

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: FY 2017 Day of Service Grants
Announcement Type: Initial Announcement
CFDA Number: 94.014 – Martin Luther King Jr Day of Service
94.012 – September 11th Day of Service and Remembrance

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 Wednesday, February 8, 2017 at 5:00 p.m. Eastern Time.
- Applications are due Wednesday, February 22, 2017 by 5:00 p.m. Eastern Time.
- Successful applicants will be notified in May, 2017.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of Day of Service Funding

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.

The Day of Service grant competition includes funding for both September 11th Day of Service and Remembrance (September 11th) and Martin Luther King Jr. Day of Service (MLK). Applicant organizations may apply for either September 11th, MLK, or both. Applicants may not submit more than one application for each Day of Service.

The purpose of the September 11th National Day of Service and Remembrance grant funding is to mobilize more Americans to engage in service activities that meet vital community needs and honor the sacrifice of those who lost their lives on September 11, 2001, or who rose in service as a result of that tragedy.

The purpose of the Martin Luther King Jr. Day of Service grant funding is to mobilize more Americans to observe the Martin Luther King Jr. federal holiday as a day of service in communities, to encourage those who serve on this holiday to make a long-term commitment to community service, and to bring people together to focus on service to others.

2. Funding Priorities

In order to carry out Congress's intent and to maximize the impact of investment in national

service, this Day of Service Notice prioritizes grant funding in distinct areas for September 11th and MLK.

For September 11th, CNCS will give priority consideration to applications that include a central focus on:

- engaging and supporting Veterans and Military Families in September 11th National Day of Service and Remembrance activities
- developing educational materials or curriculum for youth, including a plan for curriculum distribution and educating youth about service to honor September 11th National Day of Service and Remembrance

For MLK, CNCS will give priority consideration to applications that include a central focus on:

- reflection on the life and teaching of Martin Luther King, Jr.
- providing support and/or facilitating access to services and resources for economically disadvantaged people as demonstrated through use of economic opportunity performance measures

CNCS will give priority consideration to applications that feature major activities occurring on September 11th or MLK Day as applicable or within approximately one week of the actual Day.

Applicant organizations may apply for either September 11th, MLK, or both. Applicants may not submit more than one application for each Day of Service. Please note that priority consideration does not guarantee funding.

3. 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.

All applications must include at least one output performance measure that corresponds to their service activity and must also report on the total number of Day of Service volunteers managed. For more information, please refer to the September 11th and MLK National Performance Measures Instructions in Appendix I.

4. Program Authority

Grants under this initiative are authorized by statute. For September 11th, Section 198(k) of the National and Community Service Act, Pub. L. No. 101-610, as amended (42 U.S.C. § 12653(k)). For MLK, Section 198(i) of the National and Community Service Act, Pub. L. No. 101-610, as amended (42 U.S.C. § 12653(i)).

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

CNCS anticipates approximately \$600,000 for September 11th 2017 awards and \$750,000 for MLK 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 in the range of \$50,000 to \$150,000 for each Day of Service. The minimum amount CNCS will consider for an application in this funding opportunity is \$50,000 for each Day of Service. The maximum amount CNCS will consider for an application in this funding opportunity is \$150,000 for each Day of Service.

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 funding for subsequent years depends upon availability of appropriations and satisfactory performance, and is not guaranteed.

4. Type of Award

Day of Service grants will be awarded on a cost reimbursement basis. This *Notice* allows applicants to act as pass-through entities, subgranting organizations, partnership coordinators, or as the sole entity implementing Day of Service activities.

Pass-through entities must select subrecipients on a competitive basis through a subgrant. Acting as a pass-through entity (subawarding) is not required. Pass-through applicants should clearly describe their plan for subawarding in their application narrative.

Subawards are to be made in annual amounts of \$1,000 or more, per year. CNCS encourages Day of Service grant recipients that are intending to award larger subawards, to do so to subrecipients that show higher levels of impact and effectiveness.

