

Spring 2020 West Virginia Formula AmeriCorps
Request for Proposals

Volunteer West Virginia announces a funding opportunity via AmeriCorps State Formula grants for eligible applicants. Potential applicants will apply via a formula competition process to operate an AmeriCorps program utilizing at least 5 AmeriCorps members in the Fall 2020 or Spring 2021.

Who We Are:

Volunteer West Virginia, the state's Commission for National and Community Service, challenges West Virginians to strengthen their communities through service and volunteerism. The Commission administers West Virginia's AmeriCorps service programs in cooperation with local and state grantees. We also administer additional programming to help meet the state's volunteer and community service needs.

Federal Funder Information:

The Corporation for National and Community Service (CNCS) is the federal funding agency that administers AmeriCorps and other national service programs. More information about CNCS is available at www.cns.gov.

Who We Are Looking For:

- Are you a community nonprofit, state or local government agency or service provider?
- Do you have a vision for service as a solution to a compelling community need in WV?
- Does your organization or a partner organization have the capacity to administer a federal grant?
- Does your organization have the capacity to supervise an inject of at least five additional human resources to help expand the capacity of your team?
- Is your organization involved in supporting youth in foster care or kinship families?
- Does your organization have (or could you have) enough cash on hand to operate a program for two months before your first reimbursement arrives?
- Do you believe in the transformative power of service?

If so, keep reading!

Federal Agency Name: Corporation for National and Community Service
State Agency Name: West Virginia Commission for National and Community Service
(dba Volunteer West Virginia)
Funding Opportunity Title: 2020 West Virginia AmeriCorps Grants
Announcement Type: Formula Competition
CFDA Number: 94.00

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) or Volunteer West Virginia to award any specific number of grants or to commit any particular amount of funding. The actual level and timing of grant funding will be subject to the availability of annual appropriations.

Important Dates:

- **Deadline #1:** An intent to apply is required for all applicants. Please send an email, that states your organization intends to apply to this Formula Grants Competition, to americorps@wv.gov by **February 24, 2020 by 5:00 p.m. Eastern Time.**
- **Deadline #2:** All Applications for new, recompeting and continuation applicants are due in eGrants by **Monday April 6, 2020 by 12:00 p.m. Eastern Time.**
- **Final Clarification Period:** Grant applicants must designate a staff contact to address final clarifications **Monday May 11 – Friday May 15, 2020.**

Technical Assistance:

Volunteer West Virginia will host additional support will be provided to all applicants via webinar through On3Learn, a vendor experienced with developing AmeriCorps programs. technical assistance calls to answer questions about the funding opportunity and eGrants. Volunteer West Virginia strongly encourages all applicants to participate in these sessions. Unless the topic is specified; calls are an open forum for applicants to ask questions about the application process. A Q & A document will be available on our website after the calls.

Instructions: To participate in a call dial 866-453-5550, enter pin 3730200#.

- **Tuesday, February 18, 2020, 1:00 p.m.** Grants Process Orientation Call
- **Wednesday, March 11, 2020 1:00pm.** General T/A Call

To participate in a webinar: development training sessions will be available to all applicants upon submission of an Intent to Apply email to americorps@wv.gov.

Sessions are delivered by an external vendor with significant experience supporting AmeriCorps applicants. Applicants are strongly encouraged to take all five webinars and integrate knowledge into application development. Webinars are accessible online at any time during the application timeline. Use of webinar information is optional and at the complete discretion of the applicant.

ELIGIBILITY INFORMATION & SUBMISSION INFORMATION

1. Eligible Applicants include:

The following Non-Federal entities (as defined in 2 CFR §200.69) who have DUNS numbers and are registered in the federal System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

A. PROGRAM DESCRIPTION

1. Purpose of AmeriCorps Funding

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations (see *Eligible Applicants* section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

CNCS Focus Areas

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families. Please refer to www.cns.gov for more information on these CNCS Federal Focus Areas.

Funding Priorities

1.) Geography: The following counties have limited national service resources and are, therefore, given additional priority for funding and resources.

