

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: 2014 justice AmeriCorps Legal Services for Unaccompanied Children
Announcement Type: Revised Announcement 7/18/14
CFDA Number: 94.006

NOTICE OF INTENT TO APPLY DEADLINE: Please indicate your intent to apply by **07/15/2014** by 5:00 p.m. Eastern Time.

APPLICATION DEADLINE: Applications are due **07/22/2014** by 5:00 p.m. Eastern Time. Successful applicants will be notified by **late September 2014**.

The deadline to apply through a State Commission may be significantly before the CNCS deadline, so prospective single-state applicants are encouraged to check with the commission in the state where they intend to apply as soon as possible.

OVERVIEW

This Notice of Federal Funding Opportunity (*Notice*) will support a program jointly sponsored by the Department of Justice's Executive Office of Immigration Review (EOIR) and the Corporation for National and Community Service (CNCS) to improve the efficient and effective adjudication of immigration court proceedings involving unaccompanied children.

EOIR is a federal agency within the United States Department of Justice (DOJ). Under delegated authority from the Attorney General, EOIR interprets and administers federal immigration laws by conducting immigration court proceedings, appellate reviews, and administrative hearings. EOIR is committed to providing fair, expeditious, and uniform application of the nation's immigration laws in all cases (including cases involving detained aliens, criminal aliens, and aliens seeking asylum as a form of relief from removal), while ensuring the standards of due process and fair treatment for all parties involved.

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

CNCS will carry out the intent of Congress and maximize the impact of investment by funding programs that can demonstrate community impact and solve community problems through service and volunteering. Grantees funded under this *Notice* will collect and report performance data to inform an analysis of best practices for improving the effective and efficient adjudication of immigration court proceedings involving unaccompanied children.

CNCS is committed to transparency in grant-making. This *Notice* includes a description of the application review and selection process in section VI. *Application Review Information*. In

addition, the following information for new applications will be published on the CNCS website at (<http://nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>) within 90 business days after all grants are awarded:

- A list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted
- Data extracted from the Face Sheet of Standard Form 424 (SF-424); and
- Program Narratives submitted by successful applicants.

This *Notice* should be read together with the AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550, the Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The *Notice* and Application Instructions can be found at http://www.americorps.gov/for_organizations/funding/nofa.asp. The full regulations are available online at www.eCFR.gov. The TTY number is 800-833-3722. For a printed copy of related material, call 202/606-7508.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

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 (e.g., based on a proposed program’s performance and evaluation data or research demonstrating the effectiveness of a similar intervention). 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 will receive a Segal AmeriCorps Education Award from the National Service Trust.

For two decades, CNCS has invested in community solutions across the nation - working hand in hand with local partners to improve lives, expand economic opportunity, and engage millions of Americans in solving problems in their communities.

With its unique structure as a public-private partnership and its model of engaging citizens and requiring resources from outside parties, national service benefits the recipients of service, those who serve, local communities, and our nation.

Through its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Through AmeriCorps and its other programs, CNCS brings vital leadership, resources, and coordination to some of the most pressing challenges facing America: educating students for

jobs of the 21st century; assisting individuals, families, and neighborhoods on the road to economic recovery; addressing the needs of military families and a new generation of veterans; helping communities rebuild after natural disasters; increasing energy efficiency and improving at-risk ecosystems; and providing information to improve the health and welfare of individuals in disadvantaged communities.

B. Purpose of justice AmeriCorps Funding

The purpose of this program is to use the AmeriCorps service model to improve the efficient and effective adjudication of immigration court proceedings involving unaccompanied children. Grants awarded in response to this *Notice* will enable grantees to enroll lawyers and paralegals¹ to serve as AmeriCorps members (“AmeriCorps members” or “members”) providing legal services to this vulnerable population.

Specifically, the program is intended to provide legal services to children under the age of 16 who: (1) are not in the custody of the Office of Refugee Resettlement (ORR) or the Department of Homeland Security; (2) have received a Notice to Appear in removal proceedings before EOIR; and, (3) have not had their cases consolidated with removal proceedings against a parent or legal guardian (Unaccompanied Children or Unaccompanied Child). The legal representation shall be limited to immigration or custody proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before United States Citizenship and Immigration Services (USCIS), including applications for asylum, Special Immigrant Juvenile (SIJ) status, and/or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support applications for SIJ status (Immigration Proceedings). Immigration Proceedings shall not include any claims, litigation, or other proceedings before federal district courts, courts of appeals, or the Supreme Court.

Proposed programs must provide legal services to Unaccompanied Children in Immigration Proceedings to increase the effective and efficient adjudication of immigration court cases involving those children. In addition, programs should facilitate the identification of Unaccompanied Children who have been victims of human trafficking or abuse and decrease the risk that those children may be trafficked upon return to their country of nationality or last habitual residence; screen Unaccompanied Children for abuse, trafficking, and trauma; refer suspected cases of abuse, trafficking, and trauma to appropriate law enforcement authorities and/or appropriate support services; build *pro bono* capacity to support the populations of unaccompanied children in the immigration court location(s) in which members will serve; and strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning and opportunity.

C. Background

¹ “Paralegals” include any individual who will provide legal support to lawyers participating in the program. Such individuals need not have completed any prior legal training or certification programs in order to be eligible to serve, though applicants are encouraged to consider such credentials when evaluating member candidates.

The number of children crossing the border without a parent or legal guardian has greatly increased over the past several years. According to the Department of Health and Human Services, in fiscal year 2012 the Office of Refugee Resettlement (ORR) “Unaccompanied Alien Children Program” served 13,625 children. In fiscal year 2013, the Department of Homeland Security (DHS) referred 24,668 unaccompanied children to ORR. In FY 2014, the number of referrals is expected to be 60,000. Because there is typically a delay between the date a child is placed in ORR custody and the date on which the child appears at his/her first non-detained immigration court hearing (after he or she has been placed with an appropriate sponsor), children released from ORR custody in FY 2014 are not expected to fully impact the non-detained immigration court docket until FY 2015.

A total of approximately 10,000 Unaccompanied Children are likely to appear in the following immigration court locations in FY 2015: Arlington, VA; Atlanta, GA; Baltimore, MD; Bloomington, MN; Boston, MA; Charlotte, NC; Chicago, IL; Cleveland, OH; Dallas, TX; Denver, CO; Detroit, MI; El Paso, TX; Hartford, CT; Kansas City, MO; Las Vegas, NV; Memphis, TN; Miami, FL; New Orleans, LA; New York, NY; Newark, NJ; Omaha, NE; Orlando, FL; Philadelphia, PA; Phoenix, AZ; Portland, OR; San Antonio, TX; San Diego, CA; San Francisco, CA; and Seattle, WA.² Potential applicants are encouraged to learn more about the estimated size of the docket in these immigration court locations, and should contact CNCS via email at americorpsgrants@cns.gov or phone at: 202/606-7508 for additional information.

Immigration judges in these locations (and in other immigration court locations) are able to conduct hearings more effectively when Unaccompanied Children are assisted by competent legal representatives. A legal representative is responsible for identifying any relief for which the child may be eligible and developing a record supporting any application for relief. Having a competent representative prepare and present the child’s testimony in the proceedings helps facilitate the child’s communication with the court. A legal representative can help an Unaccompanied Child to understand his or her rights in an Immigration Proceeding and the immigration consequences of his or her decisions. We expect that the availability of AmeriCorps members to answer questions and explain the adjudicative process to Unaccompanied Children will enhance their understanding of the proceedings and save the court valuable time during hearings. When Unaccompanied Children are afforded counsel and effectively represented, we expect that courts will be able to reduce the number of continuances granted for the purpose of obtaining counsel and/or evidence.

D. Strategic Partnership with the Department of Justice

CNCS and DOJ/EOIR are contributing funds and services that will support an AmeriCorps program that will provide legal services to Unaccompanied Children in Immigration Proceedings. CNCS is also making VISTA program resources available to Grantees on as needed basis and to the extent that the VISTAs can enhance the capacity of Grantees to provide effective service to the Unaccompanied Children. Under this Notice, Grantees will:

² Certain of these immigration courts have jurisdiction over multiple states. *See* <http://www.justice.gov/eoir/vll/courts3.htm>.