To ensure that the competition is open, recipients should provide sufficient public notice of the availability of Day of Service subawards to all organizations within their network and out of their network community. Pass-through entities and subgranting organizations will ensure that the following information is availability to all potential applicants:

- which types of organizations are eligible for funding
- how to obtain and submit an application to the subawarding organization (subs should apply to the Day of Service recipient and not to CNCS)
- the criteria (including appropriate subcriteria) that will be considered in reviewing applications
- any relative percentages, weights, or other means used to distinguish among the criteria

Applicants may also apply to this *Notice* with partner organizations and a partnership plan. Partners must be named in the application in the Organizational Capability narrative section at the time the application is submitted to CNCS, and the partnership plan should identify how the partnership is structured.

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](#))

Tribal Organizations

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 Day of Service 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

Applicants are required to match funds equal to 25 percent of their requested program budget for September 11th and 70 percent of their requested program budget for MLK. The applicant's match can be cash and/or in-kind contributions matching funds. Applicants must demonstrate the ability to meet the 25 and/or 70 percent match requirement at the time of application submission. See section *D.6. Funding Restrictions* for more information.

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 Public Law No. 114-113 (Section 745 of Title VII, Division E, of the Consolidated Appropriations Act, 2016 (H.R. 2029)), if CNCS is aware that any corporation has any unpaid federal tax liability

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

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

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

D. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the Application Instructions, and the National Performance Measures Instructions (Appendix I). These documents are available online at www.nationalservice.gov/dayofservice.

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 DayofService@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 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 grant 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
- the Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include the Budget (SF-424A), 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 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 Wednesday, February 8, 2017. Please submit your intent by using this link: <https://www.surveymonkey.com/r/CNCSIntenttoApplyFY2017DayofService>. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

b. Application Submission Deadline

Applications are due Wednesday, February 22, 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 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 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 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

a. Award Funding Requirements

Awards under this Notice are subject to cost share or matching requirements. For September 11th, the amount of federal funding provided under awards will be limited to 75 percent of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#). For MLK, the amount of federal funding provided under awards will be limited to 30 percent of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#).

There are also limitations on the use of federal funds to recover indirect costs. As provided in [2 CFR 200.306\(c\)](#), unrecovered indirect costs may be included as part of an applicant’s cost sharing or matching requirements.

b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use 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, 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 percent *de minimis* rate must enter that information in the Organization section in eGrants.

c. Pre-Award Costs

Federal funds awarded pursuant to this Notice will not allow reimbursement for pre-federal award costs (See [2 CFR 200.209](#) and [200.458](#)).

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.

National Service Hotline hours are:

Monday - Thursday, 9:00 a.m. to 7:00 p.m. Eastern Time (in December and February)

Monday - Friday, 9:00 a.m. to 7:00 p.m. Eastern Time (in January)

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/Day of Service 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 funds. Reviewers will assess the quality of applications by using the selection criteria and will rate them accordingly. They will also consider the weights assigned to each criterion.

Categories/Subcategories	Percentage
Program Design	60
• Goals and Objectives	30
• Performance Measures	30
Organizational Capability	30
Cost-Effectiveness and Budget Adequacy	10

a. Executive Summary (0 percent)

Provide a concise, one-paragraph summary of the proposed project.

Use the following template:

The [Name of the organization] proposes to have [Number of] volunteers who will [what the volunteers will be doing] in [the locations the Day of Service activities will take place] on [Martin Luther King Jr. Day of Service and/or September 11th Day of Service and Remembrance]. On the [MLK or September 11] Day of Service, [# of] volunteers will be responsible for [anticipated goals of project]*. This program will focus on the CNCS focus area(s) of [Focus Area(s)]. For [MLK or September 11], the CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

***If applying for both Days of Service**, repeat these sentences. NOTE: CNCS will post these summaries on www.nationalservice.gov in the interest of transparency and open government.

b. Program Design (60 percent):

Goals and Objectives (30 percent):

