

ANNOUNCEMENT OF FEDERAL FUNDING AVAILABILITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: 2014 Volunteer Generation Fund
Announcement Type: Initial Announcement
CFDA Number: 94.021

NOTICE OF INTENT TO APPLY DEADLINE: Applicants are strongly encouraged to send a Notice of Intent to Apply by June 20, 2014.

APPLICATION DEADLINE: Applications are due July 8, 2014 by 5:00 p.m. Eastern Time. Successful applicants will be notified by early September.

OVERVIEW

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. Through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs and activities, CNCS has helped to engage millions of citizens in meeting community and national challenges 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. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and support volunteers. This landmark law not only expands service opportunities, it focuses national service on key outcomes; builds the capacity of individuals, non-profits, and communities to succeed; and encourages innovative approaches to solving problems.

Through VGF grants CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to effectively use volunteers to solve problems. CNCS will carry out the intent of Congress and maximize the impact of the investment by funding programs that can demonstrate community impact and solve community problems through service and volunteering.

CNCS is committed to transparency in grant-making. This *Notice* includes a description of the application review and selection process in section IV. *Application and Submission Information*. In addition, the following information for new and re-competing 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 as submitted by the applicant
- Data extracted from the Face Sheet (SF-424) and the submitted program narratives by successful applicants

This *Notice* should be read together with the Application Instructions and the National Performance Measures. For more information regarding the National Performance Measures, please visit CNCS's Performance Measure website (www.nationalserviceresources.gov/npm/home).

Publication of this *Notice* does not obligate CNCS to award any specific number of grants or to obligate the entire amount of funding available.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose of Volunteer Generation Fund Grants

VGF grants will be used to develop and/or support community-based entities to recruit, manage, and support volunteers. CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to use volunteers effectively to solve problems. Specifically, the VGF grants will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support and retain individuals to serve in high quality volunteer assignments.

In order to measure performance, programs funded through the VGF will establish outputs to measure the number of both new and retained volunteers managed and supported by grant funds awards and the types and amounts of activities carried out by volunteers. Additionally, VGF grants will support efforts to build the management capacity and effectiveness of volunteer connector organizations, especially in the critical area of volunteer retention. More information on performance measurement requirements is contained later in this *Notice*.

Awards under this *Notice* will be made to eligible organizations on a competitive basis. Applicants that receive funding under this *Notice* may directly carry out the activities supported under the award, or may carry out the activities by making subgrants to community-based entities (i.e. public or private nonprofit organization that have experience with meeting unmet human, educational, environmental, or public safety needs as defined by 101(11) of The National and Community Service Act of 1990 as amended by the Edward M. Kennedy Serve America Act, 45 U.S.C. 12511(11)).

B. Funding Priorities

This *Notice* prioritizes grant-making in the six focus areas identified by the SAA and in alignment with the CNCS Strategic Plan: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families, as well as the additional key goal of Capacity Building.

The 2014 VGF *Notice* also prioritizes grant-making to programs that are likely to generate significant, measurable improvements in the number of volunteers generated and retained. Initiatives that specifically recruit, train and deploy volunteers as a specific strategy to address a

clearly identified need will receive priority. Activities that specifically recruit specific types of volunteers; such as, skill-based and pro bono volunteers are encouraged.

Examples of such initiatives are:

STEM (Science, Technology, Engineering, and Math):

Programs that recruit volunteers to promote and engage students from groups traditionally underrepresented in STEM careers and/or engage STEM professionals as volunteers.

Governor and Mayor Initiative:

Programs that implement a volunteer effort that will address a pressing challenge the Governor wishes to solve in her or his state. This initiative must represent a significant commitment that had been identified as a priority by a Governor and Mayor prior to the issuance of this *Notice*.

My Brother's Keeper:

President Obama created the My Brother's Keeper initiative to improve measurably the expected educational and life outcomes for and address the persistent opportunity gaps faced by boys and young men of color. The initiative will help determine the public and private efforts that are working and how to expand upon them, how the Federal Government's own policies and programs can better support these efforts, and how to better involve State and local officials, the private sector, and the philanthropic community. The effort will help connect young people to mentoring, support networks, and skills they need to find a good job, or go to college and work their way up into the middle class. CNCS CEO Wendy Spencer was named by President Obama as a member of the federal My Brother's Keeper Taskforce.

From mentoring to training to program operations, volunteers are currently playing a pivotal role in the communities nationwide that are working to tackle this issue. And even more could be done to leverage the power of volunteers to ensure that our most vulnerable youth have clear pathways to success, especially boys and young men of color that are also Opportunity Youth, young people ages 16-24 disconnected from school and work.

