

# NOTICE OF OPPORTUNITY FOR NATIONAL SERVICE POSITIONS

**Federal Agency Name:** Corporation for National and Community Service  
**Notice of Opportunity:** 2017 AmeriCorps Affiliate  
**Announcement Type:** Initial Announcement

**Disclosure:** Publication of this Notice of Opportunity for National Service Positions (Notice) does not obligate the Corporation for National and Community Service (CNCS) to enter into any agreement or to designate any specific number of national service positions.

## Important Dates

- CNCS strongly encourages applicants to submit a Notification of Intent to Apply for AmeriCorps Affiliate. Notifications of Intent to Apply should be submitted by 5:00 p.m. Eastern Time on the date listed in the Application Cycle Calendar found on the Notice website, [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate).
- Applications are due by 5:00 p.m. Eastern Time on the date listed in the Application Cycle Calendar found at [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate).
- Successful applicants will be notified by the corresponding date listed in the Application Cycle Calendar.

## FULL TEXT OF THE NOTICE

### A. PROGRAM DESCRIPTION

#### 1. Purpose of AmeriCorps Affiliate

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.

AmeriCorps Affiliate began in 2016 as a pilot initiative to engage more youth in service and to increase the number of national service positions available through local support. CNCS is now expanding the Affiliate pilot and will consider additional requests to designate positions as National Service Positions. Applicants may only request designation of positions as National Service Positions; CNCS will not award financial resources to applicants. Individuals who successfully complete a term of service in the designated positions may receive an Eli Segal AmeriCorps Education Award.

Affiliate designations are intended to use national service as a means to incubate and expand service opportunities to create self-sustaining service models that complement existing AmeriCorps programs.

#### 2. National Performance Measures

CNCS expects applicants to use National Performance Measures as part of their 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.

For more information, please refer to the National Performance Measures Instructions at [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate).

### **3. Program Authority**

CNCS's legal authority to designate these national service positions is found in the National and Community Service Act of 1990, as amended, ([42 U.S.C. § 12501 et seq.](#)).

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Positions**

No funds will be awarded. CNCS anticipates that approximately \$5,000,000 in Education Awards will be available for AmeriCorps Affiliate positions in Fiscal Year 2017.

### **2. Estimated Designations**

The number of positions designated as national service positions supported by and Education Award will vary, as determined by the scope of the projects.

### **3. Project Period**

CNCS anticipates entering into one-year Memorandums of Agreement (MOAs) with selected applicants. Applications must be based on a one-year project period and a one-year request for members. CNCS will support multi-year projects on a yearly basis, using one-year MOAs.

### **4. Type of Award**

AmeriCorps Affiliate designates positions as national service positions through which individuals serving in the position may be eligible for an Education Award. No funds will be awarded.

## **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 AmeriCorps award at the time of application submission, but expire during the prospective performance period of a new award, do not meet this requirement.

## **2. Cost Sharing or Matching**

No funds will be awarded. Applicants are responsible for the full cost of operating the program.

## **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 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 to enter into an agreement with CNCS under this Notice.

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

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

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

This Notice should be read together with the AmeriCorps Affiliate Application Instructions and the National Performance Measures Instructions. These documents are available online at [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate).

### **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 [Affiliate@cns.gov](mailto:Affiliate@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 have the following:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants

complete the data elements in the eGrants system.

- Narrative:
  - Executive Summary: This is a brief description of the proposed program.
  - 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 **10** 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, 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 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 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 national service positions, 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 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**. See the Application Cycle Calendar found at [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate) for specific due dates. Please submit your intent by using this link: <https://www.surveymonkey.com/r/ACAffiliate>. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

##### **b. Application Submission Deadline**

See the Application Cycle Calendar found at [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate) for specific due dates. Applications are due **by 5:00 p.m. Eastern Time on the date noted on the calendar**.

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 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 presumptively 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](mailto: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 also required to continue working in [eGrants, CNCS's web-based 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 within the published timeframe may not have their cases reviewed by CNCS, and the non-compliant determination is maintained.

