

# NOTICE OF FEDERAL FUNDING AVAILABILITY

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** FY 2015 Foster Grandparent Program (FGP) Replacement Sponsor Competitions in selected States/Geographic Areas  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.011

**APPLICATION DEADLINE:** Applications are due **Thursday, April 30, 2015** by 5:00 p.m. Eastern Time. Successful applicants will be notified in June 2015.

**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 between 15 and 40 hours per week in schools, hospitals, drug treatment centers, correctional institutions, and child care centers. Among other activities, they review schoolwork, reinforce values, teach parenting skills to young parents, and care for premature infants and children with disabilities. Foster Grandparents often maintain an ongoing, intensive relationship with the children and youth served for a year or longer.

The purpose of this grant funding is to support one or more grant(s) for Foster Grandparent Program (FGP) operations and programming within the geographic service areas as described below.

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.

The states included in this competition are: Kentucky, Louisiana, New York, South Carolina, Texas, and Wyoming. 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 to the funding opportunities included in this Notice 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 2015 FGP Replacement Sponsor Competition Notice limits grant-making to the states and geographic locations, as described above.

FGP applicants must meet the requirements of the FGP National Performance Measures, with a concentration in the Education Focus Area. 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. Optional Implementation of Evidence-Based Programming**

Applicants are provided with the opportunity to implement a national service model with a moderate or high level of evidence under this Notice. Inclusion of evidence-based programming is optional. Please see below for additional descriptions and instructions.

### **a) Evidence-Based Programming: Definitions and Resources**

- Moderate Level of Evidence with Impact evaluations show causality by comparing intervention recipients to non-recipients using comparison groups with a quasi-experimental design.
- Strong Level of Evidence with Impact evaluations show causality by comparing intervention recipients to non-recipients using randomly- assigned control groups using an experimental design.

For more information please review the evidence curriculum that is available on line on the CNCS Performance Measurement Core Curriculum website: <http://www.nationalservice.gov/resources/performance-measurement/training-resources>

**b) Including Evidence-Based Programming in the Grant Application**

**1) Funding above the amount listed in this Notice**

Evidence-based programming can result in increased costs, due to factors such as higher levels of volunteer training; additional staff for optimal supervision; and/or the necessity to purchase specific program curricula and materials. Applicants suggesting a national service model with a moderate or high level of evidence may propose a higher funding amount than is listed in this Notice, as applicable.

The availability of funding above the level listed in this Notice is dependent on the availability of funding appropriated by Congress.

The funding level for successful applicants seeking funding above the level listed in this Notice, in support of an evidence-based model, will be finalized through the clarification and negotiation processes.

**2) How to include optional evidence-based programming in the Grant Application**

• **Performance Measures Work Plans—Part III**

Follow the published instructions for work plans in the grant application. Performance measures work plans can be specific to the proposed evidence-based programming model. Complete all sections of the work plan, as described in the Grant Application Instructions.

• **Budget—Part V**

In addition to the line items and funding amounts in support of the overall FGP project, include any additional funds requested to support the evidence-based programming model. Use the Budget Narrative section to describe each evidence-based programming model line item.

**4. 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.

See <http://www.nationalservice.gov/resources/performance-measurement/fgp-senior-corps> for FGP National Performance Measure Instructions.

## **5. Program Authority**

The statute governing FGP is 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](#).

## **B. FEDERAL AWARD INFORMATION**

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

An estimated total of \$1.7 million is available for the FGP Replacement Sponsor competition. Please see individual State Fact Sheets for information on each funding opportunity.

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

Annual 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.

### **3. Project Period**

The project period for an FGP grant is three years. Funds awarded in 2015 are for year one of the grant. Grantees are eligible for continuation funding in the 2<sup>nd</sup> and 3<sup>rd</sup> years, contingent upon:

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

The above factors determine whether CNCS may adjust a grant award in subsequent years, or elect not to continue funding.

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

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

### **5. Indirect Cost**

CNCS allows applicants to include administrative indirect costs in CNCS grant budgets. Applicants have the option of using an indirect cost rate that is approved by the cognizant federal agency.

In certain cases, such as when an applicant has not previously had an indirect cost rate agreement, a de minimis rate of 10 percent (10%) of modified total direct costs may be used. The request and approval for use of a de minimis rate in the budget will occur during award negotiation.

