

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: FY 2017 Volunteer Generation Fund
Announcement Type: Amended Announcement
CFDA Number: 94.021

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

- CNCS strongly encourages applicants to submit a Notification of Intent to Apply for this competition. Notifications of Intent to Apply should be submitted by Tuesday, June 6, 2017 at 5:00 p.m. Eastern Time.
- Applications are due Thursday, July 6, 2017 by 5:00 p.m. Eastern Time.
- Successful applicants will be notified by September, 2017.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of Volunteer Generation Fund (VGF) Grants

The mission of 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.

VGF grants will be used to develop and/or support community-based entities to recruit, manage, and support volunteers. CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to use volunteers effectively to solve problems. Specifically, the VGF grants will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support and retain individuals to serve in high quality volunteer assignments.

Applicants that receive funding under this Notice may directly carry out the activities supported under the award, or may carry out the activities by making subgrants to community-based entities, supporting volunteer generation at these entities.).

Subgrants to community-based entities must include one or more of the following:

- Address activities consistent with the priorities set by the state's national service plan
- Recruit, manage, or support volunteers to a community-based entity such as a volunteer coordinating agency, a nonprofit resource center, a volunteer training clearinghouse, an institution of higher education, or a collaborative partnership of faith-based and community-based organizations
- Provide technical assistance and support to strengthen the capacity of local volunteer

infrastructure organizations, address areas of national need, and expand the number of volunteers nationally.

2. Funding Priorities

CNCS's priorities for this grant competition are:

- Programs that are likely to generate significant, measurable improvements in the number of volunteers generated and retained from specific demographic groups such as youth service, generational/family volunteering, skill-based volunteering or senior volunteering
- Initiatives that specifically recruit, train and deploy volunteers as a strategy to address a clearly identified pressing community need or to address education
- Activities that specifically recruit skill-based and pro-bono volunteers.

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

3. National Performance Measures

CNCS expects applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their 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 the National Performance Measures Instructions at <https://www.nationalservice.gov/vgf>. Two capacity building outputs and outcomes are required and at least one other performance measure output. VGF programs are required to use the following National Performance Measure output and outcome:

- G3-3.4: number of organizations that received capacity building services from CNCS-supported organizations or national service participants.
- G3-3.3: number of organizations implementing three or more effective volunteer management practices as a result of capacity building service provided by CNCS-supported organizations or national service participants.

Applicants are also required to use one of the following output and outcome pairs:

- G3-3.1: number of community volunteers recruited by CNCS-supported organizations or national service participants; and
G3-3.7: hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants.

or

- G3-3.2: number of community volunteers managed by CNCS-supported organizations or national service participants; and
G3-3.8: hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants.

In addition to using two capacity building outputs and outcomes, VGF programs may also use additional performance measure(s), which can be either a CNCS performance measure or an applicant determined performance measure. Performance measures must describe the type and amount of activities carried out by volunteers managed and/or generated through VGF.

4. Program Authority

CNCS's legal authority to award these grants is the National and Community Service Act of 1990, as amended ([42 U.S.C. § 12653p.](#)).

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

CNCS anticipates approximately \$3.8 million for VGF 2017 awards. The actual level of funding is subject to the availability of annual appropriations.

2. Estimated Award Amount

Award amounts will vary, as determined by the scope of the projects. CNCS expects to make awards of a minimum of \$100,000.

3. Project Period

The grant award covers a three-year project period. CNCS generally makes an initial award for the first year of operation. Continuation awards for subsequent years depends upon availability of appropriations and satisfactory performance, and is not guaranteed.

4. Type of Award

VGF grants will be awarded on a cost reimbursement basis.

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:

- state commissions (as defined in [42 U.S.C. §12511\(27\)](#))

2. Cost Sharing or Matching

Applicants are required to match funds equal to a percentage of their total program budget (CNCS Share plus the Grantee Share equals the total program budget). The applicant's match (Grantee Share) can be cash and/or in-kind contributions. See Section *D.6. Funding Restrictions* for more information. Match requirements increase with each year and are as follows:

- 20% in the first year
- 30% in the second year
- 40% in the third year
- 50% in the fourth year and any later year in which a recipient receives a VGF grant.

