NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name:	**Corporation for National and Community Service**
Funding Opportunity Title:	FY 2017 Foster Grandparent Program (FGP) Replacement Sponsor Competitions
Announcement Type:	Initial Announcement
CFDA Number:	94.011

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to commit any particular amount of funding.

Important Dates

- Applications will be due on December 9, February 10, April 11, or June 12 by 5:00 p.m. Eastern Time. Please refer to your State Fact Sheet for the specific application deadline.
- Successful applicants will be notified prior to the start date.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of FGP Replacement Sponsor Competition Funding

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Established in 1965, the Foster Grandparent Program (FGP) engages adults age 55 and over to provide loving and experienced tutors and mentors to children and youth with special or exceptional needs, or who would benefit from the one-one-one attention a Foster Grandparent volunteer can provide. Senior Corps Foster Grandparents serve an average of 20 hours per week in schools, hospitals, drug treatment centers, correctional institutions, and child care centers. Among other activities, they review schoolwork, reinforce values, teach parenting skills to young parents, and care for premature infants and children with disabilities. Foster Grandparents often maintain an ongoing, intensive relationship with the children and youth served for a year or longer.

The purpose of this grant funding is to support one or more grant(s) for Foster Grandparent Program (FGP) operations and programming within the specific geographic service areas. Within each state, there are designated geographic locations in which applicants should propose to provide FGP services. Please see the Senior Corps Replacement Grants page for an individual Fact Sheet for each state included. Each state Fact Sheet includes information on the geographic locations, the estimated annual federal funding, the total number of Volunteer Service Years associated, and the application deadline.

Applicants should be aware that individual Foster Grandparent volunteers may still be serving in the geographic service areas listed in each state Fact Sheet, who were enrolled by the incumbent or previous sponsor of the FGP project in the geographic service area. Applicants should consider these volunteers in planning the FGP project proposed in the grant application, and are encouraged to make efforts to allow these volunteers to continue serving in the proposed new FGP project.

2. Funding Priorities

Through these grant competitions, CNCS intends to fund FGP grants in specific geographic service areas due to the incumbent FGP sponsor relinquishing the grant or otherwise vacating services in the geographic location.

FGP grant applications must:

- propose to serve a geographic service area that is listed in the State Fact Sheet
- meet the National Performance Measure requirements and other criteria established in this Notice

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core issue area. In order to carry out Congress's intent and to maximize the impact of investment in national service, CNCS prioritizes grant-making in the Education focus area.

A brief description of the focus area relevant to this competition is:

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children, and for children with special and/or exceptional needs. Activities may include providing support and/or facilitating access to services and resources that contribute to school readiness, providing support that improves academic performance, and providing support that improves academic engagement.

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes, and must include a high quality program design. Applicants proposing programs that receive priority consideration are not guaranteed funding.

3. National Performance Measures

CNCS expects applicants to use National Performance Measures as part of a comprehensive performance management strategy that relies on both performance and evaluation data to learn from its work and make tactical and strategic adjustments to achieve their goals.

Applicants are required to use the specific performance measures outlined in this Notice. For more information, please refer to FGP National Performance Measure Instructions at Senior Corps Replacement Grants.

Applicants must identify the Primary focus area and work plans must include the service activity in the selected Primary focus area.

This funding opportunity requires applicants to demonstrate cost-effective practices in achieving performance goals through the service described in the proposed work plans. **Applications must include work plans that meet the following minimum requirements:**

> **For every $6,000 in annual base federal funding,** at least one Volunteer Service Year worth of service must be placed in work plans that result in:
> 1. National Performance Measure **outcomes** in the Education focus area or
> 2. National Performance Measure outputs in Inclusion of people with disabilities (H15) work plans for grantees that have historically supported programming in this area (see Appendix B).
>
> **Volunteer Service Year (VSY) VSY*: is a budget term that equals 1,044 hours. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (l044 hours x $2.65 per hour).