Please reference the Uniform Guidance for additional information located here: [Cost Principles](#)

## **C. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Eligible applicants are public agencies (including state and local agencies and other units of government), non-profit organizations (including community-based organizations, both faith-based and secular), institutions of higher education, government-recognized veteran service organizations, 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 one of the entities described above. Any applicant serving federally recognized Indian tribes, or any federally recognized Indian tribal organizations and/or non-profit organizations working with Indian tribes must provide documentation which evidences the approval, by the appropriate tribal governing body, of the applicant’s intention to commence operations within that jurisdiction and/or serving their community members.

Existing CNCS grantees, including existing FGP grantees, are eligible to apply. However, preference will not be given to organizations currently or formerly receiving CNCS funds. CNCS encourages organizations that have never received funding from CNCS to apply for funds described in this Notice.

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. Cost-Share or 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. 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 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**

Applicants should refer to the CNCS website 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 package. 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 2015 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
- Executive Summary: This is a brief description, maximum of one page. The Executive Summaries of all compliant applications are published on the CNCS website following grant awards
- Narrative
  - Strengthening Communities
  - Recruitment and Development of Volunteers
  - Program Management
  - Organizational Capability
- Cost-Effectiveness and Budget Adequacy (Budget and Budget Narrative)
- Authorization, Assurances, and Certifications
- Performance Measures (to be generated by the eGrants work plans performance module)

Please refer to the Application Instructions for a complete list of required documents.

### **b. Page Limits**

Applications may not exceed **25** 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 are not included in the page limit.

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.

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 **Thursday, April 30, 2015** 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 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**

Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to

implement the part. This final guidance, published on Dec. 26, 2013, supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

We reference regulations outlining funding restrictions in Sections A.5 Program Authority and F.2 Administrative and National Policy Requirements of this Notice.

## **6. Other Submission Requirements**

Please refer to the application instructions for a list of required documents. All required documents should be e-mailed to [FGPSCP@cns.gov](mailto:FGPSCP@cns.gov) by the application due date. E-mailed attachments must include the application ID number in the subject line.

Submission of these forms does not guarantee that an application will be approved for funding.

### **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.

### **b. Paper Application Submission - Extenuating Circumstances Make Submission In eGrants Impossible**

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may submit a paper application via overnight carrier. Please see the state Fact Sheet for the mailing address, as these differ by state.

If submitting a paper application, 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,** meaning that if an applicant submits to CNCS a paper application, as noted above, in order for

the applicant to meet the application submission deadline, CNCS must receive the application not later than Thursday, April 30, 2015 by 5:00 pm Eastern Time. 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.

### **c. Submission of Additional Documents**

Applicants are required to submit additional documents by the application submission deadline. Review 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 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. Selection Criteria**

Reviewers will assess the applications against the following Selection Criteria: Program Design, Organization Capacity, and Cost-Effectiveness and Budget Adequacy. The weights assigned to each category are detailed in the following chart. Reviewers will assess the entire application against these Selection Criteria and weigh them accordingly.

With the exception of Q18-Q28, selection criteria within each application are assessed as Excellent, Good, Fair, and Does Not Meet. To achieve a Good assessment, applicants must address everything requested in the selection criteria. To achieve an Excellent assessment, applicants must go beyond what is requested by the selection criteria. For example, criteria Q3 (see below) asks applicants to demonstrate plans and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected, and managed. To achieve a Good assessment, applicants would need to address both the plan and the infrastructure. To receive an Excellent assessment, an applicant would need to go beyond what is requested by addressing consistency and accuracy in this data collection.

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

<b>Category</b>	<b>Percentage</b>	<b>Sub-Category</b>	<b>Percentage</b>
Program Design	50%	<b>Strengthening Communities</b>	35%
		<b>Recruitment and Development</b>	15%
Organizational Capacity	35%	<b>Program Management</b>	15%
		<b>Organizational Capability</b>	20%
Cost-Effectiveness and Budget Adequacy	15%		

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

**Strengthening Communities (35%)**

Reviewers will assess the extent to which the application:

- Q1. Describes the community and demonstrates through both the narrative and work plans that the community need(s) identified in the Primary Focus Area exist in the geographic service area
- Q2. Describes in the narrative how the service activities in the Primary Focus Area lead to National Performance Measure outputs or outcomes
- Q3. Describes in the narrative a plan and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected, and managed
- Q4. Work plans logically connect four major elements in the Primary Focus Area to each other and are aligned with National Performance Measure instructions:
  - 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
  - 4. Work plans include target numbers that lead to outcomes or outputs, and are appropriate for the total number of volunteers assigned to the work plan
  - 5. Optional evidence-based work plan: The work plan describes the community need and specifies the applicability of the evidence-based model, and includes all required targets and data collection instrument(s).