- Barbour, Braxton, Calhoun, Gilmer, Grant, Hardy, Marion, Mercer, McDowell, Pendleton, Pleasants, Summers, Tucker, Tyler, Webster, Wetzel, Wirt, Wyoming

2.) Afterschool & Family Support Programs: Special consideration and bonus points will be provided applicants proposing service in afterschool and family support programs including:

- Kinship Care: Programs supporting grandparents and other family members in raising children of family members
- Foster Care: Programs addressing gaps in the foster care system or youth aging out of foster care

3.) Adult Literacy: Expanding National Service programs as a solution to improve adult literacy rates in West Virginia is a priority. Provide a narrative documenting how your proposal will improve adult literacy.

In order to receive bonus points, provide a narrative describing how your proposal addresses the four specialty areas above.

3. Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. The aligned measure utilized may be a National Performance Measure (see 2020 CNCS Performance Measures Instructions) or an applicant-determined measure (an aligned output and outcome created by the applicant organization).

Volunteer West Virginia expects applicants to use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions document.

Additionally, funded applicants will receive training and technical assistance on performance measurement, data collection, and evaluation planning throughout their 3-year funding cycle. Applicants are expected to make the best use of this training and technical assistance in order to generate high quality evidence for WV AmeriCorps programming in the future.

4. Program Authority

Volunteer West Virginia's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.) and in West Virginia State Code, Chapter 5, Section 26-A.

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

The actual level of funding will be subject to the availability of annual appropriations to West Virginia from CNCS.

2. Estimated Award Amount

Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions – as determined by the scope of the projects. New, Recompeting and Continuation applicants

are encouraged to ask for the funds necessary to implement the full scope of programming. In some cases, applicants may be asked to reduce award amounts or cost per member amounts in order to receive funding.

3. Project and Award Period

The project period is generally one year, with a start date proposed by the applicant. The grant award covers a three-year project period. The application is submitted with a one-year budget, which is renewed annually as a “Continuation”. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date CNCS awards the grant to Volunteer West Virginia. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the member’s confirmed enrollment in eGrants, which is the official federal record of AmeriCorps service eligibility. Member enrollment requirements have changed as of July 2, 2018. All members enrolled after July 2, 2018 must comply with the new enrollment procedures before members can begin service.

4. Type of Award

West Virginia may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Time Fixed Amount grant is limited to certain applicants. Volunteer West Virginia does not fund Professional Corps at this time. See the *Eligible Applicants* section and the Mandatory Supplemental Guidance for more information. Volunteer West Virginia will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$15,479	\$15,479	\$800	\$1,000	\$0
Type of Slots in the National Service Trust	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time	Full-time only	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No

Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes		No
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No		
Available to new Applicants	Yes	No	Yes	

*West Virginia is not seeking Professional Corps applications currently

C. ELIGIBILITY INFORMATION

1. Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- Applications for a Full-Time Fixed Amount grant must have full-time members (either 1,700-hour members or 300, 450, 675, 900, or 1,200-hour members serving in a full-time capacity.)
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.
- Applicants must propose to utilize at least 5 AmeriCorps members, unless a planning grant is awarded.
- Applicants recommended for funding will complete a Financial Management Survey as part of Volunteer West Virginia’s risk-based award review process.

2. Other Eligibility Requirements

Under Section 132A(b) of the National and Community Service Act of 1990, as amended, organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under CNCS’s statutes, regulations, or the terms and conditions of its awards are not eligible to receive CNCS funding.

Note that under appropriations provisions annually enacted by Congress, if CNCS is aware that any corporation has any unpaid federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply for CNCS funding.

D. APPLICATION AND SUBMISSION INFORMATION

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the Mandatory Supplemental Guidance, Application Instructions, and the National Performance Measure Instructions which are incorporated by reference. These documents can be found on www.volunteerwv.org. The full Regulations are available online at www.ecfr.gov.

1. Content and Form of Application Submission

A. CHANGES/EXPANSION REQUESTS: CONTINUATION APPLICANTS ONLY

Submit all requests to make significant changes to program design, sites, number of members or other in eGrants. Include the following changes: budget (expansion requests allowed), performance measures (see new instructions for 2020) and in the continuation changes section of the narrative please describe all changes and justify any increased costs, expansions, etc. Continuation applicants should not make any changes to any section of eGrants other than the three listed.