1. Recruit lawyers and paralegals as AmeriCorps members who will provide legal services to Unaccompanied Children in Immigration Proceedings.

Successful applicants must have processes in place to identify, recruit, screen, and oversee the AmeriCorps members. These processes include background screening for members who will have contact with children and youth. Applicants must also have plans for monitoring and ensuring the safety of Unaccompanied Children who will have contact with AmeriCorps members. Applicants should have processes in place to assess AmeriCorps members' performance and steps that will be taken if performance or conduct does not meet acceptable standards. Applicants should have a supervisory structure that will provide oversight to assess the AmeriCorps members' performance and conduct. Successful applicants should have experience implementing programs that provide legal services, including recruiting, training, and supervising lawyers and paralegals. Experience practicing in Immigration Proceedings is highly preferred.

2. Make members available to participate in a national training program to be conducted in or around December 2014.

The national training program will address:

- Immigration laws and regulations applicable to Unaccompanied Children;
- Practice and Procedure for Immigration Proceedings;
- Ethics for professionals working with children and youth;
- Identification of signs of human trafficking and/or abuse; and
- Trauma-informed and culturally-appropriate models of interacting with Unaccompanied Children.

Applicants are encouraged to propose additional, supplemental training that will facilitate the successful delivery of legal services to Unaccompanied Children by AmeriCorps members.

3. Provide legal services to the projected population of Unaccompanied Children with contingency plans to address the potential growth of that population.

By the end of the first year, grantees will be responsible for showing that they provided legal services in Immigration Proceedings to the projected population of Unaccompanied Children in each immigration court location in which the grantees are operating their programs. As noted above, potential applicants are encouraged to learn more about the estimated size of the docket in particular immigration court locations by contacting CNCS via email at americorpsgrants@cns.gov or phone at 202/606-7508 for additional information.

In light of the fact that the number of Unaccompanied Children may fluctuate over time, Grantees will be responsible for formulating contingency plans to address a 20% variance in the estimated number of Unaccompanied Children in the immigration court locations in which the Grantees are operating during the first year of the Program. Grantees shall also be responsible for describing whether and how they could scale their operations in the second and third years of the program to address additional demand for program services. Should such an increase

materialize during the program year, CNCS will consider providing additional resources to meet the demand for increased legal services. Requests for additional resources shall be considered on a case-by-case basis and are subject to the availability of resources.

4. Collect data to assess the impact of the services provided by AmeriCorps members and share best practices among grantees and/or project sites.

In addition to reporting outcomes and progress toward approved Performance Measures, the grantee will collect and report two types of data: outcome data from cases, and performance indicators. Grantees will be required to report both kinds of data as described in Section VI.E. below.

Successful applicants will have clear sources of data to address performance indicators and will seek and obtain appropriate access to such data (*i.e.*, having well-defined agreements with data owners). Applicants must also have appropriate mechanisms in place to protect the confidentiality and security of project data; plans for collecting and sharing information (with CNCS facilitation) about promising practices with other grantees; and, in the case of a grantee administering more than one project site, plans for collecting and sharing information among project sites. Grantees will be required to collect and share this information in an electronic format to be determined by DOJ and CNCS and accessible to the Grantees.

E. Program Objectives

The objectives for the grants to improve legal representation for Unaccompanied Children in Immigration Proceedings are to:

- Provide legal services to Unaccompanied Children in Immigration Proceedings;
- Increase the effective and efficient adjudication of immigration court cases involving those children;
- Facilitate identification of Unaccompanied Children who have been victims of abuse, trafficking, or trauma or who may be abused, trafficked, or traumatized upon return to their country of nationality or last habitual residence;
- Refer suspected cases of abuse, trafficking, and trauma to appropriate law enforcement authorities and/or appropriate support services;
- Build *pro bono* capacity to support and represent the population of unaccompanied children in the immigration court location(s) in which members will serve; and
- Strengthen national service so that participants engaged in supported programs consistently find satisfaction, meaning, and opportunity to continue to serve this population at other times in their legal careers.

F. Funding Priorities

Priority shall be given to programs that propose to have members serve in the following immigration court locations:

Atlanta, GA

Baltimore, MD
Boston, MA
Bloomington, MN
Charlotte, NC
Denver, CO
Philadelphia, PA

These immigration court locations were selected for a variety of reasons, including the need for legal services for Unaccompanied Children in those locations; the potential for differing program models based upon existing resources in each site; diversity in geographic location; and variation in docket size.

Grant funds are also available for programs proposing to have members serve in immigration court locations in Arlington, VA; Chicago, IL; Cleveland, OH; Dallas, TX; Detroit, MI; El Paso, TX; Hartford, CT; Kansas City, MO; Las Vegas, NV; Memphis, TN; Miami, FL; New Orleans, LA; New York, NY; Newark, NJ; Omaha, NE; Orlando, FL; Phoenix, AZ; Portland, OR; San Antonio, TX; San Diego, CA; San Francisco, CA; and Seattle, WA.

Potential applicants are encouraged to learn more about the estimated size of the docket in these immigration court locations, and should contact CNCS via email at americorpsgrants@cns.gov or phone at 202/606-7508 for additional information.

Special preference may be given to applicants with experience in immigration law and practice, particularly with respect to Unaccompanied Children.

G. Additional Program Model—Encore Programs

Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS and DOJ seek to meet that 10 percent target in this competition and encourage encore programs to apply. CNCS and DOJ believe that experienced lawyers and paralegals who enroll as members could provide valuable mentoring to younger members and enhance the quality of and member experience in the program.

H. National Performance Measures

The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS's five-year Strategic Plan establishes an ambitious set of objectives that support the mission and goals to implement the SAA. These strategic goals guided the development of 16 agency-wide Priority Performance Measures. National Performance Measures allow CNCS to demonstrate aggregated impact of all national service programs, including AmeriCorps State and National. Applicants are required to use the specific performance measures outlined in this *Notice* to assess the outcomes of their funded project, Appendix D. For more information, please refer to the National Performance Measure Instructions, for this *Notice*.

I. National Evaluation

Grantees must participate in a national evaluation to be conducted by CNCS and DOJ (or a third party vendor acting on their behalf). As part of the evaluation, grantees will be asked to collect the data identified in Section I.D.4 above. CNCS and DOJ will provide further information once the evaluation design is finalized.

II. AWARD INFORMATION

A. Available Funds

The total available funding at the time of publication is up to \$2 million dollars, which (depending on program designs submitted by successful applicants) will support approximately 100 AmeriCorps members.

B. Award Amount

Awards will be provided to fund AmeriCorps member slots and other program operating costs necessary to successfully implement the components of the program described in the budget section of the application instructions. Budget requests must be detailed and fully justified.

C. Award Period

The award covers a three-year project period. CNCS will make an initial award for the first year of operation. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, and the availability of appropriated funds. CNCS reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

D. Types of Grants

AmeriCorps grants can be awarded on a fixed amount or cost reimbursement basis. See Definitions in Appendix A.

Fixed amount grants are only available to existing AmeriCorps grantees. Applicants who have never managed an AmeriCorps grant are eligible to apply for a cost reimbursement grant but not for a fixed amount grant.

III. ELIGIBILITY

A. Eligible Applicants

Public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states (e.g., cities, counties); labor organizations; partnerships and consortia; Indian Tribes; and intermediaries planning to subgrant awarded funds are all eligible to apply under this *Notice*. Receiving funding

previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice*.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501(c)(4), that engages in lobbying activities is not eligible to apply.

B. Match Requirements

1. Fixed Amount Grants

Only existing AmeriCorps grantees are eligible to apply for fixed amount grants. There is no specific match requirement for fixed amount grants, but CNCS does not provide all the funds necessary to operate the program. Organizations must raise significant additional revenue in order to operate the program.

2. Cost Reimbursement Grants (non-fixed amount)

A first-time successful applicant will not be required to match the funding provided by CNCS at any specified level for the first two years of the program, though it may be required to provide a specific percentage of match for year three of the program. However, CNCS does not provide all of the funding necessary to operate the program (even in the first two years). 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 at 45 C.F.R. §2521.60.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended (NCSA), 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 the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year.

C. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately

in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to <https://www.sam.gov/portal/public/SAM/>.