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

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

Q5. Demonstrates a plan and infrastructure to create well-developed high quality FGP volunteer assignments with opportunities to share their experiences, abilities, and skills to improve their communities and themselves through service in their communities.

Q6. Demonstrates a plan and infrastructure to ensure FGP volunteers receive training needed to be highly effective means to addressing identified community need(s).

Q7. 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

Q8. Demonstrates a plan and infrastructure to retain and recognize FGP volunteers

## **b. Organizational Capability (35%):**

### **Program Management (15%)**

In assessing Program Management, reviewers will assess the extent to which the applicant demonstrates that it has:

Q9. Plans and infrastructure to ensure management of volunteer stations in compliance with FGP program regulations (such as preventing or identifying prohibited activities)

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

Q11. Plans and infrastructure to meet changing community needs to include minimizing disruption to current volunteers as applicable and/or graduating\* stations as necessary

Q12. Demonstrated an organizational track record in managing volunteers in the Primary Focus Area, to include if applicable, measuring performance in the Primary Focus Area

Q13. Demonstrated a plan and infrastructure to ensure the project is in compliance with the FGP federal regulations to include establishing an FGP Advisory Council, ensuring FGP volunteers are placed in stations that have signed the required MOU, and ensuring all volunteers are eligible to serve in FGP

\*Advisory Council: FGP Regulations (see 45 CFR §2552.24) require grantees to secure community participation in local project operation by establishing an Advisory Council or a similar organizational structure with a membership that includes people who are knowledgeable about human and social needs of the community; competent in the field of community service and volunteerism; capable of helping the sponsor meet its administrative and program responsibilities including fund-raising, publicity and programming for impact; interested in and knowledgeable regarding the capability of older adults; and, of a diverse composition that reflects the demographics of the service area.

## **Organizational Capability (20%)**

In assessing Organizational Capability, reviewers will assess the extent to which the applicant demonstrates that it has:

Q14. Plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure compliance with FGP program requirements (statutes, regulations, and applicable OMB circulars) and to ensure accountability and efficient and effective use of available resources

Q15. Demonstrated clearly defined paid staff positions, including identification of current staff assigned to the project and how these positions will ensure the accomplishment of program objectives

Q16. Demonstrated organizational capacity to:

1. Develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing

2. Manage capital assets such as facilities, equipment, and supplies

Q17. Demonstrated organizational infrastructure in the areas of robust financial management capacity and systems and past experience managing federal grant funds

### **c. Cost-Effectiveness and Budget Adequacy (15%):**

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

Q18. Personnel costs budgeted reflect adequate staffing for the project and the percentage of time spent on fundraising is appropriately allocated to the excess budget column

Q19. Fringe benefits provided to staff are applied using the appropriate institutional rate and are charged at the same proportional rate as project staff time

Q20. Staff travel is detailed in the budget narrative to provide adequate justification and is broken out to include details for lodging, food, and transportation

\*Q21. Contracting services in the budget cover only goods and services that are provided by outside contractors under an existing contract, described in the budget narrative

\*Q22. Indirect Costs are only charged if an established indirect cost rate agreement is in place and has been submitted as part of the grant application

Q23. Supplies included in the budget are itemized, detailed, meet the OMB definition of supplies and are not already included in the overhead costs included in an indirect cost rate agreement

\*Q24. Items included in the “other” budget section do not need to be moved to a different budget section and appear necessary to the operations of the project

Q25. Transportation and meals for FGP volunteers is included and appropriately detailed

Q26. The budget includes required volunteer accident, personal liability, and excess automobile insurance

Q27. Appropriate recognition and, if applicable, recruitment is included in the budget and includes cost per volunteer and cost per event including itemization of functional expenses

Q28. The adequacy and reasonableness of required non-federal funds that are budgeted

\*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. At the conclusion, the 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 satisfies all of the following requirements:

- Is an eligible organization
- Proposes to serve in a geographic area identified in the state Fact Sheet
- Submits an application by the submission deadline
- Submits 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

#### **Staff Review**

Panels of CNCS Staff Reviewers will assess applications based on the Program Design, Organization Capacity, and Cost-Effectiveness and Budget Adequacy Selection Criteria.