B. FULL APPLICATION: ALL NEW AND RECOMPETING APPLICANTS AND PLANNING GRANT APPLICANTS (DOES NOT INCLUDE CONTINUATION APPLICANTS)

Full Applications will be submitted in eGrants for New Implementation Grant Applicants and Recompeting Formula Grant Applicants (previously funded applicants at the end of the 3-year funding cycle). All of these application types will be reviewed by a committee of staff and external reviewers and Volunteer West Virginia Commissioners will determine the final funding portfolio based on availability of funds, the combination of committee recommendations, past program performance data, and fit within West Virginia's priority areas. More information about the Formula review and selection process is available at www.volunteerwv.org.

In CNCS's web-based management system (eGrants), applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification (<https://espan.cns.gov/cnsmisc/ECERTS.HTM>, and <https://espan.cns.gov/cnsmisc/EASSUR.HTM>)

New applicants who are unfamiliar with the eGrants system are STRONGLY ENCOURAGED to start early so that you may ask questions during grants process technical assistance calls. Applicants who have trouble navigating eGrants online system should contact Volunteer West Virginia immediately for troubleshooting. Applicants can call the office between 9:00 a.m. and 5:00 p.m. Monday-Friday to speak with an AmeriCorps staff member. Staff members cannot answer questions about the quality of an applications response. Only questions regarding system navigation and usage will be answered.

C. Page Limits

There are page limits for the Narrative and Logic Model

Narrative

Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries as the pages print out from eGrants.

The application sections that count towards the page limit are the:

- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

Volunteer West Virginia will consider the number of pages only as they print out from the “Review” tab in CNCS’s web-based grant management system, eGrants, (where you will see the “View/Print your application” heading) when determining compliance for page limits. Volunteer West Virginia will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Volunteer West Virginia strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Logic Model

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in CNCS’s web-based management system.

Please note the length of a document in word processing software may be different than what will print out in the CNCS’s web-based system. Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

2. Submission Dates and Times

a. Application Submission Deadline

Applications are due **Monday April 6, 2020 by 12:00 p.m. Eastern Time.** This deadline applies to new, planning, continuation and recompeting applicants. Volunteer West Virginia reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on Volunteer West Virginia’s website.

b. Additional Documents Deadline

Any required additional documents are due on or before **Monday April 6, 2020 by 12:00 p.m. Eastern Time** unless express permission is received in writing from Volunteer West Virginia. See *Submission of Additional Documents* section for other guidance. Please send all additional documents to americorps@wv.gov. See p.14 under ‘Additional Documents’ for more information.

c. Late Applications

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
 - the timing and specific cause(s) of the delay
 - the ticket number if a request for assistance was submitted to the National Service Hotline
 - any information provided to the applicant by the National Service Hotline
 - any other documentation or evidence that supports the justification
- ensure that Volunteer West Virginia receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to americorps@wv.gov no later than 24 hours after the application deadline, April 6, 2020 5:00pm ET, stated in the Notice.

Communication with Volunteer West Virginia staff, including an applicant’s program officer/portfolio manager, is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in eGrants, CNCS’s web-based application system and with the National Service Hotline to submit the application.

Volunteer West Virginia will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline, and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe, will not be reviewed or selected for award.

Please note: Volunteer West Virginia will *not* consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

3. Intergovernmental Review

This Notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

4. Funding Restrictions

a. Award Funding Requirements

1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Table: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$14,279	\$28,558
Three Quarter-time	1,200	n/a	\$20,159
Half-time	900	n/a	\$15,119
Reduced Half-time	675	n/a	\$11,339
Quarter-time	450	n/a	\$7,559
Minimum-time	300	n/a	\$5,040

Exceptions to the Living Allowance Requirements

- a. **EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

1. Maximum Cost per Member Service Year (MSY)

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and re-competing sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY Request

Grant Program	Maximum
Education Award Program Fixed Amount Grant	\$800
West Virginia Full-time Fixed Amount Grant*	\$16,000
West Virginia Commission Formula Cost Reimbursement Program*	\$16,000

*Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$15,647 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth.

3. Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. CNCS will provide the updated Education Award amounts at the time of grant award.

