

# NOTICE OF FEDERAL FUNDING AVAILABILITY

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** FY 2016 Foster Grandparent Program (FGP) Replacement Sponsor Competitions in selected States/Geographic Areas  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.011

## Important Dates

- Applications are due Friday, July 15, 2016 by 5:00 p.m. Eastern Time.
- Successful applicants will be notified by late-August 2016.
- **Disclosure:** Publication of this Notice of Federal Funding Availability (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate any particular amount of funding.

## FULL TEXT OF THE NOTICE

### A. PROGRAM DESCRIPTION

#### 1. Purpose of FGP Replacement Sponsor Competitions

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.

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

The purpose of this grant funding is to support one or more grant(s) for Foster Grandparent Program (FGP) operations and programming within the specific geographic service areas. States and geographic locations within states are eligible for this competition due to the incumbent FGP sponsor relinquishing the grant or otherwise vacating services in the geographic location.

Within each state, there are designated geographic locations in which applicants should propose to provide FGP services. Please see [www.nationalservice.gov/SeniorCorps\\_Replacement\\_Grants](http://www.nationalservice.gov/SeniorCorps_Replacement_Grants) for an individual Fact Sheet for each state included. Each state Fact Sheet includes information on the geographic locations, the estimated annual federal funding, and the total number of Volunteer Service Years associated.

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

## **2. Funding Priorities**

This Notice prioritized funding in the Education Focus Area. FGP applicants must meet the requirements of the FGP National Performance Measures, which prioritizes in Education. Grants within this Focus Area will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children, and for children with special and/or exceptional needs. Activities may include:

- providing support and/or facilitating access to services and resources that contribute to school readiness
- providing support that improves academic performance
- providing support that improves academic engagement.

## **3. National Performance Measures**

The National and Community Service Act, as amended by the Edward M. Kennedy Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS's five-year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide National Performance Measures. CNCS expects applicants, including FGP, to use National Performance Measures as part of a comprehensive performance management strategy that relies on both performance and evaluation data to learn from its work, as well as make strategic adjustments to achieve its goals. For more information, please refer to Appendix B for the FGP National Performance Measure Instructions at [www.nationalservice.gov/resources/performance-measurement/fgp-senior-corps](http://www.nationalservice.gov/resources/performance-measurement/fgp-senior-corps).

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

**For every \$6,000 in annual base federal funding**, at least one Volunteer Service Year worth of service must be placed in work plans that result in National Performance Measure **outcomes** in the Education focus area

*\*Volunteer Service Year (VSY) VSY:* is a budget term that equals 1,044 hours. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1044 hours x \$2.65 per hour).

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

- a. **Calculating the number of VSYs/unduplicated volunteers required to be placed in outcome-based assignments to meet the FY 2016 National Performance Measures**

CNCS has a standard calculation for all FGP grantees to use to determine the number of VSYs/unduplicated volunteers needed to meet the 2016 National Performance requirements.

- Calculation: Total Federal Funding divided by \$6,000 (used as the per VSY rate) = the number of VSYs needed in national performance measures.
- The number of VSYs and number of unduplicated volunteers will be the same. This calculation assumes that one VSY equals one unduplicated volunteer.
- The number you calculate will be used to place your outcome-based unduplicated volunteers in work plans.

Applicants should also review and understand the following parameters:

- Per Federal VSY costs: Applicants may request up to \$6,000 per VSY. The \$6,000 per VSY is the ceiling, and may not be exceeded. Applicants may request a rate per VSY that is less than \$6,000. There is no established floor.
- Applicability of the Direct Benefits Ratio (80/20 Rule): Applicants should be aware that they must meet the required split of 80 percent of funds directly supporting volunteers and 20 percent of funds in volunteer support (grant administration).

#### **4. Program Authority**

CNCS's legal authority to award FGP grants is found in the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. § 4950 et seq.). The FGP regulations may be found at [45 CFR Part 2552](#). See section F., *Federal Award Administration Information*, for specifics on the full range of administrative and national policy requirements.

## **B. FEDERAL AWARD INFORMATION**

### **1. Estimated Available Funds**

CNCS anticipates awarding an amount not to exceed approximately \$2.4 million for the 2016 FGP Replacement Sponsor Competition. CNCS reserves the right to prioritize providing funding to existing awards over making new awards.

Please see individual State Fact Sheets for information on each funding opportunity.