**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

Funding is not provided for AmeriCorps Affiliate.

### a. Amount of the Segal AmeriCorps Education Award for FY 2017

AmeriCorps members serving in programs selected during FY 2017 who successfully complete a term of service will receive an Education Award from the National Service Trust of \$5,815.00 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.

Service Term	Minimum # of Hours	Education Award
Full Time	1700	\$5,815
Half Time	900	\$2,907.50
Reduced Half Time	675	\$2,215.24
Quarter-time	450	\$1,538.36
Minimum-time	300	\$1,230.69
Affiliate National Service Position	100	\$327.38

## 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 Notice 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/AmeriCorps Affiliate 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**

*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 positions. Reviewers will assess the quality of applications by using the selection criteria and will rate them accordingly.

**a. Executive Summary:**

Use the following template as a guide for the executive summary: [Organization Name]’s mission is [Mission Statement]. The proposed project aligns with the [Choose one CNCS Focus Area] focus area. The project will seek to [enter goal(s)], and expects to benefit [enter type and estimated number of beneficiaries]. [Enter number of national service positions requested] Individuals serving in national service positions will contribute to the goals of the project by performing activities such as [enter activities] over the course of [enter expected length of project].

**b. Program Design:**

**Goals and Objectives:**

Affiliate designations are intended to use national service as a means to incubate and expand service opportunities to create self-sustaining service models that complement existing AmeriCorps programs. Reviewers will consider the quality of the applicant’s response to the following criteria below.

- The applicant’s proposed national service program is innovative and replicable.
- Describe the extent to which participants of the national service program are recruited from among residents of the communities in which projects are to be conducted, and participants and community residents are involved in the design, leadership, and operation of the program.
- Describe the extent to which projects would be conducted in any of the following areas:

- Communities designated as empowerment zones or redevelopment areas, targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people.
- Areas that are environmentally distressed.
- Areas adversely affected by Federal actions related to the management of Federal lands that result in significant regional job losses and economic dislocation.
- Areas adversely affected by reductions in defense spending or the closure or realignment of military installations.
- Areas that have an unemployment rate greater than the national average unemployment for the most recent 12 months for which satisfactory data are available.
- Explain how the national service positions will not duplicate, displace, or supplant volunteers, staff and/or interns.
- Describe how your proposed national service activity is in addition to the activity currently planned by your program.
- Describe and justify your program timeline to include the timeframe for completion of each type of national service term requested. For example, if 100 hour positions are requested, clearly state the number of weeks in which members would be required to complete their 100 hour service term and why.

**Performance Measure:**

Reviewers will consider the quality of the applicant’s responses in the Performance Measure Module to the following criteria below.

- Clearly define the community problem/need to describe how national service positions will address the educational, public safety, human, or environmental need.
- Clearly articulate the proposed program performance measures including targets and data collection plans. Performance measures should align with the CNCS Performance Measure Instructions found at [www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate)

**c. Organizational Capability:**

Reviewers will consider the quality of the applicant’s response to the following criteria below.

- Describe how the applicant’s organization, in implementation and management of its national service program, will prevent and detect compliance issues in terms of program rules, regulations, and requirements.
- Clearly define the organization’s leadership for the national service program, based on the past performance of the program (if applicable), and the extent to which the program builds on existing programs.
- Describe what screening protocol the organization uses for staff and volunteers and how its policies, procedures and program design mitigate risk to vulnerable populations.

**d. Cost-Effectiveness and Budget Adequacy:**

Reviewers will consider the quality of the applicant’s narrative response to the following criteria below. Do not enter any items in the budget other than the national service positions requested.

- Describe the project size to include the total number of each Education Award required. Include the Education Awards in the Budget.

- Describe the sustainability of the national service program, based on evidence such as the existence of—
  - strong and broad-based community support for the program; and
  - multiple funding sources or private funding for the program.
- State the total dollar amount of local funding that will be dedicated to the project.

