

DEFINITIONS:

New Programs - New programs are defined as programs that have not received AmeriCorps funding through Volunteer West Virginia in the past three years. All other programs are considered Existing. New programs will not have performance data for consideration.

Minimum Performance Score (Existing Programs) - Minimum performance score of 80% of total points possible is required. Reaching the 80% minimum shall be inclusive of rounding to two places after the decimal point; therefore, a performance scoring percentage of 79.50% or above shall be considered to have met the 80% or above requirement. An application for a program that has a performance score of less than 80% of total points possible shall not be eligible for Formula funding.

Minimum Performance Score (New Programs) –An exception to the 80% minimum shall apply to applicant proposing a new and not previously funded AmeriCorps project, and shall apply for the first three years that the new-not previously funded- project is funded. The exception for such new projects shall not preclude use of other criteria to determine appropriateness of funding such new projects.

Cost Per Member Service Year (MSY) – The cost per MSY calculation applies to the federal share portion of funding proposed. The Commission shall have discretion to increase or decrease the total amount and/or total number of Member Positions awarded to an applicant based on availability of allocable funds and other considerations. Projects can and should apply at the lowest cost per MSY possible for successful program implementation.

Planning Grants – Planning Grants are small awards given to local nonprofits to support the costs of preparing and building capacity with the goal of submitting an AmeriCorps Formula Funding application in the following year. Planning Grants awarded are counted as year one for the purposes of grantee match calculation. Planning Grants are ranked based on the following three areas: Eligibility, alignment with the State Service Plan strategy, and the ability of the organization to successfully implement a compliant federal grant award.

FORMULA FUNDING CRITERIA

Formula funding will be determined by considering the following criteria.

Existing Programs

- Performance criteria*
 - Enrollment Rate
 - Retention Rate
 - 30-day enrollment compliance
 - 30-day exit compliance
 - Performance Measures Met/Unmet
 - Timely reporting

- Average Federal Funds Not Used
- Fit in West Virginia's Formula Portfolio, including but not limited to:
 - Program Location and/or Service Area
 - Program Focus
 - Cost Efficiency
 - Staff Capacity
- Average Application Scores

New Programs

- Average Application Score
- Fit in West Virginia's Formula Portfolios, including but not limited to:
 - Program Location or Service Area
 - Program Focus
 - Cost Efficiency
 - Staff Capacity

New Planning Grant Applicants

- Average Application Score based on Internal Staff Review including:
 - Eligibility
 - Organization Capacity
 - Fit in West Virginia's Portfolio which may include the following:
 - State Service Plan Strategy
 - Geographic Location
 - Focus Area

Additional Criteria for Existing and New Programs

- The ranking of organizations that are approximately equal will be affected by:
 - 1. The program's ability to address a population or focus area not already sufficiently addressed in West Virginia's service portfolio.
 - 2. Compliance Issues: Depending on the severity and status of the compliance issue(s), this may cause an organization to be ranked lower than another. When considering compliance, the Commission may take into consideration program/member attendance at statewide member events or program responsiveness to requests from Volunteer West Virginia outside of reporting requirements.
 - Consideration may be given to the application's stated number of volunteers recruited, managed or supported per MSY

*Up to 3 years of data may be considered, if available.

Clarification Process

Volunteer West Virginia staff will assess the entire application. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by Volunteer West Virginia staff in making final recommendations for funding to Commissioners. Applications may be recommended for funding even if they are not asked

clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in a timely fashion will result in the removal of applications from consideration.

Selection for Funding

With the goal of a diversified portfolio based on the *Notice* priorities and strategic considerations, staff will determine a recommended portfolio for consideration by the Commissioners. The Commission will select the final portfolio from the applicants to advance forward for CNCS funding.

Feedback to Applicants

Following grant awards, each applicant will receive the results of External and, if applicable, Internal Review 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 in response to clarification questions, if any.

Risk Assessment Evaluation

Before a final grant award is issued and signed, Volunteer West Virginia 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 for funding or the quality of its application on the basis of the Selection Criteria.

During the pre-award risk evaluation process, each program is scored on a wide ranging assessment of programmatic and financial stability factors. (The indicators included on the pre-award risk questionnaire are provided in the program handbook.) Results from this evaluation inform both Individualized Monitoring Plans for programs and future funding decisions. If Volunteer West Virginia determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award or applied to the program's monitoring plan for the program year. In evaluating risks, Volunteer West Virginia may consider the following:

- Financial stability;
- Quality of financial management systems;
- History of performance as reflected in the applicant's record in managing previous Volunteer West Virginia 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;
- 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 and other publicly available information;
- The applicant's ability to effectively implement statutory, regulatory, or other requirements; and
- Program staff experience.