3. Other Eligibility Requirements

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 Section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if CNCS is aware that any corporation has any unpaid federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government. A similar restriction may be enacted with the appropriation which will fund awards under this Notice.

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 Application Instructions, and the National Performance Measures Instructions. These documents are available online at <https://www.nationalservice.gov/vgf>.

1. Address to Request an Application Package

Applicants should refer to [CNCS Funding Opportunities](#) for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to VolunteerGeneration@cns.gov for a printed copy of application materials. The TTY (Text Telephone) number is (800) 833-3722.

2. Content and Form of Application Submission

a. Application Content

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system.
- Narrative Sections:
 - Executive Summary: This is a brief description of the proposed program. Executive Summaries of all compliant applications are published on the CNCS website following VGF awards.
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness & Budget Adequacy
- Standard Form 424A Budget
- Performance Measures
- 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
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include the Budget or Performance Measures.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. **CNCS strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

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

3. Dun and Bradstreet 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 the [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the [SAM](#) and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award.

SAM registration must be renewed annually. CNCS suggests that applicants finalize a new registration or renew an existing one at least two weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.**

Applicants that do not comply with these requirements may become ineligible to receive an award. See the [SAM Quick Guide for Grantees](#).

4. Submission Dates and Times

a. Notification of Intent to Apply

CNCS strongly encourages applicants to submit a **Notification of Intent to Apply** by Tuesday, June 6, 2017. Please submit your intent by using this link:

<https://www.surveymonkey.com/r/IntentToApply2017VGF>. All Notifications of Intent to

Apply will receive an email response acknowledging receipt.

b. Application Submission Deadline

Applications are due Thursday, July 6, 2017 **by 5:00 p.m. Eastern Time.**

CNCS will not consider applications submitted after the deadline, except as noted in Section *D.4.c. Late Applications*. CNCS reserves the right to extend the submission deadline. CNCS will post a notification in the event of an extended deadline on CNCS's website.

c. Late Applications

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

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

Communication with CNCS staff, including an applicant's program officer, is not a substitute for the letter. Applicants are required to continue working in [eGrants, CNCS's web-based application system](#) and with the National Service Hotline to submit the application. CNCS will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the published timeframe will not be reviewed or selected for award.

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

5. Intergovernmental Review

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

6. Funding Restrictions

a. Award Funding Requirements

Awards under this Notice are subject to cost share or matching requirements. The amount of federal funding provided will be limited to the required percentage of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#) and described in section C.2.

Applicants who will be pass-through entities must include in their subawards terms and conditions that will ensure that the pass-through entity's award under this Notice will comply with the cost share and matching requirements. See [2 CFR 200.331\(a\)\(2\)-\(4\)](#) and [2 CFR 200.74](#).

b. Indirect Costs

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR § 200.413](#). States commissions may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS' regulations at 45 CFR 2517.710, no more than five percent of award funds may be used to recover indirect costs on VGF grants.

If you are using a federally approved indirect cost rate, you must enter your current approved indirect cost rate information into eGrants on or before the application deadline. Additional guidance on how to enter indirect cost rate information can be found at <https://www.nationalservice.gov/vgf>.

7. Other Submission Requirements

a. Electronic Application Submission in eGrants

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

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account 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. National Service Hotline hours are Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time. Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the following address:

Corporation for National and Community Service
ATTN: Office of Grants Policy and Operations/VGF Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications.** Paper 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.**

b. Submission of Additional Documents

Additional documents are not required for this grant competition. Do not send any additional documents.

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

E. APPLICATION REVIEW INFORMATION

1. Review Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly. They will also consider the weights assigned to each criterion.

