2016 AmeriCorps*State Grant

Notice of Funding Opportunity (NOFO)
For Operational and Planning Grants

Thank you for your interest in an AmeriCorps*State Grant. This packet contains information on the process for applying for 2016 AmeriCorps*State grants. *Nevada Volunteers (a nonprofit 501(c)3) is the Governor's Commission on Service and is charged with reviewing, selecting, and administering the AmeriCorps*State funds and programs throughout Nevada. It is the state's resource for volunteer service information.*

Note: The original deadline for Pre-Applications has been extended per the date noted below.

Pre-Application Due Date (required for all applicants)
Thursday, December 10, 2015 at 5:00 p.m. PST.

Nevada AmeriCorps Programs
AmeriCorps*State programs are not designed for organizations looking for one or two AmeriCorps members to serve on a particular project. AmeriCorps*State programs must be large enough to achieve a demonstrable impact. In general, program proposals should include a minimum of 10 full-time members or their equivalent (e.g., 20 half-time members). Programs proposing to sponsor fewer than this minimum will be considered if the proposal clearly targets one of the following priority areas for Nevada Volunteers:

- Programs serving and/or engaging Veterans and Military Families.
- Programs focused on education including those that will improve school readiness, improve educational outcomes, and prepare students for success in post-secondary institutions.

The applicant has the flexibility to determine an appropriate service period (not to exceed 12 months) for members.

Organizations interested in becoming involved with National Service, but not able to support either 10 FTE members or meet one of the two criteria above are encouraged to attend the *National Service in Nevada* webinar (see timeline that starts on page 4) to learn more about other potential resources.

Funding Available
The 2016 AmeriCorps*State grant competition is expected to be highly competitive. Nevada Volunteers expects to award new, re-competing, and continuation AmeriCorps grants. The actual level of funding will be subject to the availability of annual appropriations which have not yet been made. Awards will vary and will be for funds and AmeriCorps member slots. Nevada Volunteers will review applications and determine the appropriate award amount, if any. Nevada Volunteers reserves the right to fund new applicants as planning grants (no member slots) if we determine that an organization is not prepared to host an AmeriCorps program or if funding is limited.

What organizations are eligible for funding?
- Public or private nonprofit organizations
- Faith-based and other community organizations
- Institutions of higher education
- Government entities within states or territories (e.g., cities, counties)
- Indian Tribes
- Labor organizations
- Partnerships or consortia
- Intermediaries planning to subgrant funds

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice.* Pursuant to the Lobbying Disclosure Action of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply. Current AmeriCorps grantees may apply for assistance. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this Notice.

All programs operating in Nevada must address each of the Nevada Volunteers identified expectations below in their application:
- Inclusive in the design and delivery making the program accessible to individuals with disabilities.
- Collaborative approach to planning, designing, and delivery of the program.
- Demonstrated ability to successfully administer an AmeriCorps and or other federal grant.
- Program Design supports at least 10 members managed by a full time Program Director or clearly meets one of the identified priority areas for programming including models focused on Veterans and military families, and/or education.
- Programs can demonstrate community impact and solve community problems using an evidence-based or evidence-informed approach (e.g. performance data, research, theory of change).

Nevada Specific Requirements:
- Nevada Volunteers elects to retain a share of 30% the 5% of federal funds available to programs for administrative costs (or 1.5% of the overall CNCS share). Sub grantees are required to allocate this Administrative Cost to be retained by Nevada Volunteers for administrative oversight.
- Progress Reports are submitted quarterly NOT semiannually as noted in Federal Notice of Funding.
- Programs are required to participate in 3 (three) National Service days each grant year.
- Programs are required to budget for staff to attend 1 CNCS-sponsored technical assistance meeting each year. There are typically two to three such opportunities per year and Nevada Volunteers will determine which meeting(s) are applicable on an annual basis after review of the planned events.

Nevada Volunteers may give preference to applicants that select CNCS Priority Measures listed sections I.B - I.D below. The Commission may consider other factors in selecting proposals for funding

such as geographic and program diversity. All funding decisions require approval by the Nevada Volunteers Commission.

For more information about starting an AmeriCorps*State program or AmeriCorps*National program, please visit www.americorps.gov, www.nationalservice.gov, and Learning Pathways for Program Startup.

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the *Notice* Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The documents can be found at http://nevadavolunteers.org/americorps/americorps-funding/notice-of-funding-opportunities/. The full regulations are available online at www.ecfr.gov. The TTY number is 800-833-3722.

Interested parties should read all application materials, including attachments, and linked documents prior to submitting any questions or documents to the Nevada Volunteers Program Officer.

Nevada AmeriCorps*State Process
To be eligible for consideration, an applicant must meet the intent of all the requirements listed in this packet. Please follow the instructions below whether your program is new, re-competing, or applying for continuation.

Nevada Volunteers is implementing a **Pre-Application** submission process for all applicants to limit the initial amount of work necessary to apply, encourage a competitive environment, and to select applicants most poised to be competitive on a national level. **The deadline for completing all required submissions for the Pre-Application phase is December 10, 2015. The instructions and timeline are outlined later in this Notice.** Please carefully review the instructions for submitting the pre-application**.** Nevada Volunteers staff and the Commission Program Review Committee will review all Pre-Application submissions and make a determination of which applicants will be selected for national competition, and whether to invite full applications based on available resources, quality of submissions, and alignment with priority areas. **Applicants will be notified no later than Wednesday, December 16, 2015 regarding whether they are invited to submit a full application for nationally competitive funding, a full application for formula funding (Nevada's standard allocation of funding from CNCS), or if they were NOT selected to submit a full application.** Applicants that are invited to submit a full application must follow the additional instructions that will be posted to the NOFO portion of our website following the close of the Pre-Application phase**.** Full applications will not be accepted from applicants who did not receive an invitation following the Pre-Application process.