CNCS will pursue a balanced portfolio across these funding priorities and other considerations outlined in section V. *Application Review Information*. Furthermore, the program design must be oriented toward the selected priority areas in order to receive priority consideration. Please note that priority consideration does not guarantee funding.

C. National Performance Measures

The SAA 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 support the mission and goals of the SAA. These strategic goals guided the development of sixteen agency-wide National Performance Measures; these align with the Focus Areas of the CNCS Strategic Plan and allow CNCS to demonstrate aggregated impact of all its programs, including VGF.

There are two categories of National Performance Measures: Priority Measures and Complementary Program Measures. This *Notice* focuses on a specific set of performance measures. Applicants are **required** to use the specific Priority Performance Measures outlined in

this *Notice* to assess the outcomes of their proposed project. For more information about the National Performance Measure please visit (www.nationalserviceresources.gov/npm/home).

VGF programs must choose from the required National Performance Measures. Applicants may select additional required or optional Complementary Measures.

Required National Performance Measures (choose at least one from the options cited in bullets):

- number of community volunteers recruited by CNCS-supported organizations or national service participants *and* hours of service contributed by community volunteers who were recruited by CNCS-supported organizations (G3-3.1)

 - number of community volunteers managed by CNCS-supported organizations or national service participants *and* hours of service contributed by community volunteers who were managed by CNCS-supported organizations. (G3-3.2)
- AND
- number of organizations implementing three or more effective management practices as a result of capacity-building services provided by CNCS-supported organizations or national service participants.* (G3-3.3)
- *This capacity building Performance Measure is required for all applicants.***

D. Program Regulations

Grants under this initiative are authorized by statute (42 USC § 12653p). Please see section VI. *Award Administration Information* for a complete list.

II. AWARD INFORMATION

A. Estimated Available Funds

CNCS anticipates awarding approximately \$3.8 million for new VGF grants in FY 2014.

B. Estimated Award Amount

Annual award amounts for the 2014 VGF grant competition will vary. CNCS expects to make annual awards of a minimum of \$100,000.

C. 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 in the second and third year, 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 match or cost-share

- availability of Congressional appropriations.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

State Commissions are eligible to apply.

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.

Applicants that do not meet the eligibility criteria by the application deadline will be ineligible for the review and consideration in this competition.

B. Matching Requirements

The CNCS share of the allowable costs of carrying out a VGF program (whether the program is carried out directly or through subgrants) may not exceed: 80 percent for the first year; 70 percent for the second year; 60 percent for the third year; and 50 percent for the fourth and any later year in which a recipient receives assistance from the VGF. The match can be cash or in-kind sources. Grant applicants must describe the expected source of their cash or in-kind share in their application.

C. Other Requirements

1. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

All applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number.

You can get a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online (<http://fedgov.dnb.com/webform>). Although the website indicates a 48-hour email turnaround time on requests for DUNS numbers, we recommend you register at least 30 days before the application due date.

All applicants must be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete and, should a grant be made, throughout the life of the award. Finalize a new registration or renew an existing one at least two weeks before the application deadline. This should allow you time to resolve any issues that may arise.

If you do not comply with these requirements, you could become ineligible to receive an award. See the SAM Quick Guide for Grantees by accessing this link:

(https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

CNCS requires all entities that plan to apply for federal grant funds, that receive federal grant funds, or that receive subgrants directly from a federal grantee to:

- be registered in the SAM before submitting an application
- maintain an active SAM registration with current information while having an application under consideration by CNCS and for their entire active award period, if any
- provide its active DUNS number in each application submitted to CNCS.

CNCS will not make an award until an applicant has complied with these requirements. CNCS may determine that the applicant is not qualified to receive an award if the intended recipient has not complied with these requirements at the time an award is ready to be made.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

The VGF *Notice* can be found online

(http://www.nationalservice.gov/for_organizations/funding/nofa.asp).

All application instructions are incorporated into this *Notice* in section *IX. Application Instructions*. For instructions on the National Performance Measures, please visit

(<https://www.nationalservicerresources.gov/links/how-use-cnccs-national-performance-measure-instructions>).

For further information or for a printed copy of related material, call (202) 606-3227 or email: volunteergeneration@cns.gov. The TTY number is (800) 833-3722.

B. Content and Form of Application Submission

1. Application Content

Your application must provide a well-designed plan with a clear and compelling justification for receiving the requested funds. Reviewers will assess your application on the basis of your Program Design, Organizational Capacity, and Cost-Effectiveness and Budget Adequacy.