4. Cost Sharing or Matching

- a. Please see Section C. Eligibility Information 3. Cost Sharing or Matching earlier in the NOFO.

b. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in 2 CFR § 200.413. States, local governments, and Indian Tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS’s regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

c. Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from Volunteer West Virginia. Pre-award costs are rarely approved.

7. Other Submission Requirements

a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via eGrants, CNCS's web-based application system. Volunteer West Virginia recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 or eGrants if they have a problem when they create an account, prepare, or submit the application. The general public hours for the National Service Hotline are as follows:

- Mon - Fri, 9 am – 7 pm ET (Jan, May, June, July, Aug, Sept)
- Mon - Thu, 9 am – 7 pm ET (Feb, Mar, Apr, Oct, Nov, Dec)

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

Volunteer West Virginia does not accept applications submitted via fax or email.

b. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

All applicants

- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section and Mandatory Supplemental Guidance for detailed instructions by evidence tier.

Recompeting applications

- Evaluation report, if required. Please see the *Evidence Tiers* definitions in the Mandatory Supplemental Guidance and Section E. Evaluation Plan for further information.
- Labor union concurrence (if applicable)
- Federal debt delinquency (if applicable)

Rural Intermediaries (New and recompeting)

- Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and re-competing)

- Tribal organization eligibility documentation. (See the *Eligible Applicants* section.)

New and Re-competing applications

- New and re-competing applicants requesting over \$75,000 and All New to CNCS applicants regardless of funding level are required to submit a Financial Management Survey (FMS) and supporting documents located at: [http://www.nationalservice.gov/resources/financial-management-](http://www.nationalservice.gov/resources/financial-management-select) select Financial Management Survey under the Application Certification Forms Section.

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

Additional documents must be emailed to americorps@wv.gov with the following subject line: "*Legal Applicant Name*" – "*Application ID Number.*" Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)"

Do not submit any items that are not requested in this Notice and Guidance. Neither Volunteer West Virginia nor CNCS will review or return them.

CNCS will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in CNCS's web-based management system in order to be considered for CNCS's assessment of the strategic considerations (see *Selection for Funding* section.) Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

E. APPLICATION REVIEW INFORMATION

Review Process

Applications will first be reviewed by Volunteer West Virginia staff and an external volunteer committee with expertise in grant making, community development, rural health, education, CNCS standards, and other areas of key programming. Volunteer West Virginia Commissioners will determine the final funding portfolio based on availability of funds and the combination of committee recommendations, past program performance data, and fit within West Virginia's priority areas. More information about the Formula review and selection process is available at www.volunteerwv.org.

1. Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Volunteer West Virginia urges applicants to submit high quality applications that carefully follow the guidance in this *Notice* and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

A. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS focus area, omit this sentence.

Fixed-Amount grant applicants (EAP, Full-cost Fixed, No Cost Slots) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

B. Program Design (50 percent)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Theory of Change and Logic Model (24 points)

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

2. Evidence Base (12 points)

The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the Mandatory Supplemental Guidance.) Second, the quality of the applicant's evidence and the degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (6 points):

An evidence tier will be assessed for each applicant for the purpose of understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

In 2019, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 20%, Moderate 15%, Preliminary 30%, and Pre-Preliminary 35%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and

expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of “same intervention”) may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

Evidence Quality (6 points)

After the applicant’s evidence tier has been assessed, the quality of the applicant’s evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years;
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the Pre-Preliminary evidence tier who do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

3. Notice Priority (8 points)

- The applicant proposed program fits within one or more of the West Virginia AmeriCorps funding priorities as outlined in the section below.
 - 1.) Geography: The following counties have limited national service resources and are, therefore, given additional priority for funding and resources.
 - Barbour, Braxton, Calhoun, Gilmer, Grant, Hardy, Marion, Mercer, McDowell, Pendleton, Pleasants, Summers, Tucker, Tyler, Webster, Wetzel, Wirt, Wyoming
 - 2.) Afterschool & Family Support Programs: Special consideration and bonus points will be provided applicants proposing service in afterschool and family support programs including:
 - Kinship Care: Programs supporting grandparents and other family members in raising children of family members
 - Foster Care: Programs addressing gaps in the foster care system or youth aging out of foster care
 - 3.) Adult Literacy: Expanding National Service programs as a solution to improve adult literacy rates in West Virginia is a priority. Provide a narrative documenting how your proposal will improve adult literacy.