Technical Assistance:
Questions concerning the Nevada NOFO and application process can be **submitted via email from August 25 to December 4, 2015** to Matt Johnson at matt@nevadavolunteers.org. All questions and answers will be posted in a FAQ document on the NOFO page on the Nevada Volunteers Website. Please check the FAQ before submitting additional questions. During this period you may also request targeted technical assistance and/or feedback.

2016 AmeriCorps State Grant Application Timeline

Monday, August 24, 2015	**Notice of Funding Opportunity released to stakeholders**
August 24 – December 4, 2015	**T/TA period to submit questions via email to matt@nevadavolunteers.org.** Responses to all questions will be posted in an FAQ document on the Nevada Volunteers Website. During this period you may also request targeted technical assistance and/or feedback.
Tuesday, September 8, 2015 10:00am	**National Service in Nevada: Determining how your organization can fit?** (Organizations needing information on how to get involved with National Service and the requirements to apply for AmeriCorps*State and AmeriCorps*VISTA are encouraged to attend. This webinar will be recorded and posted for later use if you are unable to attend) **A recording of this training is available at** https://attendee.gotowebinar.com/recording/3444614163501550081
Tuesday, October 6, 2015	**In-person NOFO and Program Model Development Training – Reno NOFO and Program Development Presentation AmeriCorps Program Model Worksheet**
Wednesday, October 7, 2015	**In-person NOFO and Program Model Development Training – Las Vegas NOFO and Program Development Presentation AmeriCorps Program Model Worksheet**
Tuesday, October 13, 2015	**In-person NOFO and Program Model Development Training – Elko NOFO and Program Development Presentation AmeriCorps Program Model Worksheet**
Thursday, October 15, 2015	**Application Instructions Webinar A recording of this training is available at** https://attendee.gotowebinar.com/recording/5102766764201701122
Thursday, December 10, 2015	**Pre-Applications Due (required for all applicants) Readiness Assessments Due (required for new applicants only)**
Monday, December 7, 2015	Notification to applicants selected for *National competition* (notification for formula competition noted below) of Commission recommendations for proceeding with full applications for competitive funding only.
Monday, December 7, 2015 - Wednesday, January 6, 2016	**Competitive application consultation and clarification period** (for applicants selected for competitive submission only)
Wednesday, December 16, 2015 10:00 am	**Performance Measures Webinar Register to attend and receive reminders at** https://attendee.gotowebinar.com/register/8267773655772576514
Thursday, January 7, 2016	**Competitive Applications Due (for applications selected for competitive submission only)**
Friday, January 8 - Thursday, January 14, 2016	Final Competitive Clarification Period (for applications selected for competitive submission only)
Wednesday, December 16, 2015 - Thursday, January 28, 2016	**Formula application consultation and clarification period** (for applicants NOT selected for competitive submission)
Monday, February 1, 2016	**Formula Applications Due** (for applications NOT selected for competitive submission)

Tuesday, February 2 - Thursday, February 18, 2016	All applications scored and ranked through Peer Review Process
Monday, February 22 - Friday, February 26, 2016	Final Clarification for all Applicants
Friday, May 13, 2016	Notification from CNCS regarding competitive applications
Monday, May 16 - Friday, May 20, 2016	Negotiations and resubmission of grants (based on formula funds available and final ranking)
Monday, June 6, 2016	Notification to all applicants regarding Commission decision on final formula funding for submission to CNCS
Notice of Grant Award received in eGrants from the Corporation for National and Community Services in late July.	

Quick Links
- AmeriCorps State and National Rules, Regulations, and Provisions
- Performance Measures Instructions

Technical Assistance Documents
- Intro to AmeriCorps Members
- Intro to AmeriCorps State and National
- AmeriCorps Key Terms
- Categories of AmeriCorps Grants
- AmeriCorps Program Management and Design

Attachments
- Attachment A – Detailed Budget Instructions
- Attachment B – Budget Worksheet
- Attachment C – Logic Model Template
- AmeriCorps Readiness Assessment (required for new grantees)

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose of AmeriCorps Funding

AmeriCorps grants are awarded to eligible organizations engaged in evidence-based or evidence-informed (e.g. performance data, research, theory of change) interventions that use AmeriCorps members to strengthen communities. **Strengthening of communities** is evidenced by community involvement in planning and implementation, the development of local partnerships, and the recruitment of volunteers.

An AmeriCorps member is an individual who engages in community service through an approved national service position. **Service activities must result in a specific, identifiable benefit or improvement that otherwise would not be provided with existing funds or volunteers, and that does <u>not</u> duplicate the routine function of workers or displace paid employees**. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members receive a Segal AmeriCorps Education Award from the National Service Trust.