D. Other Requirements

1. Member Living Allowance

The proposed budget must include a living allowance for full-time members between \$12,100 (minimum) and \$24,200 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage. Programs are strongly encouraged to provide lawyers participating in the program the maximum living allowance of \$24,200 and to provide paralegals a minimum living allowance of \$15,000. In addition, programs are strongly encouraged to consider and propose additional means to provide financial support to all members living and working in locations with particularly high costs of living. Note that members are eligible for qualified student loan forbearance while they are serving. Upon the successful completion of a term of service, CNCS will pay the interest that accrued on these loans during that term of service.

All lawyers participating in the program are expected to be full-time members. Programs are not required to provide a living allowance for paralegals serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time paralegal, it must comply with the maximum limits in Table 1. For cost-reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share.

While full-time fixed amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (except as noted in section D.2. below). Fixed amount grant applicants are not required to indicate living allowance in the application and should request those positions as “without living allowance” in the budget.

EAP fixed amount grantees (as defined in Appendix A) 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 Table 1.

Table 1: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Statutory Minimum Living Allowance	Minimum Living Allowance for Paralegals	Maximum Total Living Allowance
Full-time (Lawyers and Paralegals)	1700	\$12,100	\$15,000	\$24,200
One-year Half-time (Paralegals only)	900	n/a	\$7,950	\$12,800
Reduced Half-time (Paralegals only)	675	n/a	\$5,960	\$9,600

Quarter-time (Paralegals only)	450	n/a	\$3,975	\$6,400
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2. Exceptions to the Living Allowance Requirements for programs that existed prior to September 21, 1993

If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of \$12,100, but not the maximum requirement of \$24,200.

3. Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in Table 2 below. 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.

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

Table 2: 2014 Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State Program (cost reimbursement)	\$19,890
Multi-state (cost reimbursement)	\$19,890
Education Award Program Fixed amount Grant	\$800
Full time Fixed amount Grant	\$13,000

4. Member Enrollment and Retention Requirements for Existing AmeriCorps Grantees

We expect grantees to enroll all the members approved in their grant award. Enrollment and retention rates have a direct bearing on the number of slots and the size of awards approved in the continuation process for years two and three. Successful applicants that do not fully enroll and retain members are likely to receive a decrease in funding in subsequent years.

5. Amount of the Segal AmeriCorps Education Award for FY 2014

AmeriCorps members serving in programs funded with FY 2014 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,645 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. 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.

Table 3: Term of Service and FY14 Education Award

Term of Service	Minimum # of Hours	FY14 Education Award
Full Time	1700	\$5,645
One-Year Half Time (Paralegals)	900	\$2,822
Reduced Half Time (Paralegals)	675	\$2,150
Quarter Time (Paralegals)	450	\$1,493

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

The 2014 justice AmeriCorps Notice and Application Instructions can be found online at (http://www.americorps.gov/for_organizations/funding/nofa.asp). All deadlines and requirements in this *Notice* apply to hard copy applications.

For further information or for a printed copy of related material, call 202/606-7508 or email americorpsgrants@cns.gov. The TTY number is (800)833-3722.

B. How to Apply

1. New Applicants

CNCS encourages organizations that have never received funding from CNCS or AmeriCorps to apply for the grants described in this *Notice*. Special preference may be given to an organization with previous AmeriCorps experience, including service as a host site that trained and supervised AmeriCorps members; experience administering any portion of an AmeriCorps grant; or experience with national service. Applicants that are new to CNCS funding are not eligible to receive fixed amount grants.

2. Applicants that must apply through State Commissions

Single-State Applicants: Organizations that are proposing a project that operates in only one state must apply to this competition through the Governor-appointed State Commissions. Each state administers its own selection process and puts forward to CNCS the applicants they select to compete for funding. Organizations should contact their State Commissions to learn about their state processes and deadlines. State Commissions deadlines may be significantly before the CNCS deadlines, so prospective single-state applicants are encouraged to check with the commission in the state where they intend to apply as soon as possible. The list of State Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>. A single-state applicant will be instructed by a State Commission to apply directly to CNCS if the Commission is not accepting applications for grants under this *Notice*.

Some immigration courts may serve multiple states. *See* <http://www.justice.gov/eoir/vll/courts3.htm>. Applicants should apply through the State Commission in the state in which the applicant proposes to have members serve a particular immigration court location.

3. Applicants that may apply directly to CNCS

State Commissions should apply directly to CNCS. Please see Appendix F for more information.

Multi-State Applicants: Organizations that propose to have members serve in immigration court locations in more than one state should apply directly to CNCS.

Single State Applicants directed by their State Commission to apply directly to CNCS should do so. Please note that these grants may (depending on the capacity of the relevant State Commission) be awarded to State Commissions, and then subgranted to the applicant.

Additionally, CNCS expects *State Commissions and multi-state 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 among grantees. To ensure coordination:

Multi-state applicants and grantees must:

- Consult in a timely manner and before submission of their application with the State Commission of each state in which the organization knows it will operate and describe this consultation in their applications. Contact the State Commission(s) for details about the consultation process.
- Provide the State Commission with contact information for multi-state programs in the state after grants are awarded, and update these lists on an annual basis.
- Participate in the State Commission's annual needs assessment and training plan development activities, and in the development of its state service plan, as well as appropriate training and other events.
- Include the State Commission on the multi-state grantee's mailing list and invite it to appropriate training and other events.

State Commissions must:

- Consult in a timely manner with the multi-state applicants and grantees that contact them prior to application submission.
- Consider the schedules and needs of multi-state programs operating in their states when planning annual events and technical assistance activities.
- Include multi-state programs in their annual needs assessment and training plan development activities, and in the development of their state service plan.
- Add staff of multi-state programs in their state to their mailing list and invite them to appropriate training and other events.

CNCS will solicit State Commission input on multi-state applicants proposing to operate in their state. Participation by State Commissions in providing this input is strongly encouraged. The input will be provided via eGrants.

C. Notice of Intent to Apply

State Commissions and multi-state applicants are encouraged to indicate your intent to apply by sending an email to IntentToApply@cns.gov by 07/15/2014 with the following subject line: 2014 justice AmeriCorps Notice of Intent to Apply. The email should include the name of the applicant organization, address, contact person, email address, and phone number. Applicants should state the type of grant for which they intend to apply. Single-state applicants should not submit an intent to apply to CNCS, as your respective State Commission will submit this information on your behalf. State Commissions must include an estimate of the number of applications planned for submission. Notices of Intent to Apply will *not* receive an email response acknowledging receipt.

Submitting a Notice of Intent to Apply will help CNCS plan more efficiently for the grant application review. Providing an email address will allow CNCS to contact applicants directly if application materials are updated.

D. Submission Dates and Times

The deadline for applications from State Commissions and multi-state (National Directs) is 5:00 p.m. Eastern Time on July 22, 2014. CNCS will not consider applications received after the deadline, except when noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted in eGrants.

State Commissions deadlines may be significantly before the CNCS deadlines, so applicants are encouraged to check with the commission in the state where they intend to apply as soon as possible.

E. Late Applications

CNCS may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to LateApplications@cns.gov explaining the extenuating circumstance that caused the delay. Communication with CNCS staff, including communication with a program officer, is not a substitution for sending a letter to LateApplications@cns.gov. The letter must be received no later than one business day after the application deadline. If the applicant experiences technical difficulties with eGrants that are unresolved, the correspondence must include the eGrants help desk ticket number. CNCS will determine whether or not to accept a late application for review on a case-by-case basis.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the address provided in Section VII. Agency Contacts, via overnight carrier. Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. Hard copy applications must include a cover

letter detailing the circumstances that make it impossible to submit via eGrants. CNCS does not accept applications submitted via fax or email.

F. Content and Form of Application Submission

1. Submitting in eGrants

Applicants wishing to submit their applications electronically must do so via the CNCS web-based system, eGrants. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in your word processing software likely will be different than what will appear in eGrants (please see section IV.B.2. Page Limits for additional information).

Contact the National Service Hotline at 800-942-2677 or <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account or while preparing or submitting an application in eGrants. National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. Be prepared to provide the eGrants Application ID, organization's name, and the *Notice* to which your organization is applying.