4. Member Experience (6 points)

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

C. Organizational Capability

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing (9 points)

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.
- Organization's proposing multiple sites will describe how staff will monitoring sub-sites including any risk assessments or rubrics developed to promote ongoing program strength and compliance.
- *Organization specifically addresses how the grantee will ensure AmeriCorps members are not participating in prohibited activities during regular service or special service projects including how site supervisors will be trained to prevent non-compliance. (Please include a mechanism for both onboarding members and supervisors at the start of the program year and training for late onboarding throughout the year.)*

2. Compliance and Accountability (8 points)

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- *Applicant past performance will be considered in this category during the WV ranking.*
- The CNCS-required evaluation report meets CNCS requirements (if applicable).
- The CNCS-required evaluation report is of satisfactory quality (if applicable).

3. Culture that Values Learning (4 points)

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

4. Member Supervision (4 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (15 percent)

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget"

1. Cost Effectiveness and Budget Adequacy (15 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost rate information if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

F. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network.

<https://www.nationalservice.gov/resources/amicorps/building-effective-data-collection-plans-presented-october-12-2017>

If the applicant is re-competing for AmeriCorps funds for the first time (see definition of “re-competing” below) the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in CNCS’s web-based management system. If the applicant is re-competing for a subsequent time, the program must submit its evaluation report as an attachment (see the *Submission of Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the “Evaluation Summary or Plan” field in the system. Evaluations plans submitted outside of the system will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome(s) of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components;
- Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant
- Qualifications needed for the evaluator
- The proposed budget

Information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.700-710:

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is \$500,000 or more, it must arrange for an external impact evaluation of the program (see Mandatory Supplemental Guidance), and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

For purposes of compliance with evaluation plan and report requirements, an application will be considered a re-competing application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least three years.

- If the applicant has received competitive funding for the same project for at least three years, it will be required to submit an evaluation plan.
- If the applicant has received at least six years of competitive funding for the same project, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3-year grant. If the applicant does not satisfy the definition of re-competing, it will not be required to submit an evaluation plan or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 20,000 characters.

Subgrantees that are re-competing for funds may be eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in the system. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this *Notice*. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found on the CNCS website.

If the request for the alternative evaluation approach plus the Evaluation Plan itself will exceed the character limit of the Evaluation Summary or Plan field in the system, the applicant should do the following:

- Enter the Evaluation Plan in the Evaluation Summary or Plan field in the system.
- Include a note in the Evaluation Summary or Plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

G. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

H. Clarification Information (0 percent)

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

I. Continuation Changes (0 percent)

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

Review and Selection Process

Volunteer West Virginia and CNCS will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by Volunteer West Virginia and CNCS reviewers may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

a. Compliance and Eligibility Review

Volunteer West Virginia will conduct a Compliance Review to determine if an application meets the compliance requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline
- follows instructions posted in this Notice.

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

b. Application Review

- **Internal Volunteer West Virginia Review**

Volunteer West Virginia staff and external evaluators will review and score based on quality, attention to this notice, the applications fit within West Virginia's portfolio, past performance of returning applicants, and risk assessments for new applicants, and other strategic considerations detailed in this *Notice*. Applicants receiving an overall score above 80 will then be ranked and advanced for Commission approval.

c. Risk Assessment

Both Volunteer West Virginia will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If Volunteer West Virginia determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if either Volunteer West Virginia concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding. Volunteer West Virginia will not submit applications for funding if screening reveals a poor risk assessment.