B. Focus Areas

In order to carry out Congress' intent and to maximize the impact of investment in national service, our federal partner the Corporation for National and Community Service (CNCS) has identified the following focus areas for national service funding. Programs that propose foci outside of these areas can and will still be considered for funding:

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother's Keeper, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training

opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

Healthy Futures
Grants will provide support for activities that will improve access to primary and preventive health care for communities served by CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families
Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

C. 2016 CNCS AmeriCorps Funding Priorities
CNCS and Nevada Volunteers seek to prioritize the investment of national service resources in:
- Disaster Services - improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity - increasing economic opportunities for communities, specifically opportunity youth (see Glossary), both as the population served and as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) or addressing student and school needs through School Turnaround AmeriCorps programming (see Glossary and Appendix)
- Environment - 21st Century Service Corps (see Glossary)
- Veterans and Military Families -- positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiatives (see Glossary)
- Programming that supports My Brother's Keeper (see Glossary)
- Multi-focus intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities (see Glossary)
- Safer communities - activities that focus on public safety and preventing and mitigating civil unrest e.g., summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention.
- Elder Justice AmeriCorps (see Glossary)

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

Next Gen AmeriCorps
Depending on overall funding available, CNCS is inviting applicants to propose the Next Generation AmeriCorps or Next Gen AmeriCorps. The importance of service remains even within tight fiscal constraints we face as a nation. The goal of Next Gen AmeriCorps is to use innovative strategies to offer the same service opportunities but at a more efficient cost to the government. To participate, applicants

must have a cost per member that is lower than $10,000 per year per full time member using CNCS funding. CNCS is looking for innovative approaches and models to implement, for example: locating operations in Promise Zones, areas that meet Promise Zone criteria, or that demonstrate other indicators of severe need.

Encore Programs
Congress set a goal that 10 percent of AmeriCorps funding should support Encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that target in this competition and encourages Encore programs to apply. Encore will provide an opportunity for current evidence-based Senior Corps Foster Grandparents Program and Senior Companion Program grantees to expand their programs through AmeriCorps funding.

D. 2015 Nevada Volunteers AmeriCorps Funding Priorities
Nevada Volunteers has identified specific priority areas that we are interested in supporting. Programs that have models targeting one of the following focus areas may be given special consideration based on the needs of our state and a lack of existing program models that meet these focus areas .
- **Programs serving and/or engaging Veterans and Military Families.**
- **Programs focused on education including those that will improve school readiness, improve educational outcomes, and prepare students for success in post-secondary institutions.**

E. National Performance Measures
The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS' five-year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide Priority Performance Measures. CNCS and Nevada Volunteers expect organizations to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from its work as well as make tactical and strategic adjustments to achieve its goals. For more information, please refer to the National Performance Measure Instructions.

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. Nevada Volunteers and CNCS value the quality of performance measures over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performances measure in the Performance Measure section of the applications in eGrants (CNCS's web-based grants management system). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions and NOFO FAQs are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

F. Program Authority
The National and Community Service Act of 1990 (NCSA), as amended. 42 U.S.C. 12501 et seq. The full text of the NCSA is available online at http://uscode.house.gov. The full regulations are available online at http://www.ecfr.gov

CNCS's Fiscal Year 2016 Congressional Budget Request includes a request for additional statutory authority to operate summer-based programs for disadvantaged Opportunity Youth who are 14 or older at the time they begin their national service.

II. AWARD INFORMATION

A. Grant Awards:
Grant awards usually span a period of time anywhere from one to three years; *all grant awards are subject to the availability of federal funds.* In approving a multi-year project period, Nevada Volunteers generally makes an initial award for the first year of operation. Three-year grants must be renewed annually with an application in the current funding stream. All grants are subject to performance and compliance reviews. Additional funding is contingent upon satisfactory performance, a grantee's demonstrated capacity to manage a grant and comply with grant requirements, and availability of Congressional appropriations. Based on this Nevada Volunteers reserves the right to adjust the amount of a grant award for subsequent years, or elect not to continue funding. AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national public/private partnership supporting AmeriCorps is the Corporation for National and Community Service (CNCS). CNCS receives AmeriCorps program funding from Congress and awards funding to state commissions and organizations, such as Nevada Volunteers.

B. Project/Award Period
The project start date is September 1, 2016 and the award will be for one year ending on August 31, 2017. AmeriCorps members may <u>not</u> enroll prior to the start date of the award. AmeriCorps members may <u>not</u> 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 beginning of the member enrollment period.

C. New Applicants
Nevada Volunteers and CNCS encourage organizations that have never received funding from CNCS to apply. New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but not eligible to apply for Full Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. School Turnaround AmeriCorps applicants may not apply for Full Time Fixed Amount grants.

D. Cost Sharing or Matching
1. Fixed Amount Grants and Education Award Program Grants
There is no specific match requirement for Full Time Fixed Amount, Education Award Program, and AmeriCorps Partnership Challenge grants. CNCS does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

2. Cost Reimbursement Grants
A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60. 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.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Glossary) does not count toward the matching requirement.

3. Alternative Match
Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request at the time the application is submitted to matt@nevadavolunteers.org.