VSYs, Federal Costs, Unduplicated Volunteers, and National Performance Measures

> **a. Calculating the number of VSYs/unduplicated volunteers required to be placed in outcome-based assignments to meet the FY 2017 National Performance Measures**
> The FY 2017 performance measures require a minimum number of unduplicated volunteers in outcome-based assignments. We have a standard calculation for all FGP applicants to use to determine the number of VSYs/unduplicated volunteers needed to meet the 2017 National Performance Measures requirements.
>
> - Calculation: One year Federal Funding Amount listed in the State Fact Sheet divided by $6,000 (used as the per VSY rate) = the number of VSYs needed in national performance measures. The number of VSYs and number of unduplicated volunteers will be the same. This calculation assumes that one VSY equals one unduplicated volunteer. The number you calculate will be used to place your outcome-based unduplicated volunteers in work plans.

Applicants wishing to request a different federal per VSY rate should discuss ideas and plans with the CNCS State Office, as is applicable, to understand the full implications of the request.

Applicants should also review and understand the following parameters:

1) **Per Federal VSY costs:** Applicants may request up to $6,000 per VSY. The $6,000 per VSY is the ceiling, and may not be exceeded. Applicants may request a rate per VSY that is less than $6,000. There is no established floor.

2) **Applicability of the Direct Benefits Ratio (80/20 Rule):** Applicants should be aware that they must meet the required split of 80 percent of funds directly supporting

volunteers and 20 percent of funds in volunteer support (grant administration).

4. Evidence-based Programming Funding Augmentation
Applicants may request one-time funding to support the engagement of seniors in evidence-based programming. Regardless of budget period start date, all suck requests will be assessed in May 2017. **Requests for funding augmentation must be submitted with the appropriate application in eGrants by April 17, 2017.** All program regulations apply with the full amount of an augmented grant. For a full description of the funding augmentation opportunity and instructions on making an augmentation request, see Appendix C, Evidence-based Programming.

Interested applicants with an anticipated project start date of February 1, 2017, April 1, 2017, or June 1, 2017 must submit an amendment application following their initial award. Applicants with an anticipated project start date of August 1 or later must submit the request as part of the initial renewal application.

A schedule of webinars and question/answer opportunities will be posted with Appendix C, Evidence-based Programming on the Senior Corps Replacement Grants.

5. Program Authority
The National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.) The Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. § 4950 et seq.). The full FGP regulations may be found at 45 CFR Part 2552.

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds
CNCS anticipates awarding an amount not to exceed the total amount available in the State Fact Sheets for the 2017 FGP Replacement Sponsor Competitions. CNCS reserves the right to prioritize providing funding to existing awards over making new awards.

CNCS anticipated that up to $400,000 will be available for evidence-based programming augmentations through the selection process described in Appendix C, Evidence-based Programming.

2. Estimated Award Amount
Award amounts will vary as determined by the scope of the projects. The maximum award amounts are listed on each Individual State Fact Sheet, and reflect the funding level of the previous grant operated in the geographic service area.

Applicants proposing to support the development and implementation of evidence-based programs may be eligible for a one-time funding augmentation. Applicants must provide documentation of how a higher level of funding supports the development and implementation of evidence-based programs. For more information, see Appendix C, Evidence-based Programming.

There is no guarantee of availability of additional funding to support evidence-based programs. The final amount to be awarded may be less than the amount requested, but will not be higher

than the amount requested in the application. The final award, base funding level plus augmentation, will not be higher than $500,000.

3. Project Period
The project period (multi-year) will vary as determined in the individual State Fact Sheet. While the project period will be 3 years, the funding award for the first year is referenced in the State Fact Sheet.

Continuation funding for years 2 and 3 is not guaranteed and may be dependent upon:

- Satisfactory performance that signals the grantee is on track to achieve its proposed performance measures at the end of the grant
- Demonstrated capacity to manage the grant
- Compliance with grant requirements, including terms and conditions, criminal history checks, reporting, and securing the required non-federal share
- Availability of Congressional appropriations

CNCS reserves the right to adjust the amount of an award or elect not to continue funding.