Reviewers will assess the following:

- clearly identified sites: target communities, states, or regions that will be served to include at least 10 service locations for each Day of Service
- the extent to which the applicant meets the priorities listed in this Notice
- a program design that supports and engages individuals in activities reflecting on one or both as applicable:
 - on the sacrifice of those who died on September 11, 2001 and in honor of those who rose in service and continue to serve as a result of that tragedy
 - the life and teachings of Dr. King
- a reasonable and feasible timeline for major activities under the grant ensuring that activities occur either on September 11th or MLK Day as applicable or in close proximity to that date

- a clear and comprehensive plan for carrying out partner engagement or subgrantee selection or a comprehensive plan for implementing projects directly

Performance Measures (30 percent):

Reviewers will assess the following:

- persuasive evidence (i.e. statistical information) as to the identified need within the geographic community to be served
- grant-supported activities that focus on the Martin Luther King, Jr. holiday and/or September 11th and provides opportunities to connect to service beyond the Day of Service
- measurable outputs are identified that result from delivering the intervention including specific identified targets
- a data collection plan to measure the identified performance measures

c. Organizational Capability (30 percent):

Reviewers will assess the following:

- a sound organizational structure including experience managing federal grants, staffing, and management structure to plan and implement the proposed program
- a description of the relevant background and experience of key staff members and their respective roles, or the applicant’s plans to recruit, select, train, and support additional staff, and their proposed roles
- the experience or the capacity to successfully implement their proposed partner engagement or subgranting plan including monitoring plans*
- a plan to oversee and provide technical assistance and support for multiple programs at different locations
- robust financial management systems and that will ensure compliance with federal regulations

*This criteria will only be assessed if using a subgranting, pass-through entity, or partner engagement process. If the applicant does not propose any of these three plans, points from these criteria will be allocated to other organizational capability criteria.

d. Cost-Effectiveness and Budget Adequacy (10 percent):

Reviewers will assess the following:

- if the budget is adequate and reasonable to support the program design
- the extent to which the applicant demonstrates diverse, non-federal resources for program implementation and sustainability

2. Review and Selection Process

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

a. Compliance and Eligibility Review

CNCS 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, or is otherwise determined to be in compliance with the submission deadline; and,
- submitted an application that complies with the following program-specific requirement:
 - includes a budget requesting between \$50,000 and \$150,000 for the Day of Service project

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

b. Review of Applications

Panels of Reviewers (a combination of External Reviewers and CNCS Staff 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 Day of Service programming and/or the Focus Areas, as well as experience assessing applications. All Reviewers will be screened for conflicts of interest.

c. 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.

d. Senior Staff Review

CNCS senior staff will review the highest scoring applications from the blended review. Senior staff review includes a review for additional clarification items and alignment with Notice priorities in order to make a high quality recommendation.

e. 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 fashion may result in the application being removed from consideration. CNCS staff may conduct a site visit inspection as part of the clarification process, as appropriate.

f. 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

g. 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.

h. 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
 - faith-based organizations
 - Focus Area representation
 - high ratio of match and/or other revenue to CNCS investment

Based on the evaluation of these strategic characteristics, 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, compliant applicants will receive summary comments from the Application Review. 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
- a list of all External Reviewers who completed the review process

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 early May 2017 contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

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

2. Administrative and National Policy Requirements

a. Uniform Guidance

All awards 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, 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-cnsc-grants>.

d. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires 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 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:

- 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.

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 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 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 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.

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 DayofService@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 Thursday, 9:00 a.m. to 7:00 p.m. Eastern Time in December and February and Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time in January. 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 this session. Call-in information for the technical assistance call is on CNCS's website: www.nationalservice.gov/dayofservice.

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.

Appendix I

Performance Measure Instructions for September 11 and MLK Day of Service

All applicants must include at least one output performance measure. All information requested in the Performance Measure Instructions must be included in the text of the performance measures in the performance measures module and it must be evident in the text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Applicants must indicate the planned number of volunteers and hours for each performance measure. In addition to the CNCS performance measures below, applicants may develop their own performance measures.