III. APPLICATION PROCESS

A. How to Apply
The application process has several phases outlined in the diagram below. All applicants must submit a pre-application that will be used to determine whether programs are selected to proceed with a full application and whether that application will be submitted for nationally competitive funding or for state-based formula funding.
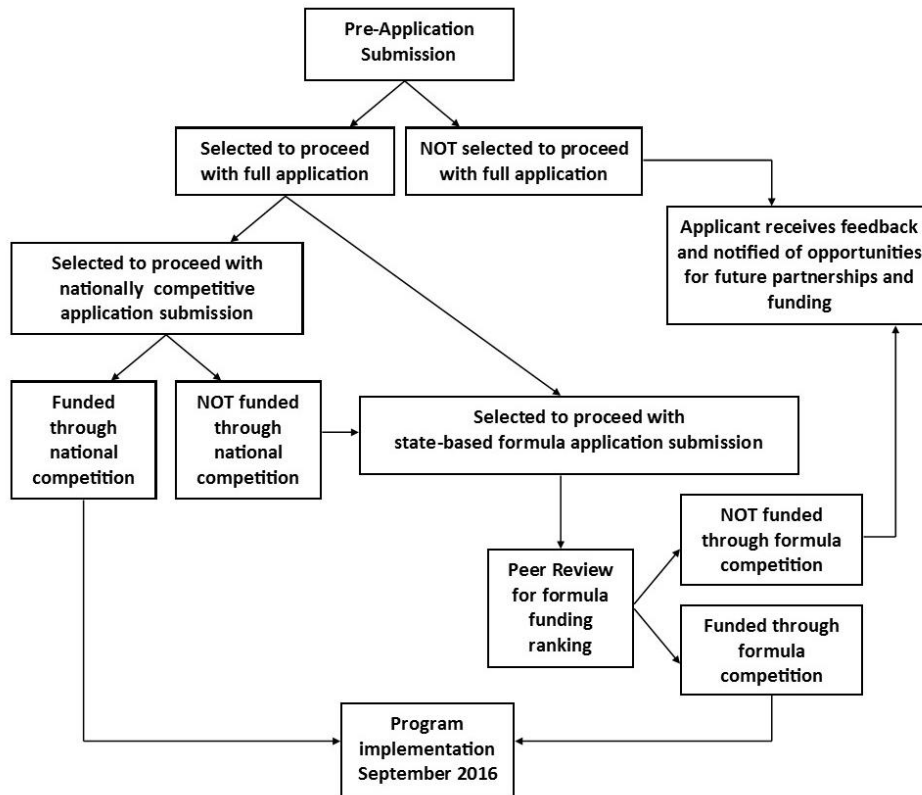
B. Pre-Application Submission
The deadline for completing all required submissions for the Pre-application is December 10, 2015 and must include:

1. Submission of a Pre-Application including the narrative, logic model, and budget attachments at https://nevadavolunteers.wufoo.com/forms/nevada-americorps-state-preapplication-201617/.
   a. Pre-Application Instructions are included in **Appendix A of this *Notice***.
2. Submission of the Readiness Self-Assessment (for new programs only)

Nevada Volunteers staff and the Commission Program Review Committee will review all Pre-application submissions and make a determination whether to invite full applications based on quality of submissions and alignment with priority areas. Applications that propose a strong program model but do not align with the described priority areas will still be considered. **Programs who are invited to submit a full application will be notified no later than Wednesday, December 16, 2015**. The notification will include information regarding which funding stream (nationally competitive or state-based formula) each applicant was selected to apply to. The notification will also include information regarding whether new projects will be considered for an operational or planning grant. Nevada Volunteers reserves the right to fund potential applicants as planning grants depending on availability of funding. Please see the *Glossary* for definitions of operational and planning grants. Full application submissions must follow the additional instructions described below using the eGrants system. Full applications will not be accepted from any applicant who did not submit a pre-application and did not receive an invitation to proceed.

C. Full Application Submission *(only after selection to proceed following the pre-application phase)*
1. Steps to apply
- Apply for and receive a DUNS number
- Establish an eGrants account
- Write a high quality application responsive to the *Notice* and specifically the information outlined in Section IV - Application and Submission Information.
- Provide required supplemental materials via email, if applicable
- Submit the application via eGrants by the deadline

2. How to Submit an Application in eGrants
Applicants must submit their applications electronically via the CNCS web-based system, eGrants. Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. Nevada Volunteers and CNCS will consider the number of pages as they print out through eGrants when determining compliance with any page limits in this *Notice*.

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov if a problem arises while creating an account or while preparing or submitting an application in eGrants. Please contact Nevada Volunteers if you face challenges with submission related to the pre-application at 775-825-1900.

National Service Hotline hours are as follows: Mon - Fri, 9 am – 7 pm ET (Jan, Aug, Sept)
Mon - Thu, 9 am – 7 pm EST (Oct, Nov, Dec). In addition to those hours, the Hotline will also be open Oct 30-31, November 1, December 4-6, and December 11-13, and January 16-18 from 10:00 a.m. – 7:00 p.m. ET to assist applicants. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *Notice* to which your organization is applying.

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

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. All additional required documents should include the applicant organization name and Application ID number at the top of the page and are due by the application deadline to matt@nevadavolunteers.org. Emails should include in the Subject line, the applicant organization name and Application ID number.

Additional documents may include (if applicable): letter(s) of support for the Governor/Mayor Initiative, evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

Application Fields and Page Limits
In eGrants, applicants will enter text in the following fields
- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediary, School Turnaround, and Next Gen AmeriCorps applicants). Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Facesheet, and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants. Please note the length of a document in word processing software may be different than what will print out in eGrants. CNCS will consider the number of pages as they print out through eGrants when determining compliance for page limits. **Nevada Volunteers strongly encourages applicants to print out the application from the "Review and Submit" page 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.

The Logic Model may not exceed more than three pages when printed from the application.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the *Notice* or Application Instructions. Nevada Volunteers will not review or return them.

Threshold Issues
Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. **Applicants will not be considered for the national funding competition (competitive) if the application is for less than 20 members.** Applicants will still be considered for the state-based

formula competition (formula) if applying for fewer members, but as noted previously Nevada Volunteers expects all applicants to propose a program design that supports at least 10 members managed by a full time Program Director.