### **2. Estimated Award Amount**

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

Applicants proposing the use of evidence based programs may be eligible for a higher level of federal funding up to \$400,000. Applicants must provide documentation of how a higher level of funding supports the implementation of evidence based programs. (Evidence Based, See Appendix C)

### **3. Project Period**

The grants award covers a 3-year project period. CNCS generally makes an initial award for the

first year of operation of the grant. Continuation funding for subsequent years is not guaranteed and may be dependent upon availability of appropriations, satisfactory performance that signals the grantee is on track to achieve its proposed performance measures at the end of the grant, demonstrated capacity to manage the grant, and compliance with grant requirements, including terms and conditions, reporting, and securing the required non-federal share. CNCS reserves the right to adjust the amount of an award or elect not to continue funding.

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

FGP Replacement Sponsor grants will be awarded on a cost reimbursement basis.

### **C. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants**

Only entities within each state, where there are geographic service areas identified in the fact sheets, are eligible to apply. Within those states the following entities are eligible to apply: public or private nonprofit organizations (including faith-based and other community organizations); institutions of higher education; government entities within states or territories (e.g., cities, counties); government-recognized veteran service organizations; labor organizations; partnerships and consortia; and Indian tribes.

An Indian tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community; including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act ([43 U.S.C. §1602](#)), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian tribes also include tribal organizations controlled, sanctioned, or chartered by an entity described above.

Organizations that have been convicted of a federal crime may not receive assistance described in this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply.

#### **2. Matching Requirements**

All applicants applying to establish an FGP project for the purpose of this competition are required to fund their projects in part through local, non-federal contributions.<sup>1</sup> The required local contribution is at least 10 percent of the total project budget. The local contribution portion should be reflected in the Budget Section of the application. The non-federal share can be cash or in-kind matching funds.

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

This Notice should be read together with the FGP regulations, [45 CFR Part 2552](#), the Grant Application Instructions, and the National Performance Measures. These documents are available online at [www.nationalservice.gov/SeniorCorps\\_Replacement\\_Grants](http://www.nationalservice.gov/SeniorCorps_Replacement_Grants).

#### **1. Address to Request Application Package**

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<sup>1</sup> Federal funds from another agency may be used as match if permitted by that federal agency.

Applicants should refer to CNCS's Funding Opportunity webpage ([www.nationalservice.gov/SeniorCorps\\_Replacement\\_Grants](http://www.nationalservice.gov/SeniorCorps_Replacement_Grants)) to obtain the necessary information to apply. Applicants can also send an email to [FGPSCP@cns.gov](mailto:FGPSCP@cns.gov) for a printed copy of the application materials. The TTY number is (800) 833-3722.

## **2. Content and Form of Application Submission**

Please choose the following NOFA when starting your application in eGrants: **FY 2016 FGP Replacement Sponsor Competition.**

### **a. Application Content**

Complete applications must have the following components:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system. When applicants complete the application in eGrants, many of the fields will automatically be filled with information entered during the registration process.
- Narrative
  - Executive Summary: This is a brief description of the proposed program. The executive summary should not be longer than 1 page. Executive Summaries of all compliant applications are published on the CNCS website following grant awards.
  - Strengthening Communities
  - Recruitment and Development
  - Program Management
  - Organizational Capability
  - Other (Evidence Based, see Appendix C)
- Cost-Effectiveness and Budget Adequacy (Budget and Budget Narrative)
- Performance Measures
- Authorization, Assurances, and Certifications

### **b. Page Limits**

Applications may not exceed **15** double-spaced pages for Narratives, including the SF-424 Facesheet, Executive Summary, and Program Narrative as the pages print out from eGrants. The page limit does not include the Budget section and Performance Measures.

Reviewers will not consider material past the page limit, even if eGrants allows applicants to enter and submit text over the limit. CNCS strongly encourages applicants to print out the application from the "Review and Submit" page before submitting it, in order to make sure it is within the page limit.

## **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 <http://fedgov.dnb.com/webform>. CNCS recommends registering at least 30 days before the application due date.

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

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

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

#### **4. Submission Dates and Times**

##### **a. Application Submission Deadline**

Applications are due Friday, July 15, 2016 by 5:00 p.m. Eastern Time. CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted in CNCS website.

##### **b. Late Applications**

CNCS may consider an application submitted after the deadline, but only if the applicant submits a letter to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) explaining the extenuating technical circumstances that caused the delay. CNCS must receive the letter within a business day after the deadline. If technical issues prevent an applicant from submitting an application on time, the letter should include the eGrants ticket number provided by the National Service Hotline. Communication with CNCS staff, including an applicant's program officer, is not a substitute for sending the letter. CNCS will determine whether or not to accept a late application on a case-by-case basis. Please be advised that CNCS will not consider an advance request to submit a late application.

#### **5. Funding Restrictions**

The Administrative and National Policy Requirements section (F.2.) of this Notice contains the regulations that outline the funding restrictions.