If technical issues will prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents that are not possible to attach in eGrants are due by the application deadline. See below for a list of required documentation. All additional required documents should be attached to an email and sent to AdditionalDocuments@cns.gov. The email subject line should include the Legal Applicant organization name and the eGrants Application ID number. Each Additional Document should also be labelled with the Legal Applicant organization name and the eGrants Application ID number.

Please note: if the applicant is applying through a State Commission, please check the state's application information to determine the process for submission of documents.

Required Additional Documents:

- Logic Model Worksheet
- Organizational Chart

2. Page Limits

In eGrants, applicants will enter text in the following fields:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed **15 pages** for the Narratives, including the Executive Summary and SF 424 Face Sheet, as the pages print out from eGrants. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to submitting it to check that the application does not exceed the page limit. This limit does not include the budget, performance measures, evaluation plan or required supplementary materials (e.g., organizational chart or logic model worksheet).

Reviewers will not consider submitted material that is over the page limit, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit non-required supplemental materials such as videos, DVDs, brochures, letters of support, or any other item not requested in the *Notice* or application instructions. CNCS will not review or return them.

G. Funding Restrictions

Grants under this program, except for full-time fixed amount and EAP grants, are subject to the applicable Cost Principles under OMB Circulars 2 C.F.R. Part 220 (formerly A-21), 2 C.F.R. Part 230 (formerly A-122), or 2 C.F.R. Part 225 (formerly A-87). All grants, including fixed amount grants are subject to the applicable Uniform Administrative Requirements for grants under A-102 (45 C.F.R. Part 2541) or A-110 (45 C.F.R. 2543 or 2 C.F.R. Part 215).

H. Growing Private Sector Partnerships

CNCS is exploring new ways to engage private sector funders to provide additional support for national service programs. Applicants wishing to make information from their applications available to potential private sector funders can opt in during the application process. Such applicants may be asked to provide information in different formats at a future date.

V. APPLICATION REVIEW INFORMATION

A. Assessment Criteria

Each applicant must clearly describe how their proposed project will deploy AmeriCorps members effectively to provide legal services to Unaccompanied Children in Immigration Proceedings. We urge your organization to submit a high quality application carefully following the guidance in the *Notice* and in the Application Instructions. The quality of your application will be an important factor in determining whether your organization will receive funding. Your application will be assessed as follows:

1. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the executive summary.

The [Name of the organization] will have a total of AmeriCorps members ([Number of] lawyers and [Number of] paralegals) who will provide legal services to Unaccompanied Children, build pro bono capacity to support that population, and increase the effectiveness and efficiency of immigration courts in the location(s) in which members will serve. By the end of the first program year, the AmeriCorps members will be responsible for providing legal services in Immigration Proceedings to the projected population of Unaccompanied Children in each immigration court in [the locations where the grantee proposes to operate the program].

In addition, AmeriCorps members will leverage an additional number of volunteers who will support the provision of legal services to Unaccompanied Children in Immigration Proceedings.

This program will focus on the CNCS partnership with DOJ to enhance legal services for Unaccompanied Children in Immigration Proceedings.

CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

2. Rationale and Approach/Program Design (50 percent)

For all programs, reviewers will consider the quality of your response to the following:

a. Problem/Need (11 points)

Indicate which of the allowable immigration court location(s) you propose to serve. Describe the relevant community needs the AmeriCorps members will be addressing. Provide any information (above and beyond the projected population numbers of Unaccompanied Children in the immigration court locations you propose to serve) about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve and cite specific relevant data such as the inadequacy of *pro bono* or low cost legal services – as well as additional support services for Unaccompanied Children – available in the area.

Applicants are expected to provide legal services to the projected population of Unaccompanied Children in the immigration court locations they propose to serve. Potential applicants are encouraged to learn more about the estimated size of the docket in these immigration court locations, and should contact CNCS via email at americorpsgrants@cns.gov or phone at 202/606-7508 for additional information.

b. AmeriCorps Members as Highly Effective Means to Solve Community Problems

1) Evidence Base and Measurable Community Impact (19 points total; to be comprised of Theory of Change and Logic Model plus Evidence Base)

These criteria are addressed by submitting both the Logic Model Worksheet via email and the narrative related to evidence basis. Please complete and submit by the application deadline the Logic Model Worksheet (see Appendix E). This worksheet should be completed with a landscape orientation with a font size no smaller than 10 point. The worksheet should not exceed two single sided pages when printed. Applicants with multiple interventions should complete one Logic Model Worksheet which incorporates each intervention while remaining within the two page single sided page limit. Printing the worksheet to ensure proper formatting and that is no more than two pages single sided is highly recommended.

This worksheet should be emailed to AdditionalDocuments@cns.gov. The email subject line should include the Legal Applicant organization name and the eGrants Application ID number. The document should also be labelled with the Legal Applicant organization name and the eGrants Application ID number.

Applicants should highlight any special attributes that they already possess or may seek in potential members (such as past experience in immigration law or representing Unaccompanied Children, and any special cultural competencies or language skills).

i) Theory of Change and Logic Model (12 points)

Applicants will be awarded up to 17 points for providing a detailed theory of change (logic model) using the Logic Model Worksheet (see Appendix E). A theory of change is a description of how and why a set of activities are expected to lead to early, intermediate, and long-term outcomes over a specified period. A logic model is a graphical representation of program activities and their intended outcome: to increase the effectiveness and efficiency of the Immigration Court system through representation of Unaccompanied Children.

Points will be awarded based on quality and completeness of the logic model. The logic model shall depict:

- Number of locations or sites in which members would be providing legal services to Unaccompanied Children;
- Number of AmeriCorps members that will be delivering the intervention (identifying the specific number of lawyers and paralegals you would propose to enroll);
- 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 core activities that define the intervention or program model that members will be implementing or delivering (e.g., representation in Immigration Proceedings; screening for abuse, trafficking, and trauma; and referral to appropriate authorities and/or support services to address any such cases);
- Available resources to support the intervention (e.g., the number of volunteer interpreters, *pro bono* lawyers and support services to be recruited from the community; legal clinics or law schools to be recruited to help support lawyers in immigration cases; immigration law training materials and resources).

In addition to completing the Logic Model Worksheet, describe how the intervention is designed to address the problem described in the previous section, including how legal services will be provided to the projected population of Unaccompanied Children in the immigration court locations they propose to serve.

ii) Evidence Base (7 points)

Applicants will be awarded up to 7 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change. In this section, applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge.

Specifically, applicants should discuss the impact of legal services on the effectiveness and efficiencies of legal proceedings involving young children. In addition, applicants should discuss how evidence concerning cultural competence and trauma-informed care shall inform their project design. Culturally competent care recognizes cultural differences; emphasizes self-awareness of practitioners about their own cultural perspectives; seeks to understand the dynamics of cultural differences; appreciates the child's cultural perspective; and tailors practice to fit the cultural context of the child (*see, e.g.*, Steve Walker, 2002, "Culturally Competent Protection of Children's Mental Health," available at <https://www.ncjrs.gov/app/publications/abstract.aspx?ID=199084>).

Within the past decade science has greatly informed our understanding of stress, brain chemistry, and the impact of severe and / or chronic stress on children's development. Numerous studies have documented the trauma that many unaccompanied children have been exposed to in their home countries and the incidence of trafficking, trauma, and abuse faced by them during migration. Experts agree that unaccompanied children arriving in the United States should be screened for trauma exposure and treated appropriately to avoid potential for trafficking or abuse and mitigate the effects of past trauma. Applicants should demonstrate their familiarity with this literature and how it might apply in this project. This section must include specific citations of studies and/or publicly available evaluation and research reports.

For the evidence categories below, the applicant may describe either the evidence base in the extant literature regarding culturally competent and trauma-informed care or data from the applicant's own experience implementing and evaluating interventions including culturally competent and trauma-informed care components. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. The evidence presented by applicants will be scored and placed into one of the four tiered evidence levels described below:

- **Pre-preliminary evidence** (applicants awarded 1 point) means the applicant presents a description of the evidence from the extant literature or quantitative or qualitative data from their own program implementation experience regarding the use of culturally competent and trauma-informed interventions with children and youth. An example could

be gathering feedback from program participants or beneficiaries following their experience of such interventions.

