ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY OVERVIEW

Federal Agency Name: **Corporation for National and Community Service**
Program Name: **Senior Corps: RSVP**
Funding Opportunity Title: **2014 RSVP Competition**
Announcement Type: **Initial Notice of Funding Opportunity**
Catalog of Federal Domestic Assistance (CFDA) Number(s): 94.002

APPLICATION DUE: Applications are due **Tuesday, September 10, 2013** at 5:00 p.m. Eastern Time. Successful applicants will be notified in February 2014.

NOTICE OF INTENT TO APPLY DUE: While not required, a Notice of Intent to Apply is highly encouraged. To submit a Notice of Intent to Apply, please state your intent to apply via e-mail to: ***2014RSVPIntent@cns.gov*** by **August 9, 2013.**

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. For more than fifteen years, CNCS—through Senior Corps, AmeriCorps, and other programs and activities—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. This landmark law not only expands service opportunities, but also focuses national service on key outcomes; builds the capacity of individuals, non-profits, and communities to succeed; and encourages innovative approaches to solving problems.

In alignment with the SAA and the CNCS Strategic Plan, this Senior Corps RSVP *Notice* will focus grant making for fiscal year 2014 in the six Focus Areas identified by the SAA:

- Education
- Healthy Futures
- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Disaster Services

In order to carry out the intent of Congress and to maximize the impact of the investment in national service, CNCS seeks to fund programs that can demonstrate community impact and solve community problems through National Performance Measures in the Focus Areas listed above. Please see the full text of this *Notice* for additional funding priorities.

In this competition CNCS intends to fund RSVP projects that support volunteers 55 years and older serving in a diverse range of activities that meet specific local and community needs and respond to National Performance Measures.

RSVP projects awarded under this *Notice* must:

- Serve the entire geographic service area associated with the funding opportunity listed in Appendix A;
- Support the minimum number of volunteers listed in Appendix A;
- Minimize, to the extent possible, disruptions to the current volunteers associated with any incumbent project. Please see Appendix C for more information; and
- Meet the National Performance Measure requirements and other criteria established in this Notice.

In accordance with the Obama administration's emphasis on open government, CNCS is committed to transparency in grant making. This *Notice* includes a description of the application review and selection process in Section V. In addition, the following information pertaining to this competition for applications will be published on the CNCS website at http://nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition, within a period not to exceed 90 business days after all grants are awarded:

- Blank external review form.
- List of and executive summaries of all compliant applications submitted.
- SF424 Facesheet and Program Narrative for successful applications.
- List of external reviewers.

This *Notice* should be read together with the RSVP regulations [45 CFR Part 2553], the Senior Corps RSVP Grant Application Instructions, and the National Performance Measures Instructions. Publication of this *Notice* does not obligate CNCS to award any specific number of grants nor does it require CNCS to obligate the entire amount of available funding.

Key dates for this *Notice*:

***Notice* & Grant Application Posted**	**June 10, 2013**
Letter of Intent to Apply Due	**August 9, 2013**
Application Due	**September 10, 2013 at 5:00 p.m. EST**

All notices, updates, FAQs, and technical assistance items regarding this *Notice* will be posted on the Senior Corps website at: http://nationalservice.gov/rsvpcompetition

FULL TEXT OF ANNOUNCEMENT

APPLICATION DUE: Applications are due **Tuesday, September 10, 2013** at 5:00 p.m. Eastern Time. Successful applicants will be notified in February 2014.

NOTICE OF INTENT TO APPLY DUE: While not required, a Notice of Intent to Apply is highly encouraged. To submit a Notice of Intent to Apply, please state your intent to apply via e-mail to: ***2014RSVPIntent@cns.gov*** by **August 9, 2013.** Please include the opportunity number, how you heard about the RSVP Competition, the name of the applicant organization, address, contact person, and phone number in your Notice of Intent to Apply.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose of RSVP Competition Funding

Established in 1971 and now one of the largest senior volunteer programs in the nation, RSVP offers a diverse range of volunteer activities that serve communities to create measurable impact, benefit volunteers through the service experience, and create community capacity. RSVP volunteers serve with commitments ranging from a few hours to 40 hours per week. Click here for RSVP Program Regulations.

