

NOTICE OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: 2016 RSVP Limited Geographical Area Competition
Announcement Type: Initial Announcement
CFDA Number: 94.002

Important Dates

- Applicants asked to submit a Notification of Intent to Apply. The Notification of Intent to Apply is due September 29, 2015 at 5:00 p.m. Eastern Time.
- Applications are due October 27, 2015 at 5:00 p.m. Eastern Time.
- Successful applicants will be notified by February 2016.
- **Disclosure:** Publication of this Notice of Federal Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate any particular amount of funding.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of RSVP Funding

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through its AmeriCorps, Senior Corps, Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Established in 1971 and now one of the largest senior volunteer organizations in the nation, RSVP engages nearly 300,000 people age 55 and older in diverse range of volunteer activities. Volunteers tutor children, renovate homes, teach English to immigrants, assist victims of natural disasters, provide independent living services, recruit and manage other volunteers, and serve in their communities in many other ways. Senior Corps RSVP volunteers chose how, where, and how often they want to serve, with commitments ranging from a few hours to 40 hours per week. While serving, RSVP volunteers improve their own lives by staying active and civically engaged.

2. Funding Priorities

Through this competition, CNCS seeks to increase the impact of national service. CNCS intends to fund RSVP grants that support volunteers 55 years and older serving in a diverse range of activities that meet specific community needs and that respond to the National Performance Measures.

RSVP grant applications must:

- propose to serve a geographic service area that is listed in Appendix A of this Notice
- meet the National Performance Measure requirements and other criteria established in this Notice

This RSVP Competition Notice prioritizes grant-making in the following six focus areas identified by the Serve America Act (SAA) and in alignment with the CNCS Strategic Plan: Disaster Services; Economic Opportunity; Education; Environmental Stewardship; Healthy Futures; Veterans and Military Families.

CNCS will pursue a balanced portfolio across focus areas and strategic considerations outlined in section *E., Application Review Information*. 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. Applicants proposing programs that receive priority consideration are not guaranteed funding.

Applicants will be asked to choose a Primary focus area from the six focus areas above. Work plans must include service activity in the selected Primary focus area. The Primary focus area should represent the area in which the applicant aims to make the most impact.

A brief description of the six CNCS focus areas and the key goal of Capacity Building relevant to this competition follow:

Disaster Services

Grants will help individuals and communities prepare for, respond to, recover from, and mitigate disasters and increase community resiliency. Activities may include assisting in disaster preparedness, response, recovery, and/or mitigation.

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 individuals. Activities may include providing housing-related assistance for economically disadvantaged people, including homeless individuals.

Education

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children, and for children with special and/or exceptional needs. Activities may include providing support and/or facilitating access to services and resources that contribute to school readiness; providing support that improves academic performance; and providing support that improves academic engagement.

Environmental Stewardship

Grants will provide services that contribute to increased energy and water efficiency, renewable energy use, or improved at-risk ecosystems. Grant activities will support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Activities may include improving at-risk acres (land and/or water) in national, state, city or county parks, or other public or tribal lands.

Healthy Futures

Grants will assist with meeting health needs within communities including access to care, aging in place, and childhood obesity. Activities may include supporting the ability of homebound, older adults and individuals with disabilities to live independently and assisting individuals with access to food resources.

Veterans and Military Families

Grants will positively impact the quality of life of veterans and improve military family strength. Activities may include supporting veterans, veterans' family members, military service members, and military service members' families.

Capacity Building

In addition to the focus areas described above, grants will also provide support for volunteer capacity building activities provided by national service participants. These activities are indirect services that enable CNCS-supported organizations to recruit and manage community volunteers.

3. National Performance Measures

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS's five-year Strategic Plan established an ambitious set of objectives that guided the development of 16 agency-wide National Performance Measures. CNCS expects applicants to use National Performance Measures as part of a comprehensive performance management strategy that relies on both performance and evaluation data to learn from its work, as well as make strategic adjustments to achieve its goals. Applicants are required to use the specific Performance Measures outlined in this Notice. For more information, please refer to Appendix B for the RSVP National Performance Measures Instructions at www.nationalservice.gov/rsvpcompetition.

RSVP Performance Measures provide applicants clear performance goals, indicators, and milestones as required by Section 200.301 of the Uniform Guidance. Applicants will identify a Primary focus area and work plans must include service activity in the selected Primary focus area.

This funding opportunity requires applicants to demonstrate cost-effective practices in achieving performance goals through the service described in the proposed work plans. **Applications must include work plans that meet the following minimum guidelines:**

The required number of unduplicated RSVP volunteers in outcomes will be phased in over three years, as follows:

Year 1: For every \$1,250 in annual base federal funding, at least one unduplicated RSVP volunteer must be placed in work plans that:

1. Result in National Performance Measure outcomes in a combination of any of the focus areas and/or Capacity Building Measures, or
2. Engage volunteers in an evidence based program that results in a National Performance Measure output in health education programming. (Evidence Based, see Appendix