Disaster Services

Measure D1	Number of individuals that received CNCS-supported services in disaster preparedness.
Definition of Key Terms	<p>CNCS-supported services: Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.</p> <p>Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.</p>
How to Calculate/ Measure/ Collect Data	<p>Unduplicated count of individuals that received CNCS-supported services in disaster preparedness.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency's call center records, referral logs, sign-in sheet, client tracking database, or other information management system.</p>

Measure D4	Number of individuals that received CNCS-supported services in disaster mitigation.
Definition of Key Terms	<p>CNCS-supported services: Could be a variety of different kinds of supports to help the individuals have a higher quality of life, but cannot only be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.</p> <p>Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases,</p>

	will have a long-term sustained effect.
How to Calculate/ Measure/ Collect Data	Unduplicated count of individuals that received CNCS-supported services in disaster mitigation The data should be collected using a tracking mechanism appropriate for the type of service, such as: CNCS-supported agency’s call center records, referral logs, sign-in sheet, client tracking database, or other information management system.

Economic Opportunity

Measure O1	Number of economically disadvantaged individuals receiving financial literacy services.
Definition of Key Terms	Economically disadvantaged: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts. Individuals: May be a single individual or may represent a family; may be of any age considered an “adult” in the state where services are provided Financial literacy services: Includes “financial literacy education with regard to credit management, financial institutions including banks and credit unions, and utilization of savings plans” (2009 Serve America Act).
How to Calculate Measure/ Collect Data	Unduplicated count of individuals to whom the “financial literacy services” are provided. Note that this is not simply a referral service. Individuals may contact the organization more than once during the year to get help but each individual should be reported here only once. Services may be provided in-person, on the phone, or by email. Tracking mechanism appropriate for type of service. May be a sign-in sheet or a tracking database.
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)
Measure O2	Number of economically disadvantaged individuals receiving job training and other skill development services.

Definition of Key Terms	<p>Economically disadvantaged individuals: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Job training: occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). P. 3, <u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004. Includes job training that results in obtaining a state or union certification in a skilled trade.</p> <p>Other skill development services: these include:</p> <ul style="list-style-type: none"> • Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education. • Classroom soft skills training that provides information about appropriate workplace behavior or job search skills. <p>(<u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.)</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of individuals completing the job training or skill development service for which they enrolled.</p> <hr/> <p>Course attendance records.</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O3	Number of economically disadvantaged individuals receiving job placement services.
Definition of Key Terms	<p>Economically disadvantaged individuals: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Job placement services: These services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services.</p>
How to Calculate Measure/Collect Data:	<p>Unduplicated count of individuals completing the job placement services for which they enrolled.</p> <hr/> <p>Course attendance records.</p>
Review Notes	Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)

Measure O4	Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities.
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Definition of Key Terms	<p>Housing unit: A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.</p> <p>Develop: Build new or substantially rehabilitate housing units that were uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.</p> <p>Repair: A more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards..</p> <p>Otherwise made available: Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable. For example, assistance in searching for the unit, a rent subsidy that makes the unit affordable to the individual or family.</p> <p>Low-income: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Individuals and families: The U.S. Census definition of “household,” which includes all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.</p> <p>People with disabilities: Subset of individuals and families that meets a definition related to inability to live independently without support (could use HUD definition). Separate mention in this measure may not be needed, but could leave it in and count units for people with disabilities separately to acknowledge emphasis on this population.</p>
How to Calculate Measure/Collect Data	<p>Unduplicated count of Housing Units developed, repaired, or otherwise made available as defined here for low income individuals, families or persons with disabilities. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.</p> <p>Programs can use a dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.</p> <p>Programs that are able to count Individuals placed in the housing units they develop, repair or make available should report on Measure O5.</p> <p>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</p>