4. Type of Award
The 2017 FGP Replacement Sponsor Grants will be awarded on a cost reimbursement grant.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants
The following non-federal entities (as defined in 2 CFR §200.69) that have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian tribes (2 CFR §200.54)
- institutions of higher education (2 CFR §200.55)
- local governments (2 CFR §200.64)
- nonprofit organizations (2 CFR §200.70)
- states (2 CFR §200.90)

In addition to Indian tribes as defined in 2 CFR 200.54, tribal organizations that are controlled, sanctioned, or chartered by Indian tribes are also eligible to apply. If an entity applies for an award as a tribal organization on behalf of a federally-recognized tribe, or multiple specific federally-recognized tribes, it must submit a sanctioning resolution, applicable to the entirety of the performance period to which the applicant is applying, adopted by the Tribal Council (or comparable tribal governing body) of each Indian tribe. The resolution(s) must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application. A current resolution will not suffice to meet this requirement unless the resolution applies to the entire performance period of the award, i.e. current resolutions that are applicable to a previous Senior Corps award at the time of application submission, but expire during the prospective performance period of a new award, do not meet this requirement.

2. Non-Federal Share Requirements
Applicants are required to match funds for their projects in part through local, non-federal contributions. The required local contribution is ***at least 10 percent of the total project budget***. The local contribution portion should be reflected in the Budget Section of the application. The non-federal share can be cash or in-kind matching funds.

Applicants proposing to support the development and implementation of evidence-based programs must be prepared to provide non-federal share on the amount of a requested augmentation. Requests for evidence-based programming augmentation must include information on the source non-federal share that will be applied. See Appendix, C, Evidence-based Programming, for instructions.

3. Other Eligibility Requirements
Applicants must have sufficient local presence to directly manage the proposed FGP grant. The operation of an FGP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal sponsor.

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

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

Note that under Title IV, Division H of the Consolidated Appropriations Act, 2016 if CNCS is aware that any corporation has any unpaid federal tax liability which—

- has been assessed
- all judicial and administrative remedies have been exhausted or have lapsed
- is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

D. APPLICATION AND SUBMISSION INFORMATION
This Notice should be read together with the FGP Grant Application Instructions, the FGP National Performance Measures, and the FGP regulations, 45 CFR Part 2552. Additional documents that may be useful are the eGrants Instructions for Entering Volunteer Station Rosters and the FGP Performance Measures Worksheet.

All of these documents are available online at:

http://www.nationalservice.gov/SeniorCorps_Replacement_Grants.

1. Address to Request Application Package
Applicants should refer to Senior Corps Replacement Grants website to obtain the necessary information to apply. Applicants can also send an email to the CNCS state office to request a printed copy of the application package.

2. Content and Form of Application Submission
Please choose the following NOFA when starting your application in eGrants: **FY 2017 FGP Replacement Sponsor Competition.**

a. Application Content
Complete applications must have the following:

- **Standard Form 424 (SF-424) Face Sheet**: This is automatically generated when applicants complete the data elements in the eGrants system. Many of the fields will be filled automatically with information entered during the registration process.
- **Narratives**
    - Executive Summary: This is a brief description of the proposed program and service activity in the application's Primary Focus area. The Executive Summary should not be longer than one page. Executive Summaries of all compliant applications are published on the CNCS website following grant awards.
    - Strengthening Communities Narrative
    - Recruitment and Development Narrative
    - Program Management Narrative
    - Organizational Capability Narrative
    - Cost-Effectiveness and Budget Adequacy
    - Other (if applicable, see Appendix C, Evidence-based Programming)
- **Standard Form 424A Budget**
- **Performance Measures (See Appendix B)**
- **Authorization, Assurances, and Certifications**

b. Page Limits
Applications may not exceed **15 double-spaced pages** as the pages print out from eGrants. The application sections that count towards the page limit are:

- The SF-424 Face Sheet
- Executive Summary
- The Program Design and Organizational Capability narratives

The application page limit does not include the "Other" section of the narrative, Budget, Performance Measures, or any required additional documents.

Applicants proposing to support the development and implementation of evidence-based programming must enter the request in the "Other" section of the Narratives as instructed in Appendix C, Evidence-based Programming. This should be the only information entered in the "Other" section.

Please note that the length of the application in word processing software may be different than how it will print out from eGrants. **CNCS strongly encourages applicants to print out the application from the "Review and Submit" tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

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

3. Dun and Bradstreet 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. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at DUNS Request Service. CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise.

You must use your SAM-registered legal name and address on all grant applications to CNCS.

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

4. Submission Dates and Times

a. Application Submission Deadline

The application deadline will vary. The application deadlines will be December 9, February 10, April 11, or June 12. ***Please refer to your State Fact Sheet for the specific application deadline.***

Applicants proposing to support the development and implementation of evidence-based programs must submit the proposal with the appropriate application in eGrants by April 17, 2017 (see Appendix C, Evidence-based Programming).

CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on the CNCS website.

b. Late Applications

CNCS may consider an application submitted after the deadline, but only if the applicant submits a letter to their CNCS state office explaining the extenuating technical circumstances that caused the delay. CNCS must receive the letter within a business day after the deadline. If technical issues prevent an applicant from submitting an application on time, the letter should include the eGrants ticket number provided by the National Service Hotline. CNCS will determine whether or not to accept a late application on a case-by-case basis. CNCS will not consider an advance request to submit a late application.

5. Intergovernmental Review
This Notice is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

6. Funding Restrictions

a. Indirect Cost
Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10% *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR § 200.413. States, local governments, and Indian tribes may use previously-approved cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that hold a federal negotiated indirect cost rate or that will be using the 10% *de minimis* rate must enter that information in the Organization section in eGrants.

Please note: If CNCS serves as the cognizant agency, the entity/applicant must file a request. The option utilized methods must be applied consistently across all federal awards.

b. Budget Guidance
All applicants must include a line item in the budget for training of the Project Director, which may include any training events approved by CNCS. Applicants may budget for an additional staff member to attend the training events, if funds permit. The recommended amount, for budgeting purposes is $1,000. Long distance travel funds may be re-budgeted later in the year, depending on actual training activities.

7. Other Submission Requirements

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

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 or eGrants Questions if they have a problem when they create an account or prepare or submit the application.

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

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

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

b. Submission of Additional Documents

Please refer to the column for New Competitive in the Grant Application Instructions for a complete list of required documents. Applicants are required to submit all documents by the application submission deadline.

The additional document: Aggregate Dollar Amount of Funding Form/Breakdown of Funding Sources is available online here: Senior Corps Replacement Grants.

All required additional documents must be emailed to FGPSCP@cns.gov with the following subject line: 2017 FGP Replacement Sponsor Competition Additional Documents - Application ID number. Emails should include:

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

Do not submit any items that are not requested in this Notice and Grant Application Instructions. CNCS will not review or return them.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the applications against the following selection criteria and rate them accordingly considering the weights assigned to each criterion. The weights assigned to each category are detailed in the following chart.

Selection criteria within each application are assessed as Excellent, Good, Fair, and Does Not Meet. To achieve a Good assessment, applicants must address everything requested in the selection criteria. To achieve an "Excellent" assessment, applicants must go beyond what is requested by the selection criteria.

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage	Sub-Category	Percentage	Relevant part of the application
Program Design	50%	Strengthening Communities	35%	Work Plan
		Recruitment and Development	15%	Narrative
Organizational Capacity	30%	Program Management	15%	Narrative
		Organizational Capability	15%	Narrative
Cost-Effectiveness and Budget Adequacy	20%	Cost-Effectiveness and Budget Adequacy	20%	Work Plan, Narrative and Budget Sections

a. Program Design (50%):

Strengthening Communities (35%)

Reviewers will assess the extent of the work plan proposed in the application through the following criteria:

Q1. (7%)
Work plans describe and demonstrate the community need.

Q2. (7%)
Work plans articulate a theory of change – meaning, how service activities will address the community needs, and how the service activity described provides a significant contribution to the outcomes listed in the work plan. This question will focus on work plans that lead to national performance measure outcomes. (For more information see Appendix B)

Q3. (7%)
Work plans logically connect four major elements to each other:

1. The community need(s) identified;
2. The service activities that will be carried out by FGP volunteers;
3. The instrument description and data collection plans; and
4. Work plans that include target numbers that lead to outcomes or outputs, and are appropriate for the total number of volunteers assigned to the work plan

Q4. (7%)
Work plan outputs and outcomes are aligned with National Performance Measure instructions.

Q5. (7%)
Work plans have outputs and outcomes that are achievable, based on resources, program design and the number of volunteers engaged.

Recruitment and Development of Volunteers (15%)

Reviewers will assess the extent to which the narrative demonstrates a plan and infrastructure for effective FGP volunteer recruitment and management through the presence of the following**:**

Q6. (5%)
Narrative demonstrates a plan and infrastructure to ensure FGP volunteers receive training needed to succeed in the service activities described in the work plan.