##### ***Indirect Cost***

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlines 2 CFR 200.414, "Direct costs". Indian tribes may use approved cost allocation plans. All methods must be applied consistently across all federal awards. Applicants who hold a federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants.

## 6. Other Submission Requirements

### a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via eGrants, CNCS's web-based system (<https://egrants.cns.gov/espan/main/login.jsp>). 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 document into the appropriate eGrants field no later than 10 days before the deadline.

The person who submits the application must be the applicant's authorized representative. 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.

Contact the National Service Hotline at (800) 942-2677 or via ([https://questions.nationalservice.gov/app/ask\\_eg](https://questions.nationalservice.gov/app/ask_eg)) if a problem arises when creating an account or preparing or submitting the application. National Service Hotline hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m. Eastern Time. Be prepared to provide the application ID number, 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 extenuating 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  
ATT: Office of Grants Policy and Operations/ FGP Replacement Sponsor Competition  
250 E Street, SW  
Washington, DC 20525

Please use a non-U.S. Postal Service 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

Applicants are required to submit additional documents by the application submission deadline. Refer to the Grant Application Instructions for a full list of required documents.

All required additional documents must be emailed to [FGPSCP@cns.gov](mailto:FGPSCP@cns.gov) with the following subject line: FGP Replacement Sponsor Competition Additional Documents - Application ID number. Within the email, please include the following information:

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

- files that include the legal applicant name and application ID number within the body of each document.

***Do not submit supplementary material such as videos, brochures, or any items not requested in this Notice. CNCS will not review or return them.***

## **E. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

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

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

#### **Basic Selection Criteria: Categories and Respective Weights**

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

#### **a. Program Design (50%):**

##### **Strengthening Communities (35%)**

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

Q1. (7%)

Work plans describe and demonstrate the community need.

Q2. (7%)

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

Appendix B)

Q3. (7%)

Work plans logically connect four major elements to each other:

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

Q4. (7%)

Work plan outputs and outcomes are aligned with National Performance Measure instructions.

Q5. (7%)

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

**Recruitment and Development of Volunteers (15%)**

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

Q6. (5%)

Demonstrates a plan and infrastructure to ensure FGP volunteers receive training needed to succeed in the service activities described in the work plan.

Q7. (5%)

Describes the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could possibly include:

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

Q8. (5%)

Demonstrates a plan and infrastructure to retain and recognize FGP volunteers

**b. Organizational Capability (30%):**

**Program Management (15%)**

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

Q9. (5%)

Plans and infrastructure to ensure management of volunteer stations in compliance with FGP program regulations.

Q10. (5%)

Plans and infrastructure to develop and/or oversee volunteer stations to ensure that

volunteers are performing their assigned service activities.

Q11. (5%)

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

**Organizational Capability (15%)**

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

Q12. (5%)

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

Q13. (5%)

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

Q14. (5%)

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

**c. Cost-Effectiveness and Budget Adequacy (20%)\*:**

Reviewers will assess the extent to which the applicant has demonstrated to:

Q15. (10%)

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

Q16. (10%)

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

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

**2. Review and Selection Process**

The assessment of applications involves a wide range of considerations. CNCS will engage Staff Reviewers with relevant knowledge and expertise in aging issues and volunteering to provide input on the eligible applications. In the end, the review and selection process will produce a balanced set of high-quality programs that represent the priorities and other considerations described in this Notice.

**a. Stages in the Review and Selection Process**

**Compliance and Eligibility Review**

CNCS staff will review all applications to determine compliance with the eligibility, deadline

and completeness requirements. The compliance review does not include reading the entire application. Applications determined non-compliant will not be considered. An application is compliant if the applicant:

- is an eligible organization
- submitted an application and all required documentation by the submission deadline
- submitted an application that is complete, in that it contains all required elements and follows the instructions provided in this Notice
- has not been denied CNCS Senior Corps funding in the past three years

CNCS will screen applications in accordance with the requirements in this Notice to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not receive an award.

### **Internal Review**

CNCS Staff Reviewers will assess the applications based on the Program Design, Organization Capacity, and Cost-Effectiveness and Budget Adequacy Selection Criteria. CNCS will recruit and select Staff Reviewers on the basis of demonstrated expertise in senior programming and the Education Focus Area, as well as experience assessing applications. All reviewers will be screened for conflicts of interest.

### **Post Review Quality Control**

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

### **Clarification Process**

CNCS may ask some applicants to provide clarifying information to resolve questions and issues. This information is used by CNCS staff 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 clarification. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration. CNCS staff may conduct a site visit inspection, as appropriate.