In evaluating risks, Volunteer West Virginia may consider some of the following criteria:

- financial stability

- financial capability and capacity to manage Federal funds
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- applicant’s record in managing previous awards, cooperative agreements, or procurement awards, including:
 - timeliness of compliance with applicable reporting requirements
 - accuracy of data reported
 - validity of performance measure data reported
 - conformance to the terms and conditions of the previous federal awards
 - meeting matching requirements
 - the extent to which any previously awarded amounts will be expended prior to future awards
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet
 - SAM, and/or
 - “Do Not Pay”
- reports and findings from single audits performed under Uniform Administrative Guidance and finding of any other available audits or investigations
- IRS Tax Form 990
- applicant organization’s annual report
- publicly available information, including information from the applicant organization's website
- responses to the Financial Management Survey and supporting documentation
- amount of funding requested by the organization

Volunteer West Virginia staff will assess their re-competing subgrantees’ past performance. This assessment 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. Results from this assessment will inform funding decisions. In evaluating programmatic performance, VWV may consider the following for applicants that are current formula and competitive grantees:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 5 day enrollment and 30 day exit requirements in the AmeriCorps portal
- Monitoring findings - CNCS and/or OIG (if applicable)
- Volunteer West Virginia

e. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see [41 U.S.C. 2313](#)). Additionally, CNCS may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$150,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

CNCS may consider comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this Notice.

f. Applicant Clarification

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 funding recommendations. 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 clarification adequately and in a timely manner may result in the removal of applications from consideration.

g. Selection for Funding

The assessment of applications involves a wide range of factors and considerations. Volunteer West Virginia staff will apply their experience and expertise in evaluating and recommending applications. Volunteer West Virginia will engage external reviewers to provide insight and input with respect to the evidence base of eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this *Notice*.

Specifically, the review and selection process will:

A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.

B. Yield a diversified portfolio based on the following strategic considerations:

- Geographic diversity
- Rural communities (see definition in Mandatory Supplemental Guidance)
- Single and multi-state programs
- Faith- based organizations
- CNCS *Notice* Priorities representation
- Volunteer West Virginia priorities representation
- Program models that demonstrate a new approach to solving a community problem based on thorough review of existing research and evaluation about existing approaches to the problem

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this *Notice*, the Commissioners will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

Volunteer West Virginia reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical, or

inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to Volunteer West Virginia in response to this Notice.

Feedback to Applicants

Following grant awards, each applicant will receive summary comments 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 applicant clarification, if any. All compliant applications will receive feedback from the external review of the evidence base portion of their application.

F. AWARD ADMINISTRATION INFORMATION

1. State and Federal Award Notices

Volunteer West Virginia will make awards following the grant selection announcement. Please see the Important Dates section at the beginning of this NOFO for the date, contingent on timely full year appropriations. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin grant activities. The Cooperative Agreement signed by the Executive Director is the only document authorizing awardees to commence grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

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

2. Administrative and National Policy Requirements

a. Uniform Guidance

All awards under this Notice are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

b. Requests for Improper Payment Information

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

c. Terms and Conditions

All awards made under this *Notice* will be subject to the 2020 Volunteer West Virginia AmeriCorps Terms and Conditions as well as 2020 CNCS General Terms and Conditions, and the 2020 AmeriCorps Program Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>. Additionally, all awards are subject to 2020 Volunteer West Virginia Terms and Conditions.

3. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Please budget at least \$37 per covered individual (staff and members).

Unless CNCS has provided a recipient with a written exemption through Volunteer West Virginia recipients must perform the following checks—

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

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) using CNCS approved vendor, Truescreen and
- A fingerprint-based FBI criminal history check using CNCS approved vendor Fieldprint.
- Award-funded staff, participants and volunteers with a permanent residence outside of West Virginia may also be subject to a state-based criminal history check. In order to determine whether or not an award-funded staff, participant or volunteer is subject to this check, applicants may consult the NFF list of state's available as a resource on www.volunteerwv.org along with the National Service Criminal History Check instructions for West Virginia.

See 45 CFR § 2540.200–§ 2540.207 and [CNCS Criminal History Check Resources](#) for complete information and FAQs.

4. 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 (2 CFR §200.315 (b)). Volunteer West Virginia reserves this same right to publication under West Virginia State Code Chapter 5, Section 26A and included in our terms and conditions with subrecipient grantees.

5. Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS and Volunteer West Virginia with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The grantee measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and

- The grantee actively reviews data prior to submission.

Reallocation of Funding

CNCS and Volunteer West Virginia reserve the right to reallocate funding in the event of disaster or other compelling need for service.