- **Preliminary evidence** (applicants awarded 3 points) means the applicant presents a description of the evidence from the extant literature or quantitative or qualitative data from their own program implementation experience that can support conclusions about the impact of culturally competent and trauma-informed care on a program's observed outcomes. This evidence consists of at least 1 non-experimental study conducted on the culturally competent and trauma-informed care. A study that demonstrates improvement in program participants over time on one or more intended outcomes or an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program participants through a service pipeline and measure participants' responses at the end of the program; and 2) pre- and post-test research that determines whether participants have improved on an intended outcome.
- **Moderate evidence** (applicants awarded 5 points) means the applicant presents a description of the evidence from the extant literature or quantitative or qualitative data from their own program implementation experience that can support causal conclusions that culturally competent and trauma-informed care improved participant outcomes with moderate confidence. The evidence base consists of 1 or more quasi-experimental studies of interventions using culturally competent and trauma-informed care with positive findings on one or more intended outcome OR 2 or more non-experimental studies conducted on interventions using culturally competent and trauma-informed care with positive findings on one or more intended outcome OR 1 or more experimental studies of another relevant program using culturally competent and trauma-informed care. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention featuring culturally competent and trauma-informed care and a matched comparison group (i.e. a similar population that does not receive the intervention).
- **Strong evidence** (applicants awarded 7 points) means the applicant presents a description of the evidence from the extant literature or quantitative or qualitative data from their own program implementation experience that can support causal conclusions that culturally competent and trauma-informed care improved participant outcomes with the highest level of confidence. This consists of 1 or more well-designed and well-implemented experimental studies conducted on an intervention using culturally competent and trauma-informed care with positive findings on one or more intended outcome.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. For all studies presented by applicants to meet the four tiered evidence levels above, reviewers will examine: a) how closely the culturally competent and trauma-informed care program model evaluated in the

studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity, sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; d) strength of the findings, with more preference given to findings that show a large and persistent positive effect on participants.

c. Member Training (10 points)

What are the anticipated training topics and the timeline for member training? How and when will the applicant ensure that members and any volunteers are aware of and are adhering to AmeriCorps rules regarding prohibited activities? How will the applicant ensure that members are prepared to provide legal services focused on immigration law? Applicants should describe any additional, supplemental training that will facilitate the successful delivery of legal services to Unaccompanied Children, both before and after the national training that will occur in or around December 2014.

d. Member Supervision (10 points)

Describe the plan for supervising members to ensure that they will receive adequate support and guidance. Please articulate how the program will ensure members will not engage in activities prohibited by AmeriCorps rules; recognize and acknowledge they are AmeriCorps members; and that supervisors are trained and prepared to adequately manage the program, provide guidance and supervision to AmeriCorps members, and oversee the work of AmeriCorps members as they appear in Immigration Proceedings.

e. Commitment to AmeriCorps Identification (Required-0 points)

How will the program participants know they are AmeriCorps members? How will the communities in which they serve know they are AmeriCorps members? How will the applicant's program ensure that its participants will wear the AmeriCorps logo daily? How will the applicant ensure participants are prepared to speak about their AmeriCorps experience to members of the community?

3. Organizational Capability (25 percent)

In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

a. Organizational Background and Staffing (7 points/10 points for new applicants)

Describe how the organization has the experience, staffing, and management structure to plan, implement, and supervise the proposed program. Describe the applicant organization's prior experience: administering AmeriCorps grants or other federal funds; practicing in Immigration

Proceedings generally and on behalf of Unaccompanied Children specifically (and/or its plans to acquire necessary experience and expertise in these areas of law, such as by partnering with organizations that have extensive experience and expertise in these areas); and launching and/or scaling new initiatives. Describe the organization's capacity to implement a contingency plan to address a 20% fluctuation in the number of Unaccompanied Children in the immigration court locations in which the Grantee proposes to operate during the first year of the Program, and describe whether and how the organization could scale its operations in the second and third years to address the potential for increased demand for Program services.

Please email an organizational chart to AdditionalDocuments@cns.gov. The email subject line should include the Legal Applicant organization name and the eGrants Application ID number. The document should also be labelled with the Legal Applicant organization name and the eGrants Application ID number.

b. Compliance and Accountability (11 points/15 points for new applicants)

How will the applicant's organization ensure compliance with AmeriCorps rules and regulations including those related to prohibited activities at the grantee, subgrantee, and service site locations? How will the applicant's organization prevent and detect compliance issues? How will the applicant's organization hold itself, subgrantees, and service site locations accountable if instances of risk or noncompliance are identified?

c. Past Performance for Current AmeriCorps grantees and Former AmeriCorps grantees Only (7 points for recompeting applicants and formula grantees)

Describe the applicant's performance against performance measure targets during its last three years of program operations. How successful has the applicant been in solving the identified problem? If the applicant did not meet performance targets, provide an explanation and describe the plan for improvement.

Describe any compliance issues and areas of weakness/risk identified during the last full year of program operation at your organization, your subgrantees (if applicable), and service site locations (if applicable). If the applicant, its subgrantees, and/or service site locations had compliance or areas of weakness/risk identified, provide an explanation and describe the corrective action taken and your plan for improvement.

Enrollment: If the program enrolled less than 100% of the slots received during its last full year of program operation, provide an explanation, and describe the plan for improvement. Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Retention: If the applicant was not able to retain all of its members during the last full year of program operation, provide an explanation, and describe the plan for improvement. While CNCS recognizes retention rates may vary among effective programs depending on the program model, the expectation is that grantees will pursue the highest retention rate possible. Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

d. Continuous Improvement (0 points)

Describe your plans for soliciting timely and regular feedback from internal and external stakeholders to inform continuous improvement efforts. Describe the plans for using data to inform continuous improvement.

4. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will assess applicant responses to the questions below and review the budget submitted in eGrants for adequacy and completeness. In assessing how the applicant will meet the criteria, reviewers will consider the quality of your response to the following:

a. Cost Effectiveness (8 points)

Discuss how the applicant will raise the additional resources it will need to manage and operate an AmeriCorps program beyond the fixed amount and/or beyond the CNCS share provided. Indicate the amount of non-CNCS resources (in-kind and cash) secured to date and the plans for securing the remaining resources. Discuss how the program is a cost effective approach for addressing the community need(s) identified in the application. Consider the total costs and benefits of the program and, to the extent possible, document the costs and benefits. Compare the cost effectiveness of the program with the costs and benefits of alternative models or approaches (if available), and demonstrate how your program model is most cost effective.

Although a match is not required, only a portion of the costs of running the program are covered by this grant. Please identify in the budget the additional non-CNCS resources (in-kind and cash) that will be necessary to run a successful program addressing the exigent issue of providing legal services to unaccompanied children.

b. Budget Adequacy (17 points)

Applicants will enter their budgets in eGrants following the budget format in the application instructions. Applicants under this *Notice* must also have and provide proof of malpractice insurance applicable to AmeriCorps members participating in the applicant's program. CNCS expects the proposed budget to be complete, cost-effective and allowable (reasonable, necessary and allocable for project activities). The budget should include all the costs necessary to operate the program as either the CNCS or grantee share of the total costs. When considering the budget and the information in the budget adequacy section of the proposal, reviewers will assess the quality of the budget based on the following factors:

- The extent to which the budget is clear.
- The extent to which the budget includes sufficient resources to carry out the program effectively.
- The potential grant award as a percentage of the applicant's total operating budget.
- Whether an application adequately budgeted for its required share of costs.

The budget should be mathematically sound and correspond with the program design described in the proposal narrative. In the budget section of eGrants, applicants must:

- Identify the non-CNCS funding and resources necessary to support the project
- Indicate the amount of non-CNCS resource commitments (in-kind and cash) and the sources of these commitments.

For fixed amount grants, the applicant must identify the total amount budgeted to operate the program, including the fixed amount from CNCS and how the program determined that amount. Applicants must keep in mind that full-time AmeriCorps program costs include expenditures for the AmeriCorps living allowance, health care, and criminal history checks. Education Award Programs are not required to pay living allowance or cover health care for members, but must conduct criminal history checks.