Measure O5	Number of economically disadvantaged individuals, including homeless individuals, receiving housing services.
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Definition of Key Terms	<p>Economically disadvantaged: Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p>Homeless: Individuals who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See the Dept. of Housing and Urban Development definition at http://www.hud.gov/homeless/definition.cfm</p> <p>Individuals: Each unique person who will be occupying the unit legally including adults and children but not unborn children.</p> <p>Housing services: Helps qualifying individuals find appropriate housing, find the resources to support use of appropriate housing, and assists individuals in accessing the appropriate housing. May or may not result in an actual placement. May also include hands-on housing development and repair activities. Housing development adds to the housing stock by building a new unit or substantially rehabilitating a unit that was either uninhabitable or soon would have become so. Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard. Housing repair is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances and removing safety hazards. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.</p>
How to Calculate Measure/Collect Data	<p>Count of Individuals as defined above benefitting from the housing service. Can only count each individual once during the program year even though it may be necessary to provide services to the individual more than once. Programs that are only able to count Housing Units should report on Measure O4.</p> <p>The data should be collected using a tracking mechanism appropriate for the type of service, which may include: CNCS-supported agency's administrative or call center records, referral logs, attendance logs or sign-in sheet, client tracking database, or other information management system.</p> <p>The client tracking database should have unique IDs (e.g. Homeless Management Information System (HMIS)).</p>
Review Notes	<p>Individuals counted in National Performance Measures must meet definition of "economically disadvantaged" in the Performance Measure Instructions. (Note: Definitions are different for different performance measures.)</p>

Education

Measure ED29	Number of children served in child safety, welfare, and health programs
Definition of Key Terms	<p>Children: Individuals under 21 years of age.</p> <p>Child safety, welfare, and health programs: Programs that serve children with the goal of improving the children's safety, welfare, and or health.</p>
How to	Count of children who are served in programs that fit the above description.

Calculate Measure/ Collect Data	
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Environmental Stewardship

Measure EN4	Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are treated.
Definition of Key Terms	<p>National parks, State parks, city parks, county parks: Park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)</p> <p>Other public lands: Other publicly owned lands; land owned by nonprofits for public use or the public good (such as land conservancies); and public easements.</p> <p>Tribal lands: Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. SEC. 101. [42 U.S.C. 12511] Definitions (http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm)</p> <p>Treated: National service members and/or program volunteers removed invasive species, planted native plants, built riparian buffers, cleared of natural debris (such as fallen trees/limbs, hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatment must go beyond basic trash removal.</p>
How to Calculate/ Measure/ Collect Data	<p>Count of number of acres that are treated for the intent of improvement. Count each acre that is treated only once during the program year. It may be necessary to treat an acre more than once, but it should be counted only once. Only count the acres that are actually treated; do not count the entire park/land area unless your project treats the entire area.</p> <p>Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the area improved.</p> <p>CNCS encourages applicants and grantees to perform service with the greatest impact versus providing minimal impact to the highest number of acres. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and enhance the land or habitat to a higher-quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan, although it is preferable to also describe how the proposed intervention will return the targeted area to a higher-quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of acres “improved”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority (ideally one that has been documented in a governmental land management improvement plan).</p>

Measure EN5	Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments; nonprofits when for public use or the public good; and public easements) that are treated and/or constructed.
Definition of Key Terms	<p>Trails: For walking, running, biking, horses or other forms of recreation.</p> <p>Waterways: Includes rivers, lakes and other bodies of water on or abutting public land.</p> <p>Treated: Removed invasive species, planted native plants, built riparian buffers, improved tread/corridor of existing trail or made changes to increase the trail lifespan, removed unsafe trail structures, repaired damage caused by visitor use, made changes to increase accessibility, cleared of natural debris (such as fallen trees/limbs and hazardous fuel) and unnatural debris (such as disaster debris and improperly disposed waste). Treatments must go beyond basic trash removal.</p> <p>Constructed: Making new trails available by implementing safety measures, making handicapped accessible, or environmental protection measures such as boardwalks, grading, trail-blazing, converting a railroad bed to a trail, etc. that make trails newly available.</p>