Categories/Subcategories	Percentage
Program Design	50
Goals and Objectives	25
Performance Measure	25
Organizational Capability	35
Cost-Effectiveness and Budget Adequacy	15

a. Program Design (50 percent):

Reviewers will assess:

Goals and Objectives (25 percent)

- The extent to which the applicant convincingly links the identified need, proposed interventions, and the anticipated outputs and outcomes.
- The extent to which the program design aligns with the purpose of the VGF.
- Whether the proposed interventions and activities are evidence-informed.

Performance Measure (25 percent)

- The extent to which the applicant demonstrates that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s).
- The extent to which the objectives and outcomes to be achieved by the proposed project are clearly specified and measurable.
- The applicant’s plan to measure and collect data on National Performance Measures outcomes and outputs.

b. Organizational Capability (35 percent):

Reviewers will consider:

- The extent to which the organization has the experience, staffing, and management

structure to plan, implement, and evaluate the proposed project.

- The extent to which the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection
- The applicant's track record raising funds to support service activities and initiatives
- Likelihood of effectiveness of the applicant's plan for securing partners and community support for, and involvement in, the proposed project.
- If you are a former or a current VGF grantee, the extent to which you have met the program objectives and complied with the financial requirements during the past performance period.

c. Cost-Effectiveness and Budget Adequacy (15 percent):

Reviewers will consider:

- The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- The extent to which the budget is clear and in alignment with the program narrative.
- The extent to which the budget includes adequate resources to carry out the program effectively.
- The extent to which the program demonstrates that financial and in-kind resources will be obtained to support program implementation.
- Whether the applicant adequately budgets for its required share of costs.

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 set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The stages of the review and selection process follow:

a. Compliance and Eligibility Review

CNCS will conduct a Compliance Review to determine if an application meets the compliance requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline
- submitted an application with a complete budget and performance measure.

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and/or ineligible 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 priorities and strategic considerations detailed in this Notice. CNCS will recruit

and select Staff Reviewers on the basis of demonstrated expertise VGF programming and/or the Focus Areas, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

Post-Review Quality Control

After the initial review process is complete, CNCS staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of review will be used to assess the applications for which significant irregularities were identified on the review panel.

c. Applicant Clarification

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

d. Risk Assessment

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

In evaluating risks, CNCS may consider:

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

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

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

f. Selection for Funding

The review and selection process is designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
 - CNCS Funding Priorities (See *Section A.2. Funding Priorities*)
 - meaningful representation of
 - geographic diversity
 - rural communities
 - small and medium programs

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

CNCS reserves the right to 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 Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

4. Transparency in Grant-making

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

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

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition in September, 2017. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

2. Administrative and National Policy Requirements

a. Uniform Guidance

All awards 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](#).

b. Requests for Improper Payment Information

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

c. CNCS Terms and Conditions

All awards made under this Notice will be subject to the FY 2017 CNCS General Terms and Conditions, and the FY 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 <https://www.nationalservice.gov/resources/terms-and-conditions->

[cncs-grants](#).

d. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires 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. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

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

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

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

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

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

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

3. Use of Material

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

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 semi-annual progress reports and semi-annual financial and narrative progress reports through eGrants, CNCS's web-based grants management system. All recipients 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 agreement.

Award recipients 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 the recipient organization and its subrecipients. Recipients and subrecipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

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

- 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

For more information or a printed copy of related material(s), email VolunteerGeneration@cns.gov. The TTY number is (800) 833-3722.

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 will host a technical assistance call to answer questions about the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls is on CNCS's website: <https://www.nationalservice.gov/vgf>.

2. Re-Focusing of Funding

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

EXPLANATION OF AMENDMENT: This amended announcement contains one change from the initial announcement related to Section C (1) on Eligible Applicants. After reviewing the history, expected funding, pertinent legislative language, and stakeholder input, CNCS decided to continue the eligibility provisions that have been used in previous VGF competitions that make direct funding available to State Service Commissions.