If an applicant is applying for a Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. An application for the Governor and Mayor Initiative should clearly reflect that the application is from one Governor, one Mayor, and a minimum of two nonprofits. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must clearly describe how the program will meet these requirements. School Turnaround AmeriCorps applicants must meet the threshold requirements outlined in the Glossary and Appendix.

Nevada Volunteers will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for assessment of the strategic considerations. **Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and they have implementation strategies described in the application.**

IV. APPLICATION AND SUBMISSION INFORMATION (following selection through the Pre-Application process)

Following the Pre-Application phase, each applicant that is selected to continue must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality application following the guidance in the NOFO and in the Application Instructions carefully. The quality of your application will be an important factor in determining whether your organization will receive funding. Your application will be assessed as follows:

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 [what 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 an additional [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, Fulltime Fixed, and AmeriCorps Partnership Challenge) should list their Other Revenue (see Glossary) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all

Executive Summaries of awarded grant applications on **www.nationalservice.gov** in the interest of transparency and Open Government.

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. School Turnaround AmeriCorps applicants should respond to the additional criteria in the Glossary and Appendix.

1. Problem/Need (9 points)
- The community problem/need is clearly defined and aligns with the proposed intervention.
- The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

2. Theory of Change and Logic Model (15 points)
- The applicant's proposed intervention is clearly articulated including the design, 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 theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports it effectiveness in the evidence section.
- The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
- The applicant's AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.

The logic model shall depict:
- A summary of the community problem/need outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that 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.) 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.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

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

3. Evidence Base (12 points)

Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants shall provide a description of up to two research studies or evaluations that provide evidence that the proposed intervention is effective for the target population and community problem, and should describe how this evidence places them in the highest evidence tier for which they are eligible. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

Applicants requesting consideration for the moderate and strong evidence levels should reference the Submission of Additional Documents section for guidance on the submission of evaluation studies. All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants are advised to focus on presenting high-quality evidence from two of the strongest and most relevant studies. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:

1) The date of the research or evaluation was completed, and the time period for which the intervention was examined
2) A description of the target population studied (e.g. the demographics)
3) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design , or propensity score matching)
4) A description of the data, data source, and data collection methods
5) The outcomes or impacts examine and the study findings
6) The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:
a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant will be considered for a lower tier of evidence and related point values.

Requirements associated with the five evidence tiers are described next.

No evidence (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1-2 points) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

Preliminary evidence (3-6 points) means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

- The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

  OR

- The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant's proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.

  OR

- The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study (ies) of the proposed evidence-based intervention.

For the purposes of this Notice, "replicate" means that the key elements of the applicant's intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant's adaptations are relatively

minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

Moderate evidence (7-9 points) means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

Strong evidence (10-12 points) means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

4. Notice Priority (3 points)
- The applicant proposed program fits within one or more of the 2016 AmeriCorps funding priorities as outlined on pages 6-7 and more fully described in the Glossary.
- The proposed program meets all of the requirements detailed on pages 6-7 and in the Glossary.

5. Member Training (4 points)
- AmeriCorps members will receive high quality training to provide effective service.
- AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Glossary).

6. Member Supervision (2 points)
- AmeriCorps members will receive high quality 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.

7. Member Experience (3 points)
- AmeriCorps members will gain skills and experience 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.
- AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

8. Commitment to AmeriCorps Identification (2 points)
- Members will know they are AmeriCorps members.
- Staff and community members where the members are serving will know they are AmeriCorps members.
- AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

C. Organizational Capability (25 percent)
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 (10 points)
- The organization has the experience, staffing, and management structure to plan and implement the proposed program.
- The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant's most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant's AmeriCorps members and what activities would not happen without the AmeriCorps members.

2. Compliance and Accountability (15 points for new applicants)
- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.

- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

D. Cost Effectiveness and Budget Adequacy (25 percent)
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. Cost Effectiveness (18 points)
- The budget is sufficient to carry out the program effectively.*
- The budget aligns with the applicant's narrative.*
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

*Program costs not included in the formal budget, including for Fixed Price and Partnership Challenge grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section K.1 below), it must justify its request. Please note that such requests are rarely approved.

2. Budget Adequacy (7 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.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

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

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to recompeting grantees. If the applicant is recompeting for AmeriCorps funds for the first time (see definition of "recompeting" below) the program must submit its evaluation plan in the Evaluation Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to matt@nevadavolunteers.org by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants.

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 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
- Study components – a) a 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; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget.

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 §2522.710:
- 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 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.
- 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.

A program will be considered a recompeting application if it satisfies the CNCS definition of "same project" (see Glossary) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of recompeting, it will not be required to submit an evaluation plan, or completed evaluation report.

The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory subgrantees and/or National Direct Grantees with an average annual CNCS program grant of $500,000 or more that are recompeting for funds are 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 eGrants. 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. More information on alternative evaluation approaches can be found at:
https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf.

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following:
- Enter the evaluation plan in the evaluation summary or plan filed in eGrants.
- 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.

F. Amendment Justification (0 percent)
Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (0 percent)
Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)
Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

I. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)
Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: http://fedgov.dnb.com/webform.The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required

to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/pulbic/SAM/.

J. Submission Dates and Times

Submission of a Pre-Application is required to be eligible for this competition and to proceed with submission of a full application. **The Pre-Application is due December 10, 2015 at 5:00pm PST.** If selected to proceed with a full application for competitive funding or formula funding you will be notified of additional instructions and due dates (please see timeline above for more information).