<p>How to Calculate/ Measure/ Collect Data</p>	<p>The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention (treatment) to address the problem that will lead to the improvement or restoration of the trail or waterway to a higher quality ecosystem. The prescribed treatment/intervention could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan. For example, adhere to the resource management standards for riparian work specified by USDA’s Natural Conservation Practice Standard “Riparian Herbaceous Cover”: http://www.nrcs.usda.gov/technical/Standards/nhcp.html.</p> <p>Sum of number of miles of trails and/or waterways that are treated, and/or constructed. Count each mile only once during the program year. Count the area treated on/in the trail/waterway and immediately next to the trail/waterway. It may be necessary to treat the same mile of trail/waterway more than once but include in count only once. If, for example, the program or project is to repair a trail, then the whole width of the trail that is being repaired can be counted, not just the width of the fencing. If the lack of a trail has led to damage in the area, then the area of that restoration/repair work would count too.</p> <p>CNCS encourages applicants and grantees to perform service with the greatest impact versus providing minimal impact to the highest number of miles. The applicant or grantee should identify a certain deficiency or serious environmental risk or describe a compelling problem that is well documented and propose an evidence-based intervention to address the problem and restore the trail or waterway to a safe and useable status or enhance the waterway to a higher-quality ecosystem. The evidence-base could be a governmental land management improvement plan if it addresses the targeted problem, and is preferably an identified priority in the plan. Describe how the proposed intervention will return the targeted area to a quality environment and relevant evidence to support the value of the intervention. For example, while conducting seasonal maintenance may allow a grantee to report greater numbers of miles “treated”, it is less likely to be selected for funding if it does not address a compelling environmental problem, deficiency, risk or priority.</p> <p>Tracking document, survey or acknowledgement of receipt of services from entity that owns or administers the trail or waterways improved.</p>
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Healthy Futures

<p>Measure H2</p>	<p>Number of clients to whom information on health insurance, health care access and health benefits programs is delivered.</p>
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Definition of Key Terms	<p>Health insurance: Risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services.</p> <p>Preventive health care services: Preventive health behavior is "any activity undertaken by an individual who is (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246). In the context of healthcare services this may include the provision of a range of activities such as immunizations, family planning, and health/wellness education. More broadly this includes individuals engaging in lifestyle changes (e.g., nutrition, exercise) to help mitigate risk of disease.</p>
How to Calculate Measure/Collect Data	<p>The information may be delivered using methods such as individual-level interactions, group-level interactions, hotlines, clearinghouses, etc.</p> <p>Count unduplicated new individuals who are provided with information, as a result of the grantee's activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the client only once.</p> <p>Grantee reports and logs of interactions with clients.</p>

Measure H10	Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.
Definition of Key Terms	Emergency food: "Emergency" food assistance is not meant to designate routine help in meeting a family's needs. The emergency may be experienced by the family personally, such as their house burning down, or it may be experienced by the community more broadly, such as a natural disaster.
How to Calculate Measure/Collect Data	<p>Count of unduplicated individuals for whom the distributed food is intended. Should only be counted the first time they are served.</p> <p>All members of a family should be counted. For example, if the food is given to an individual to bring home to a family of "4" including the individual, then the count is "4" rather than "1".</p> <p>Client tracking database or tracking form.</p>

Veterans and Military Families

Measure V1	Number of veterans that received CNCS-supported assistance.
Definition of Key Terms	<p>Veteran: "a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable." section 101 of title 38,23 United States Code, http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</p>

	<p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p>How to Calculate Measure/Collect Data</p>	<p>Unduplicated count of veterans receiving services or assistance from the CNCS-supported program. Regardless of the number of times the veteran returns for services or the number of different services the veteran may receive from the CNCS-supported program, each veteran should be counted only once per grant year.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

Measure V7	Number of family members of active duty military service members that received CNCS-supported assistance.
Definition of Key Terms	<p>Active duty military service member: The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” (Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011. http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf). CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p>Family members: Immediate family members related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased.</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students.