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

The AmeriCorps Affiliate review and selection process is noncompetitive. The process is intended to assess whether the application meets the criteria described in this Notice. Regardless of the value of the education awards associated with the positions requested, CNCS will engage External Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The stages of the review and selection process follows:

### **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

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. This review 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 be considered for national service positions.

### **b. Application Review**

#### **External Review**

External Reviewers will assess applications based on the Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. CNCS will recruit and select reviewers on the basis of demonstrated expertise in AmeriCorps, as well as experience assessing applications. All External Reviewers will be screened for conflicts of interest.

#### **Internal Review**

CNCS Staff will review the application to verify and identify items for applicant clarification. Staff Reviewers will also consider the comprehensiveness and feasibility of the application.

### **c. Applicant Clarification**

CNCS may ask an applicant for clarifying information. CNCS staff will use this information to make selection recommendations. A request for clarification does not guarantee selection. Applicants may be recommended for selection 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 its application being removed 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 a federal program. 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 selection 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.

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 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 and FAPIIS (see [41 U.S.C. 2313](#)). Additionally, CNCS may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$150,000.

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

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

#### **f. Selection**

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:
  - meaningful representation of
    - geographic diversity
    - rural communities
    - small and medium programs
    - single and multi-state programs
    - faith-based organizations
    - Focus Area representation
    - high amount of local project support

In selecting applicants 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 selection, applicants will receive summary comments from the External 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.

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

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

CNCS will work with selected applicants to sign Memorandums of Agreement following the selection announcement. CNCS anticipates announcing the results of this selection by the dates listed on the Application Review Calendar. All applicants, successful or not, will be notified of decisions via email.

Notification is not an authorization to begin enrolling members. The Memorandum of Agreement (MOA) signed by CNCS and sponsor organization staff is the authorizing document for enrolling members in AmeriCorps. Successful applicants may not begin enrolling members until the date specified in the MOA.

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

### **a. Uniform Guidance**

Some sections of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 CFR Parts 200 and 2205](#) may apply to agreements made pursuant to this Notice.

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

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

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

All agreements made under this Notice will be subject to the terms and conditions specified in the MOA.

### **d. National Service Criminal History Check Requirements**

Affiliate sponsors must perform the following checks on individuals serving in positions available pursuant to the MOA:

All staff and national service participants must undergo NSCHCs that include a nationwide name-based search of the National Sex Offender Public Website (NSOPW) and

Comply with the organization's own criminal history screening procedures.

### **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. Failure to make timely responses to such requests may result in remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider any previous failures to make timely responses in its selection decisions.

## **4. Reporting**

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

Recipients are required to provide semi-annual progress reports through eGrants, CNCS's web-based grants management system.

In addition, at the end of the project period, recipients must submit final progress reports that are cumulative over the entire period. The final reports are due 90 days after the end of the

agreement.

Sponsor organizations 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 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 or be selected for Affiliate.

For further guidance and training resources see: [Resources: Data Collection and Instruments](#).

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

Organizations that are current Affiliate pilot projects must submit an application in order to be eligible to receive national service positions for the following year. Please see the Application Instructions. Requests by existing sponsors for increases in the number of positions will be assessed using the review criteria published in this Notice.

The review will also be based on progress reports and CNCS staff's knowledge of the program. To be approved for continued national service positions, recipients must demonstrate satisfactory performance with respect to key program goals and requirements, as well as compliance with the MOA.

## **G. FEDERAL AWARDING AGENCY CONTACTS**

For more information or a printed copy of related material(s) email [Affiliate@cns.gov](mailto:Affiliate@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. The general public hours for the National Service Hotline are as follows:

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

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

## **H. OTHER INFORMATION**

### **1. Technical Assistance**

CNCS will host technical assistance calls to answer questions about this 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:  
[www.nationalservice.gov/affiliate](http://www.nationalservice.gov/affiliate).

**2. Re-Focusing**

CNCS reserves the right to re-focus national service positions available under this Notice in the event of disaster or other compelling needs.