Through this competition CNCS seeks to increase the impact of national service in 270 specific communities across the country. CNCS intends to fund RSVP grants that support volunteers 55 years and older serving in a diverse range of activities that meet specific community needs and that respond to National Performance Measures.

RSVP grant applications must:

- Serve the entire geographic service area associated with the funding opportunities listed in Appendix A;
- Support the minimum number of volunteers listed in Appendix A;
- Meet the National Performance Measure requirements and other criteria established in this *Notice*; and
- Minimize, to the extent possible, disruptions to the current volunteers associated with any incumbent project. Please see Appendix C for more information on how new and incumbent applicants must describe how they plan to minimize the disruption of volunteers if they propose graduating volunteer stations that are included in an incumbent project.

Available funding opportunities are listed in Appendix A. Detailed summaries of the 270 available funding opportunities are available on the Senior Corps website at: http://nationalservice.gov/rsvpcompetition

B. 2014 RSVP Competition Funding Priorities

In alignment with the SAA and the CNCS Strategic Plan, this *Notice* will focus grant making for fiscal year 2014 in the following six Focus Areas:

- Education
- Healthy Futures

- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Disaster Services

The priorities are reflected in the application selection criteria described in this *Notice*.
Applications that reflect these priorities are not guaranteed funding.

Furthermore, CNCS will:

- Pursue a balanced rural and non-rural portfolio.
- Ensure that the portfolio of grants funded by this competitive process have a program distribution similar to that of the previous RSVP grant cycle.

C. National Performance Measures:
In 2013, CNCS began implementing National Performance Measures in Senior Corps, including RSVP. National Performance Measures align with the CNCS Strategic Plan and the goals of the SAA and allows CNCS to demonstrate the aggregated impact of all Senior Corps programs.
Please see Appendix B for a full list of the National Performance Measures. http://nationalservice.gov/rsvpcompetition

Applications must include work plans as described in Part III: Performance Measures and Work Plans of the Grant Application that meet the following minimum guidelines:

One Primary Focus Area: At least 25% of unduplicated RSVP volunteers* must be placed in work plans that use performance measures in **one** of the following six Focus Areas: Education, Healthy Futures, Economic Opportunity, Veterans and Military Families, Environmental Stewardship, and Disaster Services.

Other Community Need Priorities: No more than 30% of unduplicated RSVP volunteers* may be placed in assignments that address community priorities not covered by the National Performance Measures. Those volunteers must be represented in a single work plan.

Other Focus Areas and Capacity Building. All other remaining unduplicated RSVP volunteers* must be placed in work plans that use National Performance Measures in a combination of any of the Other Focus Areas (other than the Primary Focus Area) and/or Capacity Building Measures.

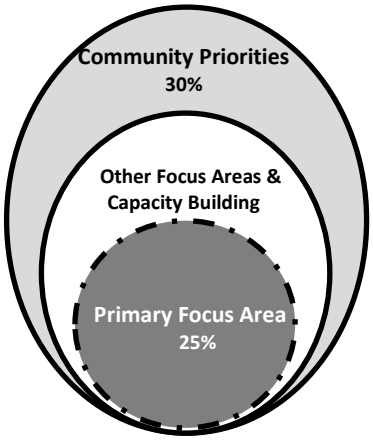
Output/Outcome pairs: At least 10% of the total number of unduplicated RSVP volunteers* must be placed in work plans with Output/Outcome pairs. These Output/Outcome pairs may be in a combination of work plans in the Primary Focus area, Other Focus Areas and Capacity Building.