Your completed application must have the following components and must be submitted by the application deadline, as noted in section *IV.C Submission Dates and Times*:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when you complete the data elements in the eGrants system. When you complete the application in eGrants, many of the fields will automatically be filled with information you entered during your registration process.
- Executive Summary: This is a brief description, maximum of a half-page. The Executive Summaries of all compliant applications are published on the CNCS website following grant awards.
- Narratives
 - Program Design
 - Organizational Capacity

- Cost-Effectiveness and Budget Adequacy
- Standard Form 424A Budget
- Authorization, Assurances, and Certifications
- Performance Measures.

2. Page Limits

Do not exceed 18 double-spaced pages for your Narrative, including the SF-424, Executive Summary, and Program Narrative as the pages print out from eGrants. **The Budget section and the Performance Measure section are not included in the page limit.**

Please note that reviewers will be instructed to stop reading the Narrative section of the grant application after page 18. Reviewers will not consider material past the page limit, even if eGrants allows its submission. We strongly encourage you to print out your application from the “Review and Submit” page before you submit it, in order to make sure it is within the page limit.

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

3. Submission in eGrants

You must submit your application electronically via eGrants, CNCS’s web-based application system (<https://egrants.cns.gov/espan/main/login.jsp>). We recommend that you create an eGrants account and begin your application at least three weeks before the deadline. You should draft your application as a word processing document, then copy and paste it into eGrants no more than 10 days before the deadline.

Contact the National Service Hotline at (800) 942-2677 or via (https://questions.nationalservice.gov/app/ask_eg) if a problem arises when you create an account or prepare or submit your application. National Service Hotline hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m. EST. Be prepared to provide your application ID, organization’s name, and the *Notice* to which you are applying.

If technical issues will prevent you from submitting an application on time, please contact the National Service Hotline **before** the deadline to explain the technical issue and to get a ticket number. If the issue cannot be resolved by the deadline, you must continue working with the National Service Hotline to submit via eGrants.

If extenuating circumstances make it impossible for you to submit in eGrants, you may send a paper copy of your application to the address in section *VII. Agency Contacts* of this *Notice* via overnight carrier. Please use a non-U.S. Postal Service carrier, in order to avoid security-related delays. **All deadlines and requirements in this *Notice* also apply to paper applications.** Paper applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. CNCS does not accept applications submitted via fax or email.

C. Submission Dates and Times

1. Notice of Intent to Apply

Although it is not required, CNCS strongly encourages you to submit a **Notice of Intent to Apply** by June 20, 2014. Notifications should be sent to: volunteergeneration@cns.gov with the email subject line: VGF Notice of Intent to Apply. Please include the name of the applicant organization, address, contact person, email address, and phone number in your Notice of Intent to Apply. The Notice of Intent to Apply helps CNCS plan an efficient application review process and to notify applicants directly if application materials are updated.

2. Application Submission Deadline

The application is due no later than July 8, 2014 by 5:00 p.m. Eastern Time. Applications must arrive at CNCS by the deadline in order to be considered (see section *VI.B. Content and Form of Application Submission* for more information). Applications received after the deadline will be determined non-compliant and not eligible for review and consideration. CNCS reserves the right to extend the submission deadline and will post any extended deadline in eGrants.

3. Late Applications

CNCS may consider an application after the deadline, but only if you submit an email explaining the extenuating technical circumstances that 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 email to LateApplications@cns.gov within the 24 hours immediately after the deadline. Communication with CNCS staff, including your program officer, is not a substitute for sending a letter to LateApplications@cns.gov. If technical issues prevented you from submitting an application on time, please include your eGrants National Service Hotline ticket number in your email. You may get a ticket number by calling the National Service Hotline before the deadline and explaining the technical issues that prevented you from submitting your application on time.

If extenuating circumstances make it impossible for you to submit in eGrants, you may send a paper copy of your application to the address in section *VII. Agency Contacts* of this *Notice* via overnight carrier. Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this *Notice* also apply to paper applications.** Paper applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. CNCS does not accept applications submitted via fax or email.

D. Intergovernmental Review

Applicants under this program are not subject to *Executive Order 12372: Intergovernmental Review of Federal Programs*.

E. Funding Restrictions

Grants under this program are subject to the:

- Applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230, or A-87 (2 CFR part 225)
- Applicable Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2CFR part 21)

See www.whitehouse.gov/OMB/circulars for further information on the Circular(s) that apply to your organization(s). Awards will also be subject to the law(s) under which the award is made (e.g., SAA), as well as specific terms and conditions established for discretionary grants or defined in Provisions or Special Conditions attached to an award. If necessary, applicants will have an opportunity to negotiate conditions before they accept an award.