	<ul style="list-style-type: none"> • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p>How to Calculate Measure/Collect Data</p>	<p>Unduplicated count of family members receiving services or assistance from the CNCS-supported program. Count is based on the member of the family who is an active duty military service member. Services may be provided to the family as a group or to individual members but each family member, even if they are part of the same military family, should receive a count of “1”. Regardless of the number of times the family member returns for services or the number of different services the family member may receive from the CNCS-supported program, each family member should be counted only once per grant year.</p> <p>Services may include referrals to federally supported military services but cannot be exclusively referrals/education about those services. Services may be provided in person, on the phone, or by email.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

Measure V8	Number of veterans' family members that received CNCS-supported assistance.
Definition of Key Terms	<p>Veteran: “a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.” section 101 of title 38,23 United States Code, http://veterans.house.gov/sites/republicans.veterans.house.gov/files/documents/Title%2038-SCRAPrint3.pdf</p> <p>Family members: Immediate family members related by blood, marriage, or adoption to a veteran of the U.S. armed forces, including one who is deceased. CNCS-supported assistance: could be a variety of different supports to help the veterans' family members have a higher quality of life, but cannot simply be referrals to federal services without supplementary assistance. The assistance may be delivered by phone, e-mail, or in person. It may be delivered individually or as a group.</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member's return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation.

	<ul style="list-style-type: none"> • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services. • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p>How to Calculate Measure/Collect Data</p>	<p>Unduplicated count of family members receiving services or assistance from the CNCS-supported program. Regardless of the number of times the family member returns for services or the number of different services the family member may receive from the CNCS-supported program, each family member should be counted only once per grant year.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

Measure V9	Number of active duty military service members that received CNCS-supported assistance.
Definition of Key Terms	<p>Active duty military service member: The term “active duty” means “Full-time duty in the active military service of the United States, including the United States Army, the United States Navy, the United States Air Force, the United States Marine Corps, and the United States Coast Guard. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.” (Department of Defense Dictionary of Military and Associated Terms, As Amended Through 15 May 2011. http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf). CNCS considers National Guard members and reservists and wounded warriors sub-groups of active duty military service members for the purposes of grant applications and performance measure reporting.</p> <p>CNCS-supported assistance: A variety of different supports that enhance the quality of life of veterans, military members, and their families, including:</p> <ul style="list-style-type: none"> • Coordinate community needs for military families during pre-deployment, deployment, and reintegration. • Promote community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return home. • Recruit veterans for national service and volunteer opportunities, including opportunities that utilize their military experience, such as disaster response projects. • Assist veterans with access to educational benefits and services. • Develop educational opportunities for veterans, including opportunities for professional certification, licensure, or other credentials. • Coordinate activities with and assist State and local agencies that provide veterans with educational benefits. • Assist veterans with access to employment benefits and services. • Coordinate activities with and assist agencies that serve veterans and military families with internships and fellowships that may lead to employment in the private and public sectors. • Assist veterans and active-duty military to access state and federal benefits. • Promote efforts within a community to serve the needs of veterans and active-duty military. • Assist veterans to file benefits claims. • Mentor military children. • Develop mentoring relationships between veterans and economically disadvantaged students. • Assist veterans with transportation. • Develop projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities with transportation and other supportive services.

	<ul style="list-style-type: none"> • Provide veterans with legal assistance, assistance accessing mental healthcare, and assistance accessing affordable housing. <p>Assistance cannot simply be referrals to federal services without supplementary assistance.</p>
<p>How to Calculate Measure/Collect Data</p>	<p>Unduplicated count of active duty military service members receiving services or assistance from the CNCS-supported program. Regardless of the number of times the military service member returns for services or the number of different services the military service member may receive from the CNCS-supported program, each military service member should be counted only once per grant year.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>