***Unduplicated RSVP Volunteers**: This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will have the greatest impact – in terms of the type of service or in terms of the scope of service, such as the most number of hours served.

RSVP Performance Measure Requirements

Measured in Unduplicated RSVP Volunteers

Performance Measure Category	Percent of Volunteers
Primary Focus Area: National Performance Measures outputs in <u>one</u> of the six Focus Areas	At least 25%
Community Priorities: Will report on success vs. failure to achieve self-determined targets	No more than 30%
Other Focus Areas & Capacity Building: 1. National Performance Measures outputs in any of the six Focus Areas; and/or 2. Capacity Building outputs	Remainder of activity



<u>Additional Requirement</u>: 10% of Total Unduplicated Volunteers must be in workplans that result in outcomes.

The National Performance Measures align with the Focus Areas of the CNCS Strategic Plan. A brief description of the six CNCS Focus Areas and the key goal of capacity building relevant to this competition follows:

<u>Focus Areas</u>

Education:

Grants 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 might 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.

Healthy Futures:

Grants will assist with meeting health needs within communities including access to care, aging in place, and childhood obesity.

Activities might include:

- Supporting the ability of homebound, older adults and individuals with disabilities to live independently.
- Assisting individuals with access to food resources.

Veterans and Military Families:
Grants will positively impact the quality of life of veterans and improve military family strength.
Activities might include:

- Supporting veterans, veterans' family members, military service members, and military service members' families.

Environmental Stewardship:
Grants will provide services that contribute to increased energy and water efficiency, renewable energy use, or improved at-risk ecosystems. Grant activities will support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities.
Activities might include:

- Improving at-risk acres (land and/or water) in national, state, city or county parks, or other public or tribal lands.

Economic Opportunity:
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged individuals.
Activities might include:

- Providing housing-related assistance for economically disadvantaged people, including homeless individuals.

Disaster Services:
Grants will help individuals and communities prepare for, respond to, recover from, and mitigate disasters and increase community resiliency.
Activities might include:

- Assisting in disaster preparedness, response, recovery, and/or mitigation.

<u>Key Goal</u>
Capacity Building:
In addition to the Focus Areas described above, grants also will provide support for capacity building activities provided by national service participants. Capacity building activities are *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization.
Activities might include:

- Recruitment or management of community volunteers.

II. AWARD INFORMATION

A. Funding Availability

Subject to the availability of appropriations for FY 2014, CNCS anticipates approximately $14.5 million to award new RSVP grants.

B. Award Amount

Annual award amounts for the FY 2014 RSVP grant competition will vary. The maximum award amount for a specific funding opportunity is fixed by the previous RSVP grant cycle. **Please see Appendix A for a list of available funding opportunities and corresponding maximum annual federal award amounts.**

C. Award Period

The funding available for each opportunity covers year one of project operations for a three-year project period. CNCS generally makes an initial award for the first-year of operation for multi-year project periods. Grantees are eligible for continuation funding after the first and second years, contingent upon:

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

CNCS reserves the right to adjust the amount of a grant award for subsequent years or elect not to continue funding on these bases.

D. Funding Opportunities and the Associated Geographic Service Areas

Funds are available for funding opportunities designated in Appendix A of this *Notice.* Please see Appendix A for a complete list of the available funding opportunities and their associated geographic areas.

Applicants must describe the geographic service area they propose to serve. Refer to the Grant Application Part I: Facesheet Instructions for guidance on entering the geographic service area in eGrants.

III. ELIGIBILITY INFORMATION

Eligible Applicants

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 are eligible to apply. 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.

- 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.

- Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice.*

IV. APPLICATION AND SUBMISSION INFORMATION

A. Notice of Intent to Apply

While not required, a Notice of Intent to Apply is highly encouraged. To submit a Notice of Intent to Apply, please state your intent to apply via e-mail to: 2014RSVPIntent@cns.gov by August 10, 2013. Please include the opportunity number, how you heard about the RSVP Competition, the name of the applicant organization, address, contact person, and phone number in your Notice of Intent to Apply.