V. APPLICATION REVIEW INFORMATION

A. Selection Criteria

In evaluating applications for funding, reviewers will assess Program Design, Organizational Capacity, Cost-Effectiveness and Budget Adequacy. Reviewers will be asked to assess the quality and comprehensiveness of the response to each criterion as a whole. The weights assigned to each category are noted below. Please read this guidance carefully to ensure that you are fully and appropriately responding in the application to the information requested.

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage
Program Design	50%
Organizational Capacity	35%
Cost-Effectiveness and Budget Adequacy	15%

1. Program Design (50 percent)

When addressing this criterion, please provide the following information:

- Expected outcomes, and how will they be measured.
- CNCS focus areas selected, if applicable.
- National Performance Measures and targets.
- Connection between the community need(s) described and the approach being proposed.
- What you plan to do, where and when. Please include a timeline.
- Also address the following:
 - Any target population that will be recruited to participate in this project.
 - The beneficiaries of the proposed project. Specify if services will be provided directly or whether sub-grants will be awarded.

- The extent to which this approach will be successful and why it is more promising than other alternative approaches.
- Why CNCS should invest in the project.

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the applicant convincingly links the identified need, proposed interventions, and the anticipated outputs and outcomes.
- The extent to which the program design aligns with the purpose of the VGF.
- Whether the proposed interventions and activities are evidence-informed.
- The extent to which the applicant demonstrates that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s).
- The extent to which the objectives and outcomes to be achieved by the proposed project are clearly specified and measurable.

2. Organizational Capacity (35 percent)

When addressing this criterion, please describe your organization's capacity to initiate and manage the proposed program. Provide the following information:

- Describe your organization's ability to provide program oversight, including the experience and infrastructure the organization has in managing similar programs.
 - Describe your organization's ability to provide fiscal compliance oversight. Describe the experience and infrastructure the organization has in managing grants.
 - Provide the current organizational budget and the percentage of the budget this grant would represent.
 - Describe plans to ensure compliance with federal requirements.
- If you are a former or current VGF grantee, describe your performance against the program objectives in the past performance period. If you did not meet performance targets, provide an explanation and describe your plan for improvement.

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed project.
- The extent to which the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection
- The applicant's track record raising funds to support service activities and initiatives
- Likelihood of effectiveness of the applicant's plan for securing partners and community support for, and involvement in, the proposed project.
- The applicant's plan to measure and collect data on National Performance Measures outcomes and outputs.
- If you are a former or a current VGF grantee, the extent to which you have met the program objectives and complied with the financial requirements during the past performance period.

3. Cost-Effectiveness and Budget Adequacy (15 percent)

When addressing this criterion, please provide the following information:

- Explain how the proposed program budget reflects the program's goals and design.
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments (in-kind and cash) secured to date and the sources of these commitments. Indicate plans for securing additional resource commitments, potential sources, and timeline.

When considering the above information, reviewers will assess the quality of the application based on the following factors:

- The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- The extent to which the budget is clear and in alignment with the program narrative.
- The extent to which the budget includes adequate resources to carry out the program effectively.
- The extent to which the program demonstrates that financial and in-kind resources will be obtained to support program implementation.
- Whether the applicant adequately budgets for its required share of costs.

B. 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 evaluating applications, programmatic experience, and a strong understanding of volunteer programs to provide insight and input on the eligible applications. In the end, the review and selection process will produce a balanced set of high-quality programs that represent the priorities and selection factors described in this *Notice*.

1. Selection Factors

The overall review and selection process is designed to:

- Identify eligible applications that satisfy the following consideration:
 - High alignment with the selection criteria
- Compile a balanced portfolio based on:
 - Geographic representation
 - Resource-poor community, such as a rural or remote community
 - High-cost, economically distressed community
 - Engaging or serving difficult-to-reach populations
- Assess relative risk and opportunity.

2. Stages in the Review and Selection Process

Compliance Review

CNCS will review all applications to determine compliance with eligibility requirements identified in *Section III. A. Eligibility Information* and the deadline, and completeness requirements identified in *Section IV. Application and Submission Information*. The compliance review does not include reading the entire application. Applications that do not meet all required

elements will not be considered.

In order to be compliant and advance to the application assessment, an applicant must satisfy all of the following requirements:

- Be an eligible organization
- Submit an application by submission deadline: July 8, 2014 by 5:00 pm EST
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice* (section *IV.B. Content and Format of Application Submission*)

Internal Staff Review

CNCS staff will assess the applications Program Design, Organizational Capacity, and Cost-Effectiveness and Budget Adequacy as described in section *V: Application Review Information*. Reviewers will make assessments based on the selection criteria, the comprehensiveness and feasibility of the application, as well as the consideration of the priorities and selection factors detailed in this *Notice*.