1. Late Applications

Nevada Volunteers may, at its discretion, consider an application received after the deadline, but only if the applicant submits a letter to matt@nevadavolunteers.org explaining the extenuating circumstance which caused the delay. The letter must be received no later than the due date of the application. If the applicant experiences technical difficulties with eGrants that are unresolved, the correspondence must include the eGrants help desk ticket number. Nevada Volunteers determines whether or not to accept a late application for review on a case-by-case basis. Not having an eGrants account is NOT sufficient reason for a late application.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the address provided in Section VI. Agency Contacts, via overnight carrier. Please use a non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants.

K. Funding Restrictions and Requirements
1. Types of Grants/Funding
AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. Nevada Volunteers will not provide both types of grants for the same project in one fiscal year. See Glossary for definitions.

Grant Types	Cost Reimbursement		Fixed Amount		
Available Subtypes	Traditional	Professional Corps	Full-Time/Less than FT Serving in a full time capacity	EAP	Professional Corps
Maximum Cost per MSY	$13,730	Up to $1,000*	$13,430	$800	Up to $1,000*
Type of Slots in the National Service Trust	All	All	Full-Time or Less than Full-Time Serving in a full time capacity Only	All	Full-Time Only
Budget Submission Required	Yes		No		Yes, if requesting operating funds
Availability of Funds linked to enrollment and retention of awarded MSY	No		Yes		
Special Requirements	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in the budget.	School Turnaround AmeriCorps applicants are not eligible for Full Time Fixed Amount grants	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. No CNCS funds may be used to pay member living allowance or salary.
Match Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirement.	No, but organizations must raise the additional revenue required to operate the program.		
Financial Reporting Requirements	Yes		No		
Available to New Applicants	Yes		No	Yes	Yes

*CNCS's assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non-CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider requests for operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non-CNCS resources.

2. Member Living Allowance
The proposed budget must include a living allowance for full-time members that is between $12,530 (minimum) and $25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

Cost-reimbursement programs are not required to provide a living allowance for members serving in less than full-time terms of service; however Nevada Volunteers encourages all programs to provide a living allowance for recruitment and retention purposes. 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.

While fixed-amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members. Nevada requires fixed-amount grant applicants to indicate the living allowance amount in the narrative portion of the application.

Table 1: Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$12,530	$25,060
One-year Half-time	900	n/a	$13,265
Reduced Half-time	675	n/a	$9,950
Quarter-time	450	n/a	$6,635
Minimum-time	300	n/a	$4,420

a. Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)
If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

b. 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.

c. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. School Turnaround AmeriCorps EAPs may exceed the maximum living allowance.

3. Maximum Cost per Member Service Year (MSY)
Maximum Costs per MSY are set forth in Table 2 below. The cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care 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 recompeting State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

Nevada Volunteers considers comparative costs per MSY in making funding decisions. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.

Grantees requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. This applies even if the increased cost per MSY is less than the maximum.

Table 2: 2014 Maximum Cost per MSY

Grant Program	Maximum
Individual State Program (cost reimbursement)	$13,730
Full time Fixed amount Grant	$13,430
Professional Corps Grant (Cost reimbursement)	Up to $1,000*
Professional Corps Fixed Amount Grant	Up to $1,000*
Education Award Program Fixed Amount Grant	$800
Education Award Program Partnership Challenge Grant**	$0

*CNCS's assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

** Partnership Challenge applicants should apply as an EAP program in eGrants but will request $0 cost per MSY.

Programs operating in rural communities (as defined in the Glossary) and programs that recruit opportunity youth as AmeriCorps members may request up to $13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. School Turnaround AmeriCorps applicants serving exclusively in rural schools may request up to $15,000 cost per MSY. All applicants must include a compelling case as to why the applicant's cost per MSY must be higher.

4. Amount of the Segal AmeriCorps Education Award for FY 2014

AmeriCorps members serving in programs funded with FY 2016 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,775 for a year of full-time service, with correspondingly smaller awards for less-than-full-time service. The amount of the Education Award is determined on the basis of the Pell Grant award. A member has up to seven years after his or her term of service has ended to use the award.

Table 3: Term of Service and FY14 Education Award

Term of Service	Minimum # of Hours	FY14 Education Award
Full Time	1700	$5,775
One-Year Half Time	900	$2,887.50
Reduced Half Time	675	$2,119.92
Quarter Time	450	$1,527.45
Minimum Time	300	$1,221.96

IV. APPLICATION REVIEW INFORMATION

A. Criteria

The assessment of applications involves a wide range of factors and considerations. Nevada Volunteers will engage Commission members and external reviewers to provide insight and input with respect to eligible applications. In addition, Nevada Volunteers staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in this *Notice.*

Specifically, the review and selection process will:

1. Identify eligible applications that satisfy the following considerations:
- High alignment with narrative assessment criteria.
- High alignment with priorities outlined in the *Notice*, including priority-specific requirements as detailed in the Glossary.
- Relative risk and opportunity.

2. Consider:
- Recruitment and deployment of community volunteers to leverage impact
- The strength of the need and evidence base for the program

3. Yield a diversified portfolio based on the following strategic considerations:
- Geographic representation
- Rural communities
- Small and medium programs
- Faith- and community-based organizations
- Focus area representation
- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members and expand opportunities to serve as AmeriCorps members.
- High ratio of match and/or other revenue to CNCS investment
- Evidence levels
- Promise Zone designees or cities that have had a Strong Cities, Strong Communities community solutions team.