B. Deadline: Application Submission Date and Time

Your application is due no later than 5:00 p.m. EST time on Tuesday, September 10, 2013.

Applications must arrive at CNCS by the deadline in order to be considered. See *Section E., Late Applications* for more specifics. CNCS reserves the right to extend the submission deadline and will post any extended deadline in eGrants and on the Senior Corps website. Instructions for late applications are in *Subsection E: Late Applications* of this section.

All notices, updates, FAQs, and technical assistance items regarding this *Notice* will be posted on the Senior Corps website at: http://nationalservice.gov/rsvpcompetition

C. Address to Request Application Package

For further information or for a printed copy of related material, e-mail 2014RSVP@cns.gov. The TTY number is 800-833-3722.

Please visit http://nationalservice.gov/rsvpcompetition **for:**

- A copy of this *Notice*
- Appendix A: The list of the Available Funding opportunities
- Appendix B: Senior Corps: RSVP Performance Measure Instructions and Resources
- Appendix C: Graduating Stations
- Appendix D: Terms and Definitions
- Frequently Asked Questions
- The RSVP Grant Application Instructions
- eGrants Visual Instructions
- RSVP Work Plan Worksheets to assist applicants with developing targets for the performance measures

- Technical Assistance Call Dates and Times
- Financial Management Forms: Aggregate Dollar Amount of Funding Form, 1199A & 1199A Instructions, Contact Information with DUNS, FFR User Form and Financial Management Survey
- RSVP Regulations

D. Content and Form of Application Submission
You must submit applications electronically via CNCS's web-based application system, eGrants. We recommend that you create an eGrants account and begin the application at least three weeks before the deadline. Draft the application as a word processing document, then copy and paste the document into eGrants no later than 10 days before the deadline.
Contact the National Service Hotline at (800) 942-2677 or
via https://questions.nationalservice.gov/app/ask if a problem arises while creating an account, preparing an application, or submitting an application. National Service Hotline hours are 9:00 a.m. to 7:00 p.m. EST Monday through Friday. Be prepared to provide the application ID and organization's name.

An application is only complete if it includes all required attachments and is received by the application due date.

RSVP must be included in the project title of the application submitted and used in promoting the project throughout the duration of the project period.

1. Attachments
Refer to Part IV: Required Documents in the Grant Application for a list of required attachments.

All attachments should be e-mailed to 2014RSVPAttachments@cns.gov.

Your e-mail should include your application ID and opportunity number in the e-mail subject line. Indicate if you are the incumbent organization for the opportunity.

2. Page Limits
Do not exceed 25 double-spaced pages in your Program Narratives, including the Executive Summary, Project Narratives, and Cover Page, as the pages print out from eGrants. ***This page limit does not include the Budget section or Work Plans.***

Please note that reviewers will be instructed to stop reading the Program Narrative Section of the grant applications after page 25. You may print out your application from the Review and Submit page prior to final submission to review the number of pages. Your application should include the following:

- Facesheet (1 page)
- Executive Summary – page limit is 1 page
  (Note: All Executive Summaries of compliant applications are published on the CNCS website following notification of funding decisions.)
- Program Narratives – page limit is 23 pages
  - Strengthening Communities

    - Recruitment and Development of Volunteers
    - Program Management
    - Organizational Capability
- Cost Effectiveness and Budget Adequacy (Budget and Budget Narrative) - no page limit
- Work Plans (to be generated by the eGrants performance module) - no page limit

Please review the Senior Corps RSVP Grant Application Instructions for detailed information on the required sections of your application.