Post-Review Quality Control

Following the review process described 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 panel of staff reviewers who will assess applications for which there are significant panel anomalies. The quality control reviewer provides an assessment of the application's key strengths and weaknesses.

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
 - 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

- “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
- Applicant organization's annual report
- Publicly available information, including information from an 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 and risk assessment evaluation, CNCS might ask some applicants to provide clarifying information. CNCS staff uses clarifying information to inform funding recommendations. A request for clarification does not guarantee a grant award. If an organization does not respond by the deadline to a request for clarification, CNCS will remove its application from consideration. Be prepared to provide documentation of eligibility criteria and other support documentation described in the narrative. CNCS staff may conduct a site visit inspection, as appropriate.

Program Staff Recommendation

CNCS senior staff will recommend applications for selection based on the results of initial review, Post Review Quality Control, Risk Assessment Evaluation, Applicant Clarifications, and the priorities and selection factors stated in this *Notice*.

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

Selection for Funding

CNCS seeks to have a diversified portfolio. The Chief Executive Officer or designee will select the final portfolio based on the staff recommendations, priorities, and selection factors.

3. Anticipated Announcement and Award Dates

CNCS anticipates announcing the results of this competition by early September 2014. Successful applicants will receive an official notification that their application was selected for an award. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer (or equivalent) is the authorizing document for grant activities, and will be sent at a later date. Unsuccessful applicants will receive a notification that their application was not recommended for funding.

4. Feedback to Applicants

Following grant awards, compliant applicants will receive summary comments from the Internal Staff 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.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

CNCS will make awards following the grant selection announcement. CNCS anticipates the awards will be issued by mid-September 2014.

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

B. Administrative and National Policy Requirements

The Notice of Grant Award will be subject to and incorporate the requirements of section 198P of the National and Community Service Act of 1990, as well as other applicable sections of the Act. The Notice of Grant Award will also incorporate the approved application and budget as part of the binding commitments under any award. Awardees will be subject to the following (as applicable):

- 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 Circular A-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 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf).

C. Use of Material

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.

D. Reporting Requirements

Grantees are required to provide semiannual progress reports and semiannual financial reports. All grantees provide quarterly expense reports through the Payment Management System (PMS) at the U.S. Department of Health and Human Services. The following subsections highlight what applicants can expect to report on should their grant applications be approved:

1. Progress Report Data

In addition to reporting outcomes and progress toward the grant approved performance measures, additional data must be reported semiannually (as applicable). These include:

- number of volunteers of all ages who were recruited, coordinated, or supported by your grant (Required)
- number of hours leveraged volunteers served during the reporting period (Required)
- number of individuals who served as leveraged volunteers who are NEW volunteer (Required)
- number of hours leveraged volunteers served during the reporting period that were by NEW volunteers (Required)
- number of disadvantaged children and youth who served as leveraged volunteers.
- number of individuals who served as leveraged volunteers who are enrolled in a degree-seeking program at a community, professional, or technical college, or within an undergraduate or graduate program at a college or university
- number of individuals born between 1946 and 1964 who served as leveraged volunteers.

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. The final reports are due 90 days after the end of the agreement.

Award recipients will be required to report at (www.FSRS.gov) on all subawards over \$25,000, and may be required to report on executive compensation for the recipient organization and its subgrantees. Grantees and subgrantees must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 ([2 CFR Part 170](#)) for more information and to determine how these requirements apply.

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 providing CNCS with high quality performance measure data. At a minimum, Grantees should have policies and practices which address the following five aspects of data quality:

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

VII. AGENCY CONTACTS

The 2014 VGF *Notice* can be found online at:

www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The TTY number is

800-833-3722. For further information or for a printed copy of related material(s), please call (202) 606-3227 or send an email to volunteergeneration@cns.gov.

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 8:00 p.m. Eastern Time. You can also use the link: <https://questions.nationalservice.gov/app/ask>. Be prepared to provide the application ID, organization's name, and the name of the *Notice* to which you are applying.

The mailing address for application submission material is:
Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/ VGF Application
1201 New York Avenue NW
Washington, DC 20525

VIII. OTHER INFORMATION

A. Technical Assistance

CNCS will host technical assistance call 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 CNCS's website: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

B. Edward M. Kennedy Serve America Act

For more information regarding the Edward M. Kennedy Serve America Act, please go to: http://www.nationalservice.gov/pdf/09_0331_recovery_summary.pdf.

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

C. Re-Focusing of Funding

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