidence criteria in the *Notice*. CNCS will recruit and select reviewers on the basis of demonstrated expertise. All External Reviewers will be screened for conflicts of interest.

#### **Internal Review**

CNCS staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the *Notice*. Reviewers will be screened for conflicts of interest.

#### **Post-Review Quality Control**

After the initial review process is complete, CNCS staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications for which there are significant reviewer anomalies. In addition, the Commission input on National Direct applications will be reviewed and assessed.

### **c. Applicant Clarification**

CNCS may ask an applicant for clarifying information. CNCS staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

### **d. Risk Assessment**

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the 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 CNCS 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. Additionally, if CNCS concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, CNCS may consider some of the following criteria:

- financial stability
- financial capability and capacity to manage Federal funds
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- 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
  - validity of performance measure data reported
  - conformance to the terms and conditions of the previous federal awards
  - meeting matching requirements
  - the extent to which any previously awarded amounts will be expended prior to future awards
- 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
  - Dun and Bradstreet
  - SAM, and/or
  - “Do Not Pay”
- reports and findings from single audits performed under Uniform Administrative Guidance and finding of any other available audits or investigations
- IRS Tax Form 990
- applicant organization’s annual report
- publicly available information, including information from the applicant organization's website
- responses to the Financial Management Survey and supporting documentation
- amount of funding requested by the organization

Commission staff will review the same risks for the applicants they submit.

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

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 5 day enrollment and 30 day exit requirements in the AmeriCorps portal
- Monitoring findings - CNCS and/or OIG (if applicable)
- Commission Rank

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



### **e. Consideration of Integrity and Performance System Information**

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

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

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

### **f. Selection for Funding**

The review and selection process is designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - CNCS Funding Priorities (See *Section A.2. Funding Priorities*)
  - meaningful representation of
    - geographic diversity
    - rural communities
    - single and multi-state programs
    - faith-based organizations
    - 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, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

CNCS reserves the right to prioritize funding existing awards over making new awards.

CNCS 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 reserves 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.***

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

Following awards, applicants will receive summary comments from the External Review and Staff 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.

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

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

- a list of all compliant applications submitted
- executive summaries of all compliant applications
- 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.

*Submitted program narratives for successful applications will be available upon request.*

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

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

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by **May 1, 2020** 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 grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

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

##### **a. Uniform Guidance**

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

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

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

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

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

##### **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. Grantees should utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

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

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

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

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

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

See 45 CFR § 2540.200–§ 2540.207 and CNCS Criminal History Check Resources for complete information and FAQs.

As of December 31, 2019, many pre-approved Alternative Search Procedures (ASPs) and any existing, individual ASP/Exemption requests will expire and will no longer be available for use.

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

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

### **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.

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

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

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

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

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

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

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

## **5. Continuation Funding Information and Requirements**

Organizations that have current awards that continue beyond FY 2020 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions, if applicable. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the review criteria published in this Notice.

CNCS 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.

### **G. FEDERAL AWARDING AGENCY CONTACT(S)**

For more information or a printed copy of related material(s), call (202) **606-7508** or email [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov). CNCS offers live text chat at [www.NationalService.gov/contact-us](http://www.NationalService.gov/contact-us).

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. The general public hours for the National Service Hotline are as follows:

- Mon - Fri, 9 am – 7 pm ET (Jan, May, June, July, Aug, Sept)
- Mon - Thu, 9 am – 7 pm ET (Feb, Mar, Apr, Oct, Nov, Dec)

Potential applicants can also use this link: [eGrants Questions](#). Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

## **H. OTHER INFORMATION**

### **1. Technical Assistance**

CNCS will host technical assistance calls to answer questions about the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in these sessions. The schedule and call-in

information for the technical assistance calls is on CNCS's website:  
<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities> .

## **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.

## **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.

## **SECTION III**

### **2020 AmeriCorps State & National Mandatory Supplemental Guidance**

## **SECTION IV**

### **2020 Application Instructions**

## **SECTION V**

### **2020 Performance Measures**

**Please access these necessary sections at the  
CNCS website via the following link:**

**<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>**