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

3. Non-Federal Share Requirements for All Applicants
All applicants applying to establish an RSVP project for the purpose of this competition are required to fund their projects in part through local, non-federal contributions. The required local contribution in Year 1 of the grant is 10 percent of the total project budget. The required portion is 20 percent in Year 2, and 30 percent in Year 3 and subsequent years, if the grant is renewed beyond three years. The local contribution portion should be reflected in the Budget Section of your application.

PLEASE NOTE: Current RSVP grantees with three or more years of CNCS funding that are applying for grant funding of an RSVP project are required to budget and raise 30 percent of the total project budget in Year 1 of their grant only **when applying for the funding opportunity where they are the incumbent sponsor**.

4. Financial Requirements for All Applicants
Please refer to the application instructions for a list of required financial documents. All attachments should be e-mailed to 2014RSVPAttachments@cns.gov. Your e-mailed attachments should include your application ID and opportunity number in the subject line. Indicate if you are the incumbent organization for the opportunity.

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

5. 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. All applicants must be registered with the Systems for Award Management (SAM).
DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: https://www.sam.gov/portal/public/SAM/.The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date.

SAM combined the federal procurement system and the catalog of Federal Domestic Assistance into one new system. SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually. The information previously maintained in the Central Contractor Registration (CCR)

is contained within the Entity Management area in SAM. Even if you were previously registered in the CCR, you must register in SAM to transition and manage your data.

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in the awarding process, if selected. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/public/SAM/.

E. Late Applications

CNCS may consider an application after the deadline, but only if you submit an e-mail explaining the extenuating technical circumstance which caused the delay. CNCS will determine the admissibility of late applications on a case-by-case basis. However, please be advised that CNCS will not consider an advance request to submit a late application.

You must send the e-mail to LateApplications@cns.gov within the 24 hours immediately after the deadline. If technical issues prevented you from submitting an application on time please include your eGrants National Service Hotline ticket number in your e-mail. You may obtain a ticket number by calling the National Service Hotline prior to the deadline and explaining any technical issues that may have prevented you from submitting your application prior to the deadline.

If extenuating circumstances make the use of eGrants impossible, you may send hard copy of the application to the address in *Section VIII: Agency Contacts* of this *Notice*, via overnight carrier. Please use non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service. **All deadlines and requirements in this *Notice* apply to hard copy applications.** Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants. CNCS does not accept applications submitted via fax or e-mail.

F. Intergovernmental Review

Applicants under the RSVP program are subject to Executive Order 12372 "Intergovernmental Review of Federal Programs."

G. Funding Restrictions

Grants under the RSVP program are subject to the applicable Cost Principles under OMB Circulars A-21 (2CFR Part 220), A-122 (2 CFR Part 230), or A-87 (2 CFR Part 225), and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 21). See www.whitehouse.gov/OMB/circulars for further information on the Circular(s) that apply to your organization. Awards will also be subject to the law(s) under which the award is made, e.g., Domestic Volunteer Service Act of 1973(DVSA), as well as specific terms and conditions established in the discretionary grant or defined in Provisions or Special Conditions attached to an award. You will have an opportunity to negotiate conditions prior to acceptance of an award, if necessary.

V. APPLICATION REVIEW INFORMATION

Basic Selection Criteria: Categories and Respective Weights

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

1. Program Design (50%)

(a) 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. Program Design as described in the narrative includes activity in service to veterans and/or military families as part of service in the Primary Focus Area, Other Focus Areas or Capacity Building.

Q5. 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 RSVP 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 level of duplicated volunteers assigned to the work plan.

Q6*. Work plans logically connect four major elements in the Other Focus Areas and Capacity Building 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 RSVP 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 level of duplicated volunteers assigned to the work plan.

*This selection criteria will only be applicable to applications with service activities in Other Focus Areas and Capacity Building.

Q7. In assessing the work plans, applications will receive credit for percentage of unduplicated * volunteers in National Performance Measure outcome work plans above the minimum 10%.

*Unduplicated Volunteers: This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the type of service or in terms of the scope of service, such as the most number of hours served.

