



## Spring 2021 West Virginia AmeriCorps Planning Grants

### Request for Proposals

Volunteer West Virginia announces a funding opportunity through AmeriCorps State Formula grants for eligible applicants. Potential applicants will apply to receive funding of up to \$50,000 to plan a new AmeriCorps program in West Virginia. Program development will begin September 2021 and end August 2022. Successful new programs will begin Fall 2022 or Spring 2023. Planning Grants are a unique resource that helps to bridge the gap for organizations interested in starting an AmeriCorps program, but may need support in building organizational capacity for program implementation. Being awarded a planning grant allows an organization time to research, develop, and build internal policies and procedures for implementing a potential future AmeriCorps program.

### 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.

<b>Federal Agency Name:</b>	<b>Corporation for National and Community Service</b>
<b>Funding Opportunity Title:</b>	FY 2021 AmeriCorps State and National Grants
<b>Assistance Listing Number:</b>	94.006

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

### Important Dates

- **Intent to Apply due by** Email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov) **by 5:00 PM, Thursday, February 25** . – Required for all applicants.
- **Training and Technical Assistance Webinar Wednesday, March 3, 2021 at 1:00 PM**
- **Training and Technical Assistance Webinar Wednesday, March 24, 2021 at 1:00 PM**  
To join both webinars sign in via Zoom below:  
<https://us02web.zoom.us/j/7949706421?pwd=NGVRSVcrVUFRVzBRSVUzSIR5bHdyZz09>  
Meeting ID: 794 970 6421 *Call In:* +1 646 558 8656
- **1:1 Application Support** will be offered to all applicants **March 29- April 1**.  
[Click here](#) or visit <https://calendly.com/hannah-d-stone> to schedule an appointment.
- **Applications due** in eGrants and additional documents due by email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov) **by 5:00 PM on Thursday, April 8, 2021**. Successful applicants will be notified by **June 7, 2021**.

### Technical Assistance

Volunteer West Virginia encourages applicants to schedule an individual 1:1 application support session at the link above, and watch our application development webinars that are available to all applicants through On3Learn, a vendor experienced with developing AmeriCorps programs. To request access to the webinar series, send an email to [americorps@wv.gov](mailto:americorps@wv.gov). Please note that not all webinars will be relevant for planning grant applications. Any other questions in regard to this Notice should be submitted to [americorps@wv.gov](mailto:americorps@wv.gov). Questions will be answered in a timely fashion by Volunteer West Virginia staff. Please do not call the office with questions.

## **A. PROGRAM DESCRIPTION**

### **A.1. Purpose of AmeriCorps Funding**

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. More information is available on our website <https://volunteer.wv.gov/>.

AmeriCorps planning grants are awarded to eligible organizations (See Section *C.1 Eligible Applicants*) proposing to develop new AmeriCorps programs. AmeriCorps programs engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in a community service opportunity 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. More information about AmeriCorps can be found at <https://americorps.gov/about>.

### **A.2. Funding Priorities**

AmeriCorps seeks to prioritize the investment of national service resources in the following areas:

- Programs that actively engage in removing structural racial inequities, advancing racial equality, and increasing opportunity in order to achieve sustainable change in communities.
- Economic Opportunity – a program model that increases economic opportunities for communities by preparing people for the workforce.
- Healthy Futures – a program model that reduces and/or prevents prescription drug and opioid abuse.
- Veterans and Military Families – a program model that positively impacts the quality of life of veterans and improves military family strength.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Faith-based organizations.
- Programs that reduce child poverty.
- Environmental stewardship.

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes; and must include a high-quality program design. Proposing programs that receive priority consideration does not guarantee funding.

### **A.3. Program Authority**

Awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, ([42 U.S.C. § 12501 et seq.](#))

## **B. FEDERAL AWARD INFORMATION**

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

Volunteer West Virginia expects a highly competitive AmeriCorps grant competition. Volunteer West Virginia reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations. Receiving a planning grant does not guarantee future AmeriCorps funding.

## **C. ELIGIBILITY INFORMATION**

### **C.1. Eligible Applicants**

The following non-federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:

- Tribes
- Institutions of higher education
- Local governments
- Nonprofit organizations
- States

Entities must have a valid SAM registration and [DUNS and/or Unique Entity Identifier] to receive an award. See Section D.3. Unique entity identifier and System for Award Management (SAM) for more information.

### **C.2. Cost Sharing or Matching**

Applicants are required to match funds awarded based on the chart below. The applicant’s match can be non-CNCS cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See Section D.5. *Funding Restrictions* for more information.