B. Review and Selection Process

1. Pre-Application

The pre-application review will determine whether programs are selected to proceed with a full application and whether that application will be submitted for nationally competitive funding or for state-based formula funding. The timeline for full application submission will depend on whether an applicant is selected to proceed and for which funding stream.

a. Compliance Review

Nevada Volunteers staff will review all pre-applications to determine compliance with eligibility, deadline, and completeness requirements. Pre-Applications that are submitted by eligible organizations, submitted by the deadline, and that are complete, will advance to the Nevada Commission Program Review Committee.

b. Program Review Committee

The Nevada Commission Program Review Committee and Nevada Volunteers staff will assess pre-applications based on the criteria noted above under the pre-application instructions. The Program Review Committee will assess each application focusing initially on factors related to competitiveness on a national level. They will then make a determination about which applicants should proceed with submission of a full application for either nationally competitive funding or state-based formula funding. All reviewers will be screened for conflicts of interest.

c. Consultation and Clarification

All applicants that are selected to proceed with a full application will have the opportunity to participate in a consultation and clarification process prior to submission of the full application. This period will be used to address areas of concern, questions, and provide clarifying information and the time period will differ depending on which funding stream an applicant has been selected to apply for.

2. Full Application - Nationally Competitive Applicants

Nevada Volunteers staff will review all pre-applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations, submitted by the deadline, and that are complete, will advance to the final clarification stage. Following clarification the applications will be submitted for competitive funding and will follow the CNCS Review and Selection Process outlined in the [AmeriCorps State and National Grants FY 2016 NOFO](#).

All applicants that submit for nationally competitive funding will be eligible for state-based formula funding as well in the instance that the application is unsuccessful in the national competition. For this reason all nationally competitive applications submitted by Nevada Volunteers will also undergo the peer review process for state-based formula grants noted below.

3. Full Application - Formula Applicants

a. Compliance Review

Nevada Volunteers staff will review all applications to determine compliance with eligibility, deadline, and completeness requirements. Applications that are submitted by eligible organizations, submitted by the deadline, and that are complete, will advance to the Peer Review phase.

b. Peer Review Phase

Members from the Nevada Commission Program Review Committee and external reviewers together will make up the Peer Review team. The Peer Review team will assess applications based on the criteria and scoring noted in Section IV - Application and Submission Information - of this *Notice*. The Peer Review team will assess applications based on the entire narrative portion of the application plus the performance measures section. The team will assess the quality of each application using a universal score sheet to determine application rankings. External reviewers will be recruited and selected on the basis of demonstrated knowledge of AmeriCorps programming, past experience with grants, and/or the selection criteria and focus areas in the *Notice*. All reviewers will be screened for conflicts of interest.

c. Post Peer Review Quality Control (Quality Control)

After the Peer Review team completes their assessment, Nevada Volunteers staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment and review. This additional level of review may be used to assess:

- Applications for which there were significant panel anomalies.

- Applications submitted by high-performing current grantees that received a low score in Peer Review.

d. Selection of Applications for Internal Review
Applications will advance to Internal Review based on the results of the Peer Review and Quality Control, as well as consideration of the priorities and the strategic considerations outlined in the *Notice*. Those applications that do not advance to Internal Review will not be recommended for funding.

e. Internal Review
Nevada Volunteers staff will assess the entire application. Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by Nevada Volunteers staff in making final 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 additional information in a timely fashion will result in the removal of applications from consideration.

f. Risk Assessment Evaluation
Nevada Volunteers staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. Nevada Volunteers may determine that special conditions for a possible award are needed that correspond to the degree of risk assessed. In evaluating risks, Nevada Volunteers may consider the following:
- Financial stability;
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance;
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  o Timeliness of compliance with applicable reporting requirements, and
  o If applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  o Federal Awardee Performance and Integrity Information System (FAPIIS),
  o Dun and Bradstreet, or
  o "Do Not Pay";
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits;
- IRS Tax Form 990;
- An applicant organization's annual report;
- Publicly available information including information from an applicant organization's website; and
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.

g. Negotiation and Selection for Formula Funding
Following notification from CNCS on May 13, 2016 regarding the status of the nationally competitive funding request put forward by Nevada Volunteers, a negotiation phase will occur for formula funding. This phase will include an assessment of available formula funds and total requests from all applicants.

During this phase Nevada Volunteers staff and the Commission Program Review Committee may ask applicants to revise budgets, MSY levels, and programmatic aspects. The goal of this phase is to yield a diversified formula portfolio based on the *Notice* priorities, funding availability, and strategic considerations. After negotiations, the Program Review Committee will recommended a portfolio for consideration by the full Nevada Volunteers Commission. The Commission will select the final portfolio for submission to CNCS.

h. Feedback to Applicants
Following grant awards, each applicant will receive the results of the Peer Review process and, if applicable, Internal Review process pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided in response to clarification questions, if any.

V. AWARD ADMINISTRATION INFORMATION

 A. Award Notice
Nevada Volunteers will award grants following the grant selection announcement. We anticipate announcing the results of this competition by June 30, 2016. Applications approved by the commission will be submitted to CNCS late June, with notice from CNCS expected mid to late July.

B. Documents that Govern the Grant
The subgrant agreement issued by Nevada Volunteers and the Notice of Grant Award issued by CNCS incorporate the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

C. Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards
Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200.   Those regulations supersede and streamline requirements the from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

D. 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. 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.

Unless CNCS has provided a 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:
   1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); *and*
   2. *Either*

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

<u>Special Rule for Persons Serving Vulnerable Populations</u>. 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:
1. A nationwide name-based check of the NSOPW; *and*
2. *Both*
   - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence <u>and</u> in the state where the person will serve/work; *and*
   - A fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and http://www.nationalservice.gov/resources/criminal-history-check for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in disallowance of all or part of the costs associated with noncompliance.

E. Use of Material
To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR § 2543.36; 2541.30

F. Reporting Requirements
Cost-reimbursement grantees are required to provide quarterly progress reports, bi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740. Fixed-amount grantees are required to provide quarterly performance reports and an internal or external evaluation report. All subgrantees are required to submit invoices and expense reports to Nevada Volunteers at least quarterly.

If you receive an award, you will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for your organization and for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 CFR. Part 170 for more information and to determine how these requirements apply.

While applications will not be evaluated on these criteria, Grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing Nevada Volunteers with high quality performance measure data. At a minimum, Grantees should have policies and practices which address the following five aspects of data quality:
- The data 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.

G. Re-Focusing of Funding
CNCS and Nevada Volunteers reserve the right to re-focus funding in the event of disaster or other compelling need for service.

VI. AGENCY CONTACT
This *Notice* is available at www.nevadavolunteers.org. For Further Information or for a printed copy of the notice call 775-825-1900 or send an email to matt@nevadavolunteers.org.

Nevada Volunteers
639 Isbell Road, Suite 220
Reno, Nevada 89509
775-825-1900

Appendix A: Pre-Application Instructions

Pre-Applications and associated documents must be submitted **no later than 5pm on December 10, 2015** to https://nevadavolunteers.wufoo.com/forms/nevada-americorps-state-preapplication-201617/**.** A full submission package will include each item in the checklist below. All documents that are required as attachments should be in either PDF, Microsoft Word, or Microsoft Excel formats.

I. Pre-Application Checklist

A Pre-Application consists of the following items submitted using the links below next to each item.

- ☐ Cover Page - Submitted electronically at https://nevadavolunteers.wufoo.com/forms/nevada-americorps-state-preapplication-201617/
- ☐ Narrative (limited to 10 double spaced pages) - Attach to cover page submission
- ☐ Logic Model - Attach to cover page submission
- ☐ Budget Worksheet - Attach to cover page submission
- ☐ Submission of an online Readiness Self-Assessment **(for NEW Programs only)**

II. Narratives (limited to 10 double spaced pages)

The narrative section of the Pre-Application is your opportunity to convince reviewers that your project has potential for success and will result in a demonstrated community impact using an evidence based model. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority area.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Don't make assumptions.** Even if you have received funding from Nevada Volunteers in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your concept paper, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

A. Program Design

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. Problem/Need (9 points)

- The applicant clearly describes how the community problem/need will be addressed by the program.

- The applicant clearly describes how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.

2. Theory of Change and Logic Model (17 points)

The Theory of Change should be described in the narrative while the logic model will be submitted separately as noted above.

- The applicant clearly describes the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
- The applicant clearly describes how the intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The applicant clearly describes how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- All elements of the logic model are logically aligned.

The logic model should be completed using the template in Attachment C - Logic Model and shall depict:

- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that 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.) 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.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

3. Evidence Base (8 points)

Applications will be reviewed based on the applicant's ability to provide evidence that their proposed intervention will lead to the outcomes identified in the theory of change. Applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge, and should describe how this evidence places them in one of the five evidence levels listed below. Applicants must fully describe how they meet the requirement of that level, using results from studies and evaluations.

Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. This section must include specific citations of studies and/or evaluation and research reports. **Applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation reports, briefs, or peer-reviewed articles cited in this section as separate attachments. Studies should be sent to matt@nevadavolunteers.org by the application deadline and include in the subject line "evaluation studies."**

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:

1) The date of the research or evaluation was completed, and the time period for which the intervention was examined
2) A description of the target population studied (e.g. the demographics)
3) The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design , or propensity score matching)
4) A description of the data, data source, and data collection methods
5) The outcomes or impacts examine and the study findings
6) The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

e) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
f) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
g) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
h) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant will be considered for a lower tier of evidence and related point values.

Requirements associated with the five evidence tiers are described next.

No evidence (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1 point) means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-

preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

Preliminary evidence (2 points) means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

- The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

    OR

- The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant's proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.

    OR

- The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study (ies) of the proposed evidence-based intervention.

For the purposes of this Notice, "replicate" means that the key elements of the applicant's intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant's adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

Moderate evidence (4 points) means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site).

The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

Strong evidence (8 points) means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments.

Current CNCS grantees are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

4. Notice Priority (3 points)
- The applicant clearly describes how its proposed program is within one or more of the 2016 AmeriCorps funding priorities as outlined on pages 6-7 and more fully described in the Glossary.
- The applicant clearly describes how the proposed program meets all of the requirements detailed on pages 6-7 and in the Glossary.

B. Budget Worksheet
Note: Your Budget Worksheet must be submitted in Excel using Attachment B: Budget Worksheet.

1. Match Requirements
Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Share	24%	24%	24%	26%	30%%	34%	38%	42%	46%	50%

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. As a new applicant, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III).

In Section III of the budget, enter a brief description of the sources of match. Identify each match source separately. Include dollar amount, the match classification (Cash, In-Kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.

Note: The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Grantees that use federal funds as match will be required to report the sources and amounts on the FFR.

2. Preparing your Budget
Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness selection criterion.

Follow the instructions in Attachment A - Detailed Budget Instructions to prepare your budget.

 As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).