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

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

Q8. Demonstrates a plan and infrastructure to create well-developed high quality RSVP volunteer assignments with opportunities to share their experiences, abilities, and skills to improve their communities and themselves through service in their communities.

Q9. Demonstrates a plan and infrastructure to ensure RSVP volunteers receive training needed to be highly effective means to addressing identified community need(s) in both the Primary Focus Area and in Other Focus Areas or Capacity Building.

Q10. 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 RSVP volunteers.
3. RSVP volunteers with disabilities.

Q11. Demonstrates a plan and infrastructure to retain and recognize RSVP volunteers.

2. Organizational Capacity (35%)

(a) Program Management (15%)

In assessing Program Management, reviewers will assess the extent to which the applicant

demonstrates that it has:

Q12. Plans and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations (such as preventing or identifying prohibited activities).

Q13. Plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities.

Q14. Plans and infrastructure to meet changing community needs to include minimizing disruption to current volunteers as applicable and/or graduating* stations as necessary. *(*Please see Appendix C for more information on graduating volunteer stations.)*

Q15. Demonstrates an organizational track record in managing volunteers in the Primary Focus Area, to include if applicable, measuring performance in the Primary Focus Area.

Q16. Demonstrates a plan and infrastructure to ensure the project is in compliance with the RSVP federal regulations to include establishing an RSVP Advisory Council, ensuring RSVP volunteers are placed in stations that have signed the required MOU, and ensuring all volunteers are eligible to serve in RSVP.

*Advisory Council: RSVP Regulations (see 45CFR§2553.24) 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.

(b) Organizational Capability (20%)

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

Q17. 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 RSVP program requirements (statutes, regulations, and applicable OMB circulars) and to ensure accountability and efficient and effective use of available resources.

Q18. Demonstrates 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.

Q19. Demonstrates 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.

Q20. Demonstrates organizational infrastructure in the areas of robust financial management capacity and systems and past experience managing federal grant funds.

3. Cost Effectiveness / Budget Adequacy (15%)

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the application demonstrates the following**:**

Q21. The adequacy and reasonableness of the budget to provide reimbursable expenses to volunteers such as transportation, meals, and insurance.

Q22. The adequacy and reasonableness of the budget to support RSVP volunteer recruitment and recognition.
Q23. The adequacy and reasonableness of required non-federal funds that are budgeted .

B. Review and Selection Process
CNCS will engage external reviewers with knowledge and expertise in aging issues, and volunteering to provide insight with respect to applications for RSVP grants. In addition, CNCS staff will apply their experience and expertise in evaluating applications for RSVP grants. When assessing applications, reviewers will take into account the total application budget, the maximum federal value of which is fixed. Please see Appendix A to find the federal funding amount of the funding opportunity for which you are applying. In the end, the review and selection process will produce a balanced set of high quality projects that represent the priorities and selection factors described in this *Notice*.

1. Specifically, the overall review and selection process is designed to:
a) Identify eligible applications that: Serve all the counties in the geographic service area attributed to the funding opportunity in Appendix A.

- Support the minimum number of volunteers listed in Appendix A; and
- Include a budget that does not exceed the amount listed in Appendix A.

b) Compile a balanced portfolio based on the following characteristics:

- Achieving a balance of rural and non-rural communities.
- Maintaining a program distribution that is similar to the previous grant cycle.
- Considering the relative risk and opportunity for eligible applications that address the above selection criteria.