A planning grant applicant is required to match at 24 percent. The table below details future matching requirements.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Section 121(e)(5) of NCSA (42 U.S.C. §12571(e)) requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

### **C.3. 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.

## **D. APPLICATION AND SUBMISSION INFORMATION**

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550 the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found on <https://volunteer.wv.gov> with this *Notice*. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

### **Intent to Apply**

All applicants must submit a one page Word Document or PDF briefly describing the proposed project and listing a contact person for the application by 5:00 pm, Thursday February 25 by email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov).

### **D.1. Content and Form of Application Submission**

#### **D.1.a. Application Content**

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 you fill out your organization’s information in the system

- Narratives:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Plan (enter N/A not required for planning grants)
- Logic Model (not required for planning grants)
- Standard Form 424A Budget
- Performance Measures (planning grants are not required to meet Performance Measure targets, but should propose a performance measure they might use in the future)
- Authorization, Assurances, and Certification (<https://egrants.cns.gov/cnsmisc/ECERTS.HTM>, and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>)

#### **D.1.b. Page Limits**

Planning grant applications should not exceed 5 pages including the cover page. The logic model and performance measures do not count toward the 5-page limit.

#### **D.2. Unique entity identifier and System for Award Management (SAM)**

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf).

SAM registration must be renewed annually. CNCS suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.**

CNCS will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier (UEI). If an applicant has not fully complied with these requirements by the time CNCS is ready to make a Federal award, CNCS may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. CNCS may ask applicants to add the UEI to their application as part of the clarification or pre-award process. CNCS is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date if applicants do not yet have their UEI.

#### **D.3. Submission Dates and Times**

##### **D.3.a. Application Submission Deadline**

Applications are due **Thursday, April 8, 2021 by 5:00 p.m. Eastern Time**. Late applications will not be accepted unless serious technical issues are encountered with eGrants and express permission is received in writing from Volunteer West Virginia.

### **D.3.b. Additional Documents Deadline**

Any required additional documents are due on or before **Thursday, April 8, 2021 by 5:00 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](mailto:americorps@wv.gov).

### **D.4. Intergovernmental Review**

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

### **D.5. 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 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. The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#).

**Volunteer West Virginia elects to retain 1 percent of the total award, 20 percent of the of the 5 percent allowable as indirect costs on AmeriCorps grants, for the administration of the grant. See the Application Instructions for calculation.**

### **D.6. Other Submission Requirements**

#### **D.6.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 Questions](#) if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at <https://questions.nationalservice.gov/>

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 contact Volunteer West Virginia by email at [americorps@wv.gov](mailto:americorps@wv.gov) and continue working with the National Service Hotline to submit via eGrants.

#### **D.6.b. Submission of Additional Documents**

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

All applicants

- 1-2 Evaluations or briefs that demonstrate that your proposed intervention has been successful. (See program design section E.)
- Applicant must submit an audit from the most recent completed fiscal year. This audit needs to be completed by an outside auditor. If your organization expends more than \$750,000 in Federal funds annually, a single

audit is required. (If no audit is available, organization must submit a letter self-certifying that they have not had an audit with a plan to complete an audit prior to applying for an AmeriCorps formula grant.)

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](mailto:ameriCorps@wv.gov) with the following subject line: "Legal Applicant Name" – "Application ID Number."

**Do not submit any items that are not requested in this Notice and Guidance. Volunteer West Virginia and CNCS will not review or return them.**

## **E. APPLICATION REVIEW INFORMATION**

### **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 develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that 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, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

#### **B. Program Design (50 percent)**

##### *1. Need (25 points):*

- Describe the need you plan to address with your AmeriCorps program and provide evidence that the need is pressing with relevant data.
- Describe why you are applying for a planning grant, why a planning grant is needed to address the previously described need, and what you hope to achieve during the one-year planning period.

##### *2. Intervention (25 points)*

- Describe the proposed intervention to be used to address the above stated need.
- Describe a similar intervention that has successfully addressed the problem in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one, and no more than two, evaluations of the intervention.
- Explain how AmeriCorps members would be a highly effective means to solve this community problem.
- Explain how AmeriCorps members would be addressing an unmet need and would not be duplicating or displacing any current staff, volunteers, or other services.

#### **C. Organizational Capability (25 percent)**

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement.

- The applicant has systems and processes for sound programmatic and fiscal oversight.

### **1. Cost Effectiveness and Budget Adequacy (25 points)**

**These criteria will be assessed based on the budget submitted. No narrative should be entered except “See Budget”.**

- 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.

#### **E.1.E. Evaluation Plan (Not required for planning grants)**

Enter N/A in eGrants.