### **Risk Assessment Evaluation**

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, CNCS may consider the following:

- financial stability
- quality of management systems and ability to meet the management standards prescribed

- in applicable OMB Guidance
- 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)
    - Dun and Bradstreet
    - “Do Not Pay”
  - reports and findings from single audits performed under Subpart F – Audit Requirements, 2 CFR Part 200 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.

### **Program Staff Recommendation**

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

### **Selection for Funding**

The respective CNCS Area Manager will consider the staff recommendation. If the Area Manager agrees with the recommendation from the State Director, he/she will issue a notification of concurrence to the Director of Senior Corps Director. If the Area Manager disagrees with a recommendation, he/she will convene a Senior Staff Review that includes the Director of Senior Corps. Following the Senior Staff Review, the Director of the Senior Corps will make a determination as to whether the applicant shall be selected for funding.

CNCS may also use geographic characteristics of rural and non-rural communities to achieve balance in the final portfolio.

*CNCS reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any of such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CNCS in response to this Notice.*

### **3. Feedback to Applicants**

Following grant awards, compliant applicants will receive summary comments from the Review. This feedback will be based on the review of the original application and will not reflect information that may have been provided in response to clarification.

#### **4. Transparency in Grant-making**

CNCS is committed to transparency in grant-making. The following information for new applications will be published on the CNCS website (<http://nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>) within 90 business days after all grants are awarded:

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

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

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

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by late-August 2016. Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award (NGA) signed by the grant officer is the authorizing document for grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

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

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

The NGA incorporated the approved application as part of the binding commitments under any award, the approved application, budget, and a special condition requiring all FGP grantees to adopt the CNCS National Performance Measures. Awards will be subject to the specific terms and conditions established for discretionary grants or defined in the Terms and Conditions of Special Conditions attached to the award. If necessary, applicants will have the opportunity to negotiate conditions before they accept an award.

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, now consolidated in [2 CFR Parts 200](#)). This final guidance superseded and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles), A-110 and A-102 (the former Administrative Requirements), A-133 and A-50 (the former Audits and Audit Follow up), and A-89 (the former Federal Domestic Assistance Program Information).

- [45 CFR Part 2552](#)—FGP Federal Regulations
- [2 CFR Part 175](#)—Award Term for Trafficking in Persons
- [2 CFR Parts 180](#) and [2200](#)—Nonprocurement Debarment and Suspension
- [45 CFR Part 2545](#)—Government-wide Requirements For Drug-Free Workplace

(Financial Assistance)

- [45 CFR Part 2555](#)—Nondiscrimination On The Basis Of Sex In Education Programs Or Activities Receiving Federal Financial Assistance
- The Single Audit Act ([31 U.S.C. Chapter 75](#))
- [45 CFR Part 2552](#)—Legal limitations including prohibited activities

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

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

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

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

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

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

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

See 45 C.F.R. § 2540.200–§ 2540.207 and <http://www.nationalservice.gov/resources/criminal-history-check> for complete information and FAQs.

### **4. Use of Materials**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (45 CFR §§ 2543.36; 2541.30).

## **5. 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.

Grantees are required to provide bi-annual progress reports and bi-annual financial reports through eGrants, CNCS's web-based grants management system. All grantees must provide quarterly expense reports through the Payment Management System (PMS) at the U.S. Department of Health and Human Services.

In addition, at the end of the grant period, grantees 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 and Field Financial Management Center. The final reports are due 90 days after the end of the agreement.

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

- the data measures what it intends to measure
- the data reported is complete
- the grantee collects data in a consistent manner
- the grantee takes steps to correct data errors
- the grantee actively reviews data before it submits it.

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

For further guidance and training resources see – Resources: Data Collection and Instruments: [https://www.nationalserviceresources.gov/npm/home#.U9qVL\\_ldW3o](https://www.nationalserviceresources.gov/npm/home#.U9qVL_ldW3o)

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

The FGP Replacement Sponsor Competition Notice and FGP Grant Application Instructions can be found online at [www.nationalservice.gov/SeniorCorps\\_Replacement\\_Grants](http://www.nationalservice.gov/SeniorCorps_Replacement_Grants). The TTY number is (800) 833-3722.

Each individual state Fact Sheet includes the contact information for the CNCS office in the associated state.

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. Applicants can also use this link: [https://questions.nationalservice.gov/app/ask\\_eg](https://questions.nationalservice.gov/app/ask_eg). 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**

Each CNCS State Office participating in this Notice will host technical assistance calls to answer questions about the funding opportunity and about eGrants and strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls can be found on the Competition website: [www.nationalservice.gov/SeniorCorps\\_Replacement\\_Grants](http://www.nationalservice.gov/SeniorCorps_Replacement_Grants).

**2. Re-Focusing of Funding**

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