Q7. (5%)
Narrative describes the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could possibly include:

1. Individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency
2. Veterans and military family members as FGP volunteers
3. FGP volunteers with disabilities
4. FGP volunteers between the ages of 55 and 70 years old

Q8. (5%)
Narrative demonstrates a plan and infrastructure to retain and recognize FGP volunteers

b. Organizational Capability (30%):

Program Management (15%)

Reviewers will assess the extent to which the applicant demonstrates that it has:

Q9. (5%)
Plans and infrastructure to ensure management of volunteer stations in compliance with FGP program regulations.

Q10. (5%)
Plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities.

Q11. (5%)
Demonstrated an organizational track record in work plans that lead to National Performance Measure outcomes (For more information see Appendix B).

Organizational Capability (15%)

Reviewers will assess the extent to which the applicant demonstrates that it has**:**

Q12. (5%)
Plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following: 1) compliance with FGP program requirements (statutes, regulations, and applicable OMB circulars); 2) accountability, and 3) efficient and effective use of available resources.

Q13. (5%)
Demonstrated clearly defined paid staff positions, including identification of current staff assigned to the project, (name, title and brief position description) and how these positions will ensure the accomplishment of program objectives.

Q14. (5%)
Demonstrated organizational capacity to develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing.

c. Cost-Effectiveness and Budget Adequacy (20%)*:
Reviewers will assess the extent to which the applicant has demonstrated to:

Q15. (10%)
Have a reasonable cost per volunteer in proposed work plans that lead to National Performance Measure requirements. (For more information see Appendix B)

Q16. (10%)
Have plans and infrastructure to secure the non-federal share, including dedicated staff, grant proposal processes and other plans.

*Selection Criteria will only be assessed if the applicable line items are included in the budget.

2. Review and Selection Process
CNCS will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified and balanced set of high-quality applicants that represent the priorities and strategic considerations described in this Notice. The stages of the review and selection process follows:

a. Compliance and Eligibility Review
CNCS staff will screen applications to determine if the applicant has complied with eligibility and submission requirements in the Notice. Applications determined non-compliant will not advance for review. An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline
- submitted an application to a valid opportunity as described in the State Fact Sheet
- has not been denied CNCS Senior Corps funding in the past three years

Compliance and eligibility screening, including compliance with restrictions on prohibited activities, may occur at various stages of the grant-making process. Application that are determined to be non-compliant will not receive an award.

b. Application Review
Internal Review
CNCS Staff Reviewers will assess the applications based on the Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. Staff Reviewers will also consider the comprehensiveness and feasibility of the application, and the priorities and strategic considerations detailed in this Notice.

c. Application Clarification
CNCS may ask an applicant for clarifying information. CNCS staff will use this information to make funding recommendations. A request for clarification does not guarantee an award.

Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely fashion may result in application being removed from consideration. CNCS staff may conduct a site visit inspection as part of the clarification process, as appropriate.

Should clarification result in a reduction of the total number of unduplicated volunteers, the application may be rescored to reflect the updated information and could affect funding decisions.

d. Risk Assessment Evaluation

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria; results from this evaluation will inform funding decisions. If CNCS determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if CNCS concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, CNCS may consider the following:

- financial stability
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
    - timeliness of compliance with applicable reporting requirements
    - accuracy of data reported
    - validity of performance measure data reported
    - conformance to the terms and conditions of previous federal awards
    - if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - Federal Awardee Performance and Integrity Information System (FAPIIS)
    - DUNS and SAM
    - "Do Not Pay"
- reports and findings from single audits performed under 2 CFR Part 200 Subpart F – Audit Requirements findings and reports of any other available audits
- IRS Tax Form 990
- applicant organization's annual report
- publicly available information, including information from the applicant organization's website
- applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

e. Consideration of Integrity and Performance System Information

Prior to making any award under this Notice that exceeds $150,000, CNCS is required to review

and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

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

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

f. Negotiation

CNCS may negotiate the funding level or special award conditions with applicants before the final grant award. The final funding:

- May be less than the amount proposed in the application, but
- Cannot be higher than the amount proposed in the application.

g. Selection for Funding

The review and selection process is designed to:

1) identify how well eligible applications are aligned with the application review criteria
2) build a diversified portfolio based on the following strategic considerations:
    - CNCS Funding Priorities (*See Section A.2. Funding Priorities*)
    - meaningful representation of
        - the priority area as a significant part of the program focus and intended outcomes with a high quality program design
        - the National Performance Measures requirements and other criteria established in this Notice (Appendix B)
        - equitable treatment of rural and urban communities

CNCS staff will recommend applications for selection based on the results of the Staff Review, Application Clarification, and Risk Assessment Evaluation. In the event of tie scores, the higher score for the Strengthening Communities selection criteria will be prioritized.