#### **E.2. Review and Selection Process**

Volunteer West Virginia 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 reviewers may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

##### **E.2.a. Initial Application Compliance and Eligibility Review**

Volunteer West Virginia will conduct an initial Eligibility Review to determine if an application meets the eligibility 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
- is eligible to submit directly in eGrants
- submitted an application by the submission deadline

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.

##### **E.2.b. Application Review**

###### **External Review**

External Reviewers will review and assess the evidence criteria in the *Notice*. Volunteer West Virginia will recruit and select reviewers on the basis of demonstrated expertise. All External Reviewers will be screened for conflicts of interest.

###### **Internal Review**

Volunteer West Virginia staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the *Notice*. Reviewers will be screened for conflicts of interest.

##### **E.2.c. Applicant Clarification**

Volunteer West Virginia and/or CNCS may ask an applicant for clarifying information. Volunteer West Virginia staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

#### **E.2.d. Pre-Award Risk Assessment**

Volunteer West Virginia and CNCS will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to 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 Volunteer West Virginia concludes that the reasons for applicants having a poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

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

Due Diligence:

- federal debt delinquency
- suspension and debarment
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIS)
  - U.S. Treasury Bureau of Fiscal Services
  - System for Award Management (SAM)
  - "Do Not Pay"
- reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations
- IRS Tax Form 990

#### **E.2.e. Selection for Funding**

The review and selection process is designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - CNCS Funding Priorities (See *Section A.2. Funding Priorities*)
  - meaningful representation of
    - geographic diversity
    - rural communities
    - single and multi-state programs
    - faith-based organizations
    - focus area representation

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, Volunteer West Virginia will endeavor to include a diverse portfolio of applications based on staff recommendations and strategic considerations.

***Volunteer West Virginia and CNCS reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.***



### **E.3. Feedback to Applicants**

Following awards, applicants will receive feedback from the External Review and Staff Review of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

### **E.4. Transparency in Grant-making**

Volunteer West Virginia and CNCS are committed to transparency in grant-making. The following information for new and re-competing applications will be published on CNCS Results of Grant Competitions within 90 business days after all grants are awarded:

- a list of all compliant applications submitted
- executive summaries of all compliant applications
- data extracted from the SF-424 Face Sheet
- a blank template of the external review worksheet
- a list of all external reviewers who completed the review process
- a summary of external reviewer comments for successful applications

*Submitted program narratives for successful applications will be available upon request.*

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1. Federal Award Notices**

CNCS will make awards following the grant selection announcement. Volunteer West Virginia anticipates announcing the results of this competition by **June 7, 2021** n grant activities. Volunteer West Virginia will make awards following the grant selection announcement. 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.

### **F.2. Administrative and National Policy Requirements**

#### **F.2.a. Uniform Guidance**

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

#### **F.2.b. Requests for Improper Payment Information**

CNCS may 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 manual hold, reimbursement only status, or other remedies may be applied as appropriate.

#### **F.2.c. CNCS Terms and Conditions**

All awards made under this Notice will be subject to the FY 2021 CNCS General Terms and Conditions, and the FY 2021 AmeriCorps Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Program Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>.

#### **F.2.d. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (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.

Grantees are required by Volunteer West Virginia to utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Information regarding use of these two vendors can be found at <https://www.nationalservice.gov/documents/2018/nschc-using-fieldprint-and-truescreen-manual>.

Failure to conduct compliant NSCHC may result in significant disallowed costs.

Unless CNCS has provided a grant recipient with a written exemption or written approval of an alternative search procedure, 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); *and*
- Either
  - A name- or finger-based search of the statewide criminal history registry in the person's state of residence *and* in the state where the person will serve/work *or*
  - A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

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

See 45 CFR 2540.200–2540.207 and CNCS Criminal History Check Resources for complete information and FAQs.

#### **F.2.e. Official Guidance**

All CNCS active Guidance is available on the agency's Guidance webpage:

<https://www.nationalservice.gov/resources/official-guidance>. *The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

#### **F.3. Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to recipients and non-recipients, 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).

#### **F.4. 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.

#### **G. FEDERAL AWARDING AGENCY CONTACTS**

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. National Service Hotline hours are posted at <https://questions.nationalservice.gov/>

Potential applicants can also use this link: [eGrants Questions](#). Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

Questions regarding the grants process for Volunteer West Virginia can be submitted by email to [AmeriCorps@wv.gov](mailto:AmeriCorps@wv.gov).

## **H. OTHER INFORMATION**

### **H.1. Re-Focusing of Funding**

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

## **I. IMPORTANT NOTICES**

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. §§12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. §4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.