5. Evaluation Summary or Plan

If the applicant is competing for the first time, please enter N/A in the Evaluation Summary or Plan field because it pertains only to re-competing grantees.

6. Amendment Justification (0 percent)

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

7. Clarification Information (0 percent)

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

8. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in your narratives in continuation requests that you may file in the future.

B. Goals of the Review and Selection Process

The assessment of applications involves a wide range of factors and considerations, including geographic representation. As with other AmeriCorps programs, CNCS will engage external reviewers to provide insight and input with respect to eligible applications. In addition, CNCS staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in this *Notice*.

Specifically, the review and selection process will:

1. Identify eligible applications that satisfy the following considerations:

- High alignment with criteria

- Relative risk and opportunity

2. Consider:

- Recruitment and deployment of community volunteers to leverage impact
- State Commission rank and recommendations on single-state applicants
- State Commission input on multi-state applications
- The likelihood that the program design and organizational structure will enable the applicant to achieve the goals of the program.

2. Yield a diversified portfolio:

The review and selection process may produce a diversified portfolio that will reflect the priorities and selection factors described in this NOFO, including geographic representation, estimated docket size, and program models.

Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS's assessment of the strategic considerations above. Applicants should only check the boxes if the strategic considerations are an intentional part of their program design and if the applicants have strategies to implement them.

C. Stages in the Review and Selection Process

1. Compliance Review

CNCS staff will review all applications submitted to CNCS to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant and advance to the applicant assessment, an applicant must submit (1) an application that follows the instructions provided in this *Notice* and (2) a logic model by [\[07/22/2014\]](#) by 5:00 p.m. Eastern Time.

2. Blended Review

External reviewers, DOJ staff, and CNCS staff, will conduct a joint review of the compliant applications. External reviewers will be recruited and selected on the basis of demonstrated knowledge of AmeriCorps programming, and/or legal services. All reviewers will be screened for conflicts of interest. Reviewers will assess the Program Design particularly focusing on evidence of effectiveness of providing legal services to children in immigration court proceedings; appropriateness of national service as a solution; potential quality of the member experience; Organizational Capability; Cost Effectiveness and Budget Adequacy. Reviewers also will assess applications based on: selection criteria, comprehensiveness, and feasibility.

3. Post Review Quality Control

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 panel anomalies.

Applications identified for additional assessment will receive a Quality Control review. The Quality Control reviewer provides an assessment of the application's key strength and weaknesses.

4. Risk Assessment Evaluation

CNCS staff will evaluate the risks to the AmeriCorps 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 evaluation of the applicant's eligibility or 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 identified as having some risks, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements, and
 - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information, such as—
 - Federal Awardee Performance and Integrity Information System (FAPIIS),
 - Duns and Bradstreet, or
 - "Do Not Pay";
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits;
- IRS Tax Form 990;
- An applicant organization's annual report;
- Publicly available information including information from an applicant organization's website; and,
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.

5. Clarification Process

Following the review and selection process and risk assessment evaluation, CNCS might ask some applicants to provide clarifying information. CNCS staff uses clarifying information to inform funding recommendations. A request for clarification does not guarantee a grant award. If an organization does not respond by the deadline to a request for clarification, CNCS will remove its applications from consideration. Be prepared to provide documentation of eligibility criteria and other support documentation described in the narrative. CNCS staff may conduct a site visit inspection, as appropriate. Applicants will have approximately 5 business days to provide a response for clarification.

6. Selection for Funding

With the goal of a diversified portfolio based on the *Notice* priorities and strategic considerations and after consultation with DOJ, the Chief Executive Officer of CNCS will select the final portfolio based on the results of the application review process, after consultation with representatives from DOJ. In selecting grantees, CNCS and DOJ will factor in strategic considerations (as noted in Section V.B.) to ensure that there are adequate service provided to largest number of Unaccompanied Children nationwide.

7. Feedback to Applicants

Following grant awards, each applicant will receive summary feedback on their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided during clarification.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

CNCS will award grants following the grant selection announcement. We anticipate announcing the results of this competition by late September.

B. Documents that Govern the Grant

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

C. Administrative and National Policy Requirements

The Notice of Grant Award will be subject to and incorporate the requirements of the NCSA, as well as other applicable sections of the Act. The Notice of Grant Award will also incorporate the approved application and budget as part of the binding commitments under any award. Awardees will be subject to the following (as applicable):

- 2 CFR Part 175: Award term for trafficking in persons
- 2 CFR Parts 180 and 2200: Nonprocurement Debarment and Suspension
- 2 CFR Part 215 and 45 CFR Part 2543: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
- 2 CFR Part 220: Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 225: Cost Principles for State, Local and Tribal Governments (OMB Circular A-87)
- 2 CFR Part 230: Cost Principles for Non-Profit Organizations (OMB Circular A-122)
- 45 CFR Part 2541: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 45 CFR Part 2545: Government-wide Requirements for Drug-Free Workplace (Financial Assistance)
- 45 CFR Part 2555: Nondiscrimination on the Basis of Sex in Education Programs or

Activities Receiving Federal Financial Assistance

- The Single Audit Act (31 U.S.C. Chapter 75) and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)

D. 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. 45 C.F.R. § 2543.36; 2541.30

E. Reporting Requirements

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 §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed amount grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees provide quarterly expense reports through the Payment Management System at the U.S. Department of Health and Human Services.

If you receive an award directly from CNCS, you will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for your organization and for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

While applications will not be evaluated on these criteria, grantees 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 performance measure 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.

All grantees will be required to collect and report the data identified in Appendix B pursuant to the Government Performance and Results Act (GPRA), and the GPRA Modernization Act of 2010. Grantees will be required to report this data at mid-year and end of year.

All grantees will also be required to assess their performance in light of the Performance Indicators identified in Appendix B. Applicants are encouraged to propose additional indicators to inform an assessment of the program's impact, and to propose a plan for collecting and

sharing information about promising practices with other grantees and, in the case of a grantee administering more than one project site, among project sites.

Grantees will submit all of the information required by Appendix B in an electronic format to be determined by DOJ and CNCS and accessible to the grantees.

In addition to semiannual reporting outcomes and progress toward the grant approved performance measures, additional data must be reported annually (as applicable). These include:

- Number of volunteers leveraged.
- Number of individuals that applied to be AmeriCorps members

VII. AGENCY CONTACT

This *Notice* is available at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The TTY number is 202/606-3472. For further information or for a printed copy of this *Notice*, call 202/606-7508.

For questions regarding multi-state applications submitted directly to CNCS, please call 202/606-7508 or send an email to americorpsgrants@cns.gov. A list of all State Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>. The mailing address is:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/ASN Application
1201 New York Avenue N.W.
Washington, DC 20525

VIII. OTHER INFORMATION TO KNOW BEFORE APPLYING

In addition to consulting the *Notice* and AmeriCorps regulations as directed in these instructions, State Commissions and multi-state applicants may also consult the CNCS website for a schedule of technical assistance conference calls, Frequently Asked Questions, and other resources targeted to multi-state applicants. Applicants in a single state should consult with their State Commission.

APPENDIX A: DEFINITIONS

Asylum: lawful status that may be granted to an individual who is unable or unwilling to return to his or her country of nationality, or last habitual residence in the case of a person having no nationality, because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. *See* 8 U.S.C. §§ 1101(a)(42), 1158.

Cost Reimbursement Grants: fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.

Education Award Program (EAP) Fixed Amount Grants: Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants.

Fixed Amount Grant (Full-Time /Less Than Full-Time Serving in a Full-Time Capacity) (Non-EAP) Grants: Fixed amount grants are available for programs that enroll full-time members or less than full-time members who are serving in a full-time capacity only. These grants provide a fixed amount of funding per member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must raise the additional resources needed. Programs can access all of the funds, provided they recruit and retain the members supported under the grant, based on the MSY level awarded. Applicants new to CNCS funding are NOT eligible to apply for these grants.

Immigration Proceedings: Include immigration or custody proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before United States Citizenship and Immigration Services (USCIS), including applications for asylum, special immigrant juvenile (SIJ) status, and/or T or U nonimmigrant visa status; and state court proceedings seeking orders necessary to support applications for SIJ status, and shall not include any claims, litigation, or other proceedings before federal district courts or United States Courts of Appeals, or any claims, litigation, or other proceedings in any fora against the federal government.