2. Stages in the Review and Selection Process
a) Compliance Review (All Grant Applications)
CNCS staff will review all applications to determine compliance with eligibility requirements identified in *Section III: Eligibility Information*; deadline, and completeness requirements identified in *Section IV: Application and Submission Information*; and submission to a valid opportunity number as listed in Appendix A. The compliance review does not include reading the entire application. Applications submitted by the published deadline that:

- Are complete, as described in this paragraph; and
- Are submitted by eligible types of organizations to valid opportunity numbers; and
- Have not been denied CNCS Senior Corps funding in the past three years,;

will advance beyond the compliance review. Applications that do not meet all compliance criteria will not be considered.

b) Review
Panels of external and CNCS staff reviewers will assess applications for RSVP grants based on the following: Program Design, Organizational Capability, and Budget Adequacy/Cost Effectiveness criteria as described in *Section V: Application Review Information*. Reviewers will be recruited and selected on the basis of demonstrated expertise in Senior Corps programming, senior service and aging, and/or the understanding of the roles and strengths of senior volunteers. All reviewers are screened for conflicts of interest.

Applications must meet the minimum volunteer support levels described in this *Notice* and propose a budget with no more than the federal funding amount as listed for the funding opportunity being applied for. See Appendix A for the maximum federal funding amount associated with each funding opportunity. With regard to current and previous CNCS grantees who are RSVP applicants, known issues of past non-compliance with CNCS Program Regulations will be taken into consideration in review of the RSVP applications as well as past due amounts owed to CNCS.

c) Post Review Quality Control

Following the review process described in *b) Review* directly above, CNCS staff will review the results for fairness and consistency. At this stage, some applications may be selected for a Quality Control assessment. This additional level of review of applications will be performed by a review panel of staff and external reviewers who will assess applications for which there are significant blended review panel anomalies.

d) 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 or 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, 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;
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
    - Timeliness of compliance with applicable reporting requirements and;
    - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Information available through any 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, or
    - "Do Not Pay";
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits;
- IRS Tax Form 990;
- An applicant organization's annual report;
- Required financial documents including the Financial Management Survey;
- Publicly available information including information from an applicant organization's website; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

e) Clarification Process
Following the review process described above in *b) Review* and *d) 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 RSVP grant. The operation of an RSVP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.

PLEASE NOTE: Should clarification result in a reduction of the total percentage of volunteers in outcome work plans, the application may be rescored to reflect the updated information and could affect funding decisions.

f) Program Staff Review
CNCS staff will determine which applications to recommend for selection based on the results of the Blended Review, Quality Control, Risk Assessment Evaluation, Clarifications, and the assessment of the proposed portfolio for Appendix A to ensure a similar program distribution to the previous grant cycle. In the event of tie scores, the higher score for the strengthening communities selection criteria will be prioritized.

g) Selection for Funding
The Chief Executive Officer or designee will select the final portfolio based on the results of the review and selection process.

CNCS reserves the right to change the review and selection process depending on the number of applications received and other unanticipated factors.

3. Feedback to Applicants
Following grant awards, each applicant will receive a summary of feedback pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided during clarification.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices
There are two grant start dates associated with this *Notice:* April 1, 2014 and July 1, 2014, contingent on availability of appropriations. CNCS will notify successful applicants for both

start dates in February 2014.

- For grants with an April 1, 2014 start date, CNCS anticipates the awards will be issued by late March 2014.
- For grants with a July 1, 2014 start date, CNCS anticipates the awards will be issued by late June 2014.

CNCS is not obligated to make any award as a result of this *Notice.*

B. Administrative and National Policy Requirements

The Notice of Grant Award (NGA) will be subject to and incorporate the requirements of the provisions of the Domestic Volunteer Service Act of 1973 (DVSA), as amended. The NGA will also incorporate, as part of the binding commitments under any award, the approved application, budget, and a special condition requiring all RSVP grantees to adopt the CNCS National Performance Measures.

Awardees will also be subject to the following (as applicable):

- 45 CFR Part 2553—RSVP Federal Regulations
- 2 CFR Part 175—Award Term for Trafficking in Persons.
- 2 CFR Parts 180 and 2200—Nonprocurement Debarment and Suspension.
- 2 CFR Part 215 and 45 CFR Part 2543—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110).
- 2 CFR Part 220—Cost Principles for Educational Institutions (OMB CircularA-21).
- 2 CFR Part 225—Cost Principles for State, Local and Tribal Governments (OMB Circular A-87).
- 2 CFR Part 230—Cost Principles for Non-Profit Organizations (OMB Circular A-122).
- 45 CFR Part 2541—Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments.
- 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) and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (Available at: http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf).
- 45 CFR Part 2553—Legal limitations including prohibited activities.

C. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and sub-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.

D. Reporting

Grantees are required to provide required progress reports and bi-annual financial reports through the CNCS web-based grants management system, eGrants. All grantees must provide

quarterly expenses reports through the Payment Management System 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 the CNCS Office of Grants Management. The final reports are due 30 days after the end of the grant.

VII. TECHNICAL ASSISTANCE

A. All notices, updates, FAQs, and technical assistance items regarding this *Notice* will be posted on the Senior Corps website at: http://nationalservice.gov/rsvpcompetition
You are strongly encouraged to review the website on a regular basis.

B. Frequently Ask Questions

- Frequently Asked Questions will be posted regularly on the Senior Corps website at: http://nationalservice.gov/rsvpcompetition
- Please submit questions to 2014RSVP@cns.gov. **Please note that we are unable to respond to each individual question, but we will include applicable questions in the regular FAQ update.**
- Technical questions regarding submission in eGrants must be submitted to the National Service Hotline at (800) 942-2677 or via https://questions.nationalservice.gov/app/ask.

C. Technical Assistance Calls
CNCS will host technical assistance calls to answer your questions about this funding opportunity, including submitting the application through eGrants, CNCS's web-based application system. You are strongly encouraged to participate in these sessions. Technical assistance call information is posted on the Senior Corps website: http://nationalservice.gov/rsvpcompetition

D. For additional information on the Domestic Volunteer Service Act, go to: http://nationalservice.gov/sites/default/files/documents/cncs_statute.pdf

E. Public Burden Statement: The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control No. 3045-0035 Senior Corps: RSVP Grant Application, Expiration Date: 06/30/2014.

VIII. AGENCY CONTACTS

- This *Notice* is located at http://nationalservice.gov/rsvpcompetition

- The TTY number is (800) 833-3722.

- All notices, updates, FAQs, technical assistance items regarding this *Notice* will be posted on the Senior Corps website at: http://nationalservice.gov/rsvpcompetition

- For further information, questions or for a printed copy of this *Notice*, e-mail 2014RSVP@cns.gov.

- For technical questions and problems with the eGrants system, call the National Service Hotline at 800-942-2677 or send a question using the following link: https://questions.nationalservice.gov/app/ask. Be prepared to provide the application ID, organization's name, and the *Notice* to which you are applying. National Service Hotline hours are 9:00 a.m. to 7:00 p.m. Eastern Time Monday through Friday.

- While not required, a Notice of Intent to Apply is highly encouraged. To submit a Notice of Intent to Apply, please state your intent to apply via e-mail to: ***2014RSVPIntent@cns.gov*** by **August 9, 2013.** Please include the opportunity number, how you heard about the RSVP Competition, the name of the applicant organization, address, contact person, and phone number in your Notice of Intent to Apply.

- CNCS may consider an application after the deadline, only if you submit an e-mail explaining the extenuating circumstance which caused the delay. Send the e-mail to **LateApplications@cns.gov** within 24 hours after the deadline. Please include your eGrants National Service Hotline ticket number in your e-mail.

- Refer to the application instructions for details about required documents.

  All attachments should be e-mailed to **2014RSVPAttachments@cns.gov.** Your e-mail should include your application ID and opportunity number in the e-mail subject line. Indicate if you are the incumbent organization for the opportunity.

- For application submission material, when applicable, the mailing address is:
  Corporation for National and Community Service
  ATTN: Office of Grants Policy and Operations/RSVP Competition Application
  1201 New York Avenue NW
  Washington, DC 20525