The respective CNCS Area Manager will consider the staff recommendation. If the Area Manager agrees with the recommendation from the State Director, he/she will issue a notification of concurrence to the Director of Senior Corps Director. If the Area Manager disagrees with a recommendation, he/she will convene a Senior Staff Review that includes the Director of Senior Corps.

In selecting applicants to receive awards under this Notice, the Director of the Senior Corps will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

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

3. Feedback to Applicants

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

4. Transparency in Grant-making

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

- a list of all compliant applications submitted
- executive summaries of all compliant applications
- data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications
- a blank template of the review worksheet

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award (NGA) signed by the CNCS Grant Officer is the authorizing document for grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

There are four start dates associated with this Notice: February 1, 2017, April 1, 2017, June 1, 2017, and August 1, 2017.

- For grants with a February 1, 2017 start date, CNCS anticipates the awards will be issued by mid-January 2017.
- For grants with an April 1, 2017 start date, CNCS anticipates the awards will be issued by mid-March 2017.
- For grants with a June 1, 2017 start date, CNCS anticipates the awards will be issued by mid-May 2017.
- For grants with an August 1, 2017 start date, CNCS anticipates the awards will be issued by mid-July 2017.

An awardee may not expend federal grant funds until the start of the Project Period identified on the NGA.

2. Administrative and National Policy Requirements

The NGA incorporated the approved application, the approved budget, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and provisions of the DVSA, as part of the binding commitments under the grant award. The NGA

will also require all FGP recipients to adopt the CNCS National Performance Measures. Awards will also be subject to the specific terms and conditions established for discretionary grants or defined in the Terms and Conditions and/or Special Conditions attached to the award. If necessary applicants will have the opportunity to negotiate conditions before they accept an award.

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

Awardees will also be subject to the following:

- 45 CFR Part 2552—FGP Federal Regulations

b. Requests for Improper Payment Information
CNCS may, from time to time, request documentation from applicants in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

c. CNCS Terms and Conditions
All awards made under this Notice will be subject to the 2017 CNCS General Terms and Conditions, and the 2017 Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at http://www.nationalservice.gov/resources/terms-and-conditions-cncs-grants.

Awards will also be subject to the specific terms and conditions established for discretionary grants or defined in the Terms and Conditions and/or Special Conditions attached to the award. If necessary, applicants will have the opportunity to negotiate conditions before they accept an award.

d. National Service Criminal History Check Requirements
The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a grant recipient with a written exemption or written approval of an

alternative search procedure, recipients must perform the following checks:

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

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

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

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

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

e. Compliance with Requests for Data

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

3. Use of Materials

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

4. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Recipients are required to provide bi-annual financial reports and narrative progress reports through eGrants, CNCS's web-based grants management system. All grantees must provide

quarterly expense reports through the Payment Management System (PMS) at the U.S. Department of Health and Human Services.

In addition, at the end of the award period, recipients must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements of CNCS's Office of Grants Management. The final reports are due 90 days after the end of the grant award period.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are giving CNCS high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves:

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

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

For further guidance and training resources see: Resources: Data Collection and Instruments.

G. FEDERAL AWARDING AGENCY CONTACTS

The Notice, Grant Application Instructions, and Appendices are available at Senior Corps Replacement Grants. For question, more information or an emailed copy of related material(s), refer to the individual state Fact Sheet for the contact information for the CNCS State Office.

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. National Service Hotline hours are Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time. Potential applicants can also use this link: eGrants Questions. Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

1. Technical Assistance

CNCS State Offices participating in this Notice will host technical assistance calls to answer questions about this Notice. CNCS strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls can be found on the competition website: Senior Corps Replacement Grants.

2. Re-Focusing of Funding

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