Member Service Year (MSY): the equivalent of a full-time AmeriCorps position (at least 1700 service hours).

Paralegals: include any individual who will provide legal support to lawyers participating in the program. Such individuals need not have completed any prior legal training or certification

programs in order to be eligible to serve, though applicants are encouraged to consider such credentials when evaluating member candidates.

Special Immigrant Juvenile Status: lawful status that USCIS may grant to a child who has obtained a state court order declaring that: the child is a dependent of the court or that the child should be legally placed with a state agency, private agency, or a private person; it is not in the best interests of the child to return to his or her home country or last country of habitual residence; and the child cannot be reunited with a parent because of abuse, abandonment, neglect, or any similar reason under state law. The child must be under the age of 21 at the time of his or her application for special immigrant juvenile status and unmarried at the time of application and adjudication. *See* 8 U.S.C. § 1101(a)(27)(J).

Unaccompanied Children: children under the age of 16 who: (1) are not in the custody of the Office of Refugee Resettlement or the Department of Homeland Security; (2) have received a Notice to Appear in removal proceedings before EOIR; and (3) have not had their cases consolidated with removal proceedings against a parent or legal guardian.

APPENDIX B: DATA COLLECTION

As noted in Section V. 2b. above, all grantees will be required to collect and report the data identified below. Grantees will be required to report this data at mid-year and end-of-year in an electronic format to be determined by DOJ and CNCS and accessible to the grantees.

- The number of Unaccompanied Children accepted as clients, identified by name, gender, date of birth, and alien numbers.
- The number of hours spent on each Unaccompanied Child client's case.
- The number of Unaccompanied Children clients assigned to each AmeriCorps member.
- Whether and how many Unaccompanied Children were referred to and successfully paired with counsel other than an AmeriCorps member (such as a non-AmeriCorps lawyer in the applicant's organization or pro bono counsel outside the organization).
- The number and nature of outreach efforts to build *pro bono* capacity to support and represent the population of unaccompanied children in the immigration court location(s) in which members serve.
- The fora in which the AmeriCorps member represented each Unaccompanied Child (immigration court, the Board of Immigration Appeals, state court, USCIS).
- Number of cases in which the Unaccompanied Child pleaded to the allegations in the Notice to Appear.
- Number of charges contested and the outcome.
- Whether the Unaccompanied Child requested immigration relief or relief from removal and the disposition of any such applications.
- Number of other court/agency orders sought and the disposition of the orders (e.g., State court for Special Immigrant Juvenile Status /USCIS).
- Type of motions filed and the disposition of those motions.
- Disposition of any appeals filed.
- Whether any expert testimony was proffered and/or allowed.
- Whether an AmeriCorps member sought or obtained the appointment of a child advocate for an Unaccompanied Child.
- Whether special accommodations (such as testimonial aids, closed hearings, or other means to facilitate the adjudication) were sought or utilized.
- Results of interviews designed to capture an Unaccompanied Child's understanding of Immigration Proceedings before and after receiving program services.
- The number of Unaccompanied Children, if any, 1) screened (whether as part of the program or outside of it) and 2) identified as victims of trafficking or abuse.
- The number of Unaccompanied Children referred to or provided with support services for victims of trafficking or other abuses.

APPENDIX C: PERFORMANCE INDICATORS

All grantees will be required to evaluate their performance in light of the Performance Indicators identified below. Applicants are encouraged to propose additional indicators to inform an assessment of the program’s impact, and to propose a plan for collecting and sharing information about promising practices with other grantees and, in the case of a grantee administering more than one project site, among project sites.

Goal	Outcome	Performance Indicator	
		To be collected by Grantee	To be collected by EOIR
Increase levels of representation for Unaccompanied Children	(1) Representation for Unaccompanied Children	<ul style="list-style-type: none"> Number (further broken down by gender and date of birth) of Unaccompanied Children represented through the grantee. 	
Increase effectiveness and efficiencies of the Immigration Court system through representation.	(2) Increase in the appearance rate of Unaccompanied Children scheduled for Immigration Court hearings.		<ul style="list-style-type: none"> Number and percent of program cases resulting in <i>in absentia</i> orders. Number and percent of change of venue motions filed. Number and percent of change of address motions filed.
	(3) Increase in the Unaccompanied Child’s ability to effectively present his or her legal case.	<ul style="list-style-type: none"> Number of cases in which the Unaccompanied Child pleaded to the allegations in the Notice to Appear. Number of charges contested and the outcome. Whether the Unaccompanied Child requested 	<ul style="list-style-type: none"> Number of Motions filed. Number of Appeals filed.

		<p>immigration relief or relief from removal and the disposition of any such applications.</p> <ul style="list-style-type: none"> • Number of other court/agency orders sought and the disposition of those orders (e.g., State court for Special Immigrant Juvenile Status /USCIS). • Type of motions filed and the disposition of those motions. • Disposition of any appeals filed. • Whether any expert testimony was proffered and/or allowed. • Whether an AmeriCorps Member sought or obtained the appointment of a child advocate for an Unaccompanied Child. • Whether special accommodations (such as testimonial aids, closed hearings, or other means to facilitate the adjudication) were sought or utilized. 	
	<p>(4) Increase in the Unaccompanied Child’s understanding of Immigration Proceedings.</p>	<ul style="list-style-type: none"> • Results of interviews designed to capture Unaccompanied Child’s understanding of Immigration Proceedings before and after 	

		receiving program services.	
	(5) Decrease in length of overall court proceedings.		<ul style="list-style-type: none"> • Number of continuances and the reasons behind the requests (including for lack of counsel pre-representation by a program attorney). • Number of days from filing of initial NTA to Immigration Court disposition. • Number of days between first court appearance and Immigration Court disposition. • Number of days from filing NTA to entry of appearance by program attorney. • Number of master calendar hearings. • Number of individual hearings. • Number of bond hearings.
Increase identification of Unaccompanied Children that have been a victim of human trafficking or abuse and decrease the risk that children may be trafficked upon return to their	(6) Increase in screenings of Unaccompanied Child clients to identify whether a child has been a victim of human trafficking or abuse and whether there is a risk that the child may be trafficked upon return to his or	<ul style="list-style-type: none"> • The number of screenings of Unaccompanied Child clients to identify whether a child has been a victim of human trafficking, abuse, or trauma and whether the child 	

<p>country of nationality or last habitual residence</p>	<p>her country of nationality or last habitual residence.</p>	<p>may trafficked, abused, or traumatized upon return to his or her country of nationality or last habitual residence.</p> <ul style="list-style-type: none"> • The number of Unaccompanied Child clients referred for support services associated with trafficking, abuse, or trauma concerns. 	
<p>Build pro bono capacity to support and represent the population of Unaccompanied Children in the immigration court location(s) in which members will serve</p>	<p>(7) Increase in the amount of pro bono capacity to represent unaccompanied children in the immigration court location(s) in which members will serve.</p>	<ul style="list-style-type: none"> • The number and nature of outreach efforts to build <i>pro bono</i> capacity to support and represent the population of unaccompanied children in the immigration court location(s) in which members serve. • The number of unaccompanied children referred to and successfully paired with pro bono counsel. 	
<p>Strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning and opportunity.</p>	<p>(8) Percent of service participants engaged in CNCS-supported programs who report having an experience that expands educational, employment, or civic opportunities.</p>	<ul style="list-style-type: none"> • Number of AmeriCorps Members who report they will utilize their education award. • Number of service participants that report that they value the skills gained from national service. • Number of service participants reporting gains in leadership skills. • Number of service 	

		participants reporting increased self-efficacy.	
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APPENDIX D: NATIONAL PERFORMANCE MEASURES

Each applicant will have one required performance measure. Applicants may include additional measures, as appropriate.

Required:

Output	<i>Number of Unaccompanied Children receiving legal services in Immigration Proceedings</i>
Definition of Key terms	Legal services must be provided to children under the age of 16 who: (1) are not in the custody of the Office of Refugee Resettlement (ORR) or the Department of Homeland Security; (2) have received a Notice to Appear in removal proceedings before EOIR; and, (3) have not had their cases consolidated with removal proceedings against a parent or legal guardian (Unaccompanied Children or Unaccompanied Child). The legal representation shall be limited to immigration or custody proceedings before EOIR Immigration Courts; appellate proceedings before the Board of Immigration Appeals; proceedings before United States Citizenship and Immigration Services (USCIS), including applications for asylum, Special Immigrant Juvenile (SIJ) status, and /or T or U nonimmigrant status; and state court proceedings seeking orders necessary to support applications for SIJ status (Immigration Proceedings). Immigration Proceedings shall not include any claims, litigation, or other proceedings before federal district courts, courts of appeals, or the Supreme Court.

APPENDIX E: LOGIC MODEL WORKSHEET

Legal Applicant name: eGrants Application ID#:

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	Outcomes		
			Short-Term	Medium-Term	Long-Term
What we invest (# and type of AmeriCorps members)	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

APPENDIX F: GUIDANCE FOR STATE COMMISSIONS

Each State Commission is responsible for developing an application process that includes the review and selection of AmeriCorps programs for submission to CNCS for funding. If a Commission chooses not to solicit applications for funding under this *Notice*, it should instruct interested single-state applicants to apply directly to CNCS

Resources

The AmeriCorps regulations 45 C.F.R. §§ 2520 – 2550, contain program specific information and requirements that you need to understand and incorporate into your application instructions.

The *Notice of Federal Funding Opportunity (Notice)* for the AmeriCorps State and National funding contain specific information about how much funding will be available for AmeriCorps grants, applicant eligibility, how to apply, and special considerations and priorities for funding that are not included in the application instructions.

The Application Instructions for the State and National competitions are linked from the *Notice* web pages.

Requirements for Competitive Submission

Your State Commission Prime Application Package(s) for State Commission 2014 justice AmeriCorps for Legal Services to Unaccompanied Children, State Commission justice AmeriCorps Unaccompanied Children Fixed Amount Grants, and/or State Commission justice AmeriCorps for Unaccompanied Children Education Awards Program grant funding must include:

- Applicant information from the State Commission (prime application)
- Assurances and Certifications signed by the appropriate authorizing official
- The AmeriCorps State and National program applications you are recommending for funding
- Commission ranking of applications as outlined in the AmeriCorps regulations 45 C.F.R. § 2522.465
- Recommendation summaries for each application submitted

In addition, State Commissions are responsible for ensuring that each recommended application complies with all of the submission requirements set forth in the *Notice* and Application Instructions. This means that in addition to the prime and sub-applications, the commission will ensure that required Evaluations, and Labor Union Concurrences will also have been submitted to CNCS by the submission due date, if applicable.

Do not submit supplementary materials such as videos, brochures, letters of support, or any other item not requested in the Application Instructions or the *Notice*. CNCS will not review or return them.

State Competitive New or Re-Competing Selection Process

This is to assist you in developing your commission specific application materials and developing your selection processes for State Commission 2014 justice AmeriCorps Unaccompanied Children, State Commission justice AmeriCorps Legal Services for Unaccompanied Fixed Amount Grants, and/or State Commission justice AmeriCorps Unaccompanied Children Education Awards Program funding. State Commissions must follow state law requirements regarding requests for proposals and the selection of programs within their state. Commission outreach and review processes should be consistent with board approved policies. Commissions should provide information on the following topics to program applicants:

- Funding availability
- State Commission justice AmeriCorps Unaccompanied Children, State Commission justice AmeriCorps Unaccompanied Fixed Amount Grants, and/or State Commission justice AmeriCorps Unaccompanied Children Education Awards Program
- State maximum cost per MSY and budget guidelines
- State priorities
- Corporation priority areas
- Selection criteria
- Other information the commission or state may require

The State Commission is responsible for:

- Submission of applications to CNCS for funding consideration
- Thoroughly reviewing the recommended applications to ensure they are complete, accurate, and in compliance with all program and budget requirements before submitting them to CNCS in eGrants
- Preparing ranking and recommendations for new/re-competing programs to fund
- Preparing recommendations for continuing programs to fund
- Reviewing Federal Financial Reports to monitor and report on continuing and re-competing programs' progress toward the matching requirements stipulated in the AmeriCorps rule 45 CRF § 2521.35-2521.91
- Reading, understanding, and signing all assurances, certifications, and restrictions, including the certification of each program's progress toward the matching requirements

Be sure to set a due date for applications that allows adequate time before CNCS's due date to review program applications, analyze budgets, and work with the programs on revisions to budgets, proposed activities, and performance measures, as necessary.

Commission Review Requirements

Commissions are required to conduct a competitive review to assess grant applications. Commissions must certify in eGrants that the selection process complied with the NCSA, as amended, AmeriCorps regulations, and all state laws and conflict of interest rules.

The AmeriCorps regulations, 45 C.F.R. § 2522.460 and § 2522.475, describe the extent to which commissions must use CNCS's selection criteria and priorities when selecting programs and to what extent commissions may consider priorities other than those stated in the regulations or in the *Notice*. Include the criteria the commission will use to evaluate and select applications in your application materials.

State Commission Ranking and Recommendation Summaries

The AmeriCorps regulations, 45 C.F.R. § 2522.465, include requirements regarding ranking applicants for State Competitive funding, including competitive planning grants. Submit the rankings in eGrants using the "Manage Subs" screen in the prime application to enter information on each of the new or re-competing sub-applications. Once the information for each sub-application has been entered, save and close. The main Manage Subs page will now include all subs listed under "For Competitive Submissions" with a "Rank: Select a Rank" drop down menu next to each.

Provide rankings in order of funding priority in the sub-applications section of the Prime Application in eGrants. Each ranked program must have a different rank (i.e., no "ties"). If a state is responding to more than one *Notice* and thus will rank the programs in each *Notice*, please note applicant rank order in the Commission Rank Justification field of the commission competitive Prime Application. It is not currently possible to rank Fixed Amount applications in eGrants. If your state is also submitting Fixed Amount applications, please submit your rank order of the combined cost reimbursement and Fixed Amount applications to your CNCS program officer.

Summarize the criteria and process used by the commission to arrive at the submitted rankings in the Commission Rank Justification field of the commission Competitive Prime Application. There is a character limit of 1,000 characters. In order to be able to avoid eGrants error that will not allow you to submit your application, please complete these tasks in the following order: 1) the drop-down menu for rank and save, 2) the rank justification, and 3) the recommendation summaries.

For each application that is being submitted to CNCS, provide a "Recommendation Summary" including the information listed below:

- Provide a summary of the program's service activities.

- Describe the program’s strengths and how it will complement the commission’s existing portfolio and address needs identified in the State Service Plan.
- Discuss potential challenges to success and the commission’s strategy for meeting the challenges through training and technical assistance.
- For continuing and re-competing programs, discuss any programmatic compliance issues, including enrollment, retention, performance and progress toward impact. If programmatic issues are identified, describe how the program will address them and what steps the commission will take to ensure success.
- For continuing and re-competing programs, discuss each program’s record for submitting forms and reports in a timely manner (including 30-day enrollment, 30-day exits, fiscal reporting deadlines, and progress reporting deadlines).
- For re-competing programs, provide either an assessment of each program’s evaluation efforts to date or a completed evaluation, as applicable.

Matching Requirements

The State Commission is responsible for meeting an aggregate overall match requirement based on the subgrantees’ individual match requirements. See 45 C.F.R. §§ 2521.50-2521.90 and additional guidance from CNCS for the matching requirements that apply to a given commission and its sub-grants. Section 121(e) of the National Community Service Act (NCSA) requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR.

State Commission Up to Two Percent Fixed Administrative Cost Option

While the Corporation encourages State Commissions to provide the full five percent to subgrantees for administrative costs, commissions may require subgrantees to allocate up to one-fifth of the five percent (i.e., one percent of the federal dollars awarded) to be retained by the commission to cover commission-level administrative costs. For both the competitive and formula grant, Commissions that have less than 30% of their 2014 Commission Support grant funds unexpended may retain up to two-fifths of the five percent. Any administrative funds retained by the commission must be used solely in support of the AmeriCorps programs from which they have been retained. The commission’s accounting system must track and allocate these administrative funds separately.