#### **Post Review Quality Control**

After the review process is complete, CNCS staff will review the results for fairness and consistency. At this stage, 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.

#### **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 evaluation of the applicant's eligibility and the quality of its application, 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
  - 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 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.

### **Clarification Process**

Following the review process described above in *Staff Review* and *Risk Assessment Evaluation*, applicants may receive requests to provide clarifying information to resolve questions and issues, such as the total number of volunteers at the beginning of the grant period, or to clarify performance measures, including requesting clarification on performance measure targets. Applicants may also receive requests to clarify the budget as part of the clarification process. Clarification information is used by CNCS staff in making final selection recommendations. A request for clarification does not guarantee a grant award. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration. Be prepared to provide documentation of eligibility criteria and other support documentation described in the narrative and grant application instructions. CNCS staff may engage in a site visit inspection, as appropriate.

The Clarification Process will also confirm that the legal applicant has sufficient local presence to directly manage the proposed FGP grant. The operation of an FGP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.

### **Selection for Funding**

Based on the results from the Application Review and Clarification, CNCS State Office staff will determine which applications to recommend for funding. The CNCS State Director will make

recommendations for funding to the respective CNCS Area Managers. In the event that CNCS Area Managers agree with the recommendation from the CNCS State Director, he/she will issue notification of concurrence to the Senior Corps Director. In the event that CNCS Area Managers disagree with a recommendations from CNCS State Directors, he/she will convene a Senior Staff Review that includes the Director of the Senior Corps. In such a case, following the Senior Staff Review, the Director of the Senior Corps will make a determination as to whether the applicant shall be awarded funding.

*CNCS reserves the right to change the review and selection process depending on the number of applications received, or for extenuating circumstances.*

### **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 during 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 in June 2015. 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 will be subject to, and incorporate the provisions of, the DVSA. The NGA will also incorporate, 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. Awardees will be subject to the following (as applicable):

- [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
- 2 CFR Chapter I, and Chapter II, [Parts 200, 215, 220, 225, and 230](#) – Uniform Administrative Requirements, Cost Principles, and Audits Requirements for Federal Awards.
- [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

### **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. Since November 23, 2007, CNCS regulations have required Senior Corps and AmeriCorps State and National grantees to check any person receiving a living allowance, stipend, national service education award, or salary through a program receiving CNCS funds, regardless of their level of contact with a vulnerable population and to perform the NSCHC on people with recurring access to a vulnerable population.

Vulnerable populations include children 17 years of age or younger, persons age 60 and older, or people with disabilities. Persons in covered positions include RSVP grant staff, Senior Companions (SCP) volunteers and staff, Foster Grandparents (FGP) volunteers and staff, AmeriCorps State and National participants, and other participants, volunteers, or staff funded under a CNCS grant. See 45 C.F.R. § 2540.201

[\[http://www.nationalservice.gov/sites/default/files/resource/fedregister\\_final\\_rule\\_oct\\_5\\_2012.pdf\]](http://www.nationalservice.gov/sites/default/files/resource/fedregister_final_rule_oct_5_2012.pdf).

CNCS regulations require RSVP grantees to conduct an NSCHC on persons who work in covered positions. Additionally, CNCS regulations require SCP and FGP grantees to conduct an NSCHC on persons who work or serve in covered positions. A covered position is a position in which a person receives a living allowance, stipend, education award, or salary, through a national service program.

All NSCHCs must include two components:

- A nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW is a centralized system that identifies people who are registered as sex offenders in states, territories, or with many federally recognized Tribes
- Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; OR a fingerprint-based FBI check.

For people with recurring access to vulnerable populations, programs must conduct an NSCHC

with three components:

- A nationwide name-based check of the NSOPW
- Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; AND
- A fingerprint-based FBI check.

### **3. 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).

### **4. Reporting**

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.

While applications will not be evaluated on these criteria, 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:

- 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\\_IdW3o](https://www.nationalserviceresources.gov/npm/home#.U9qVL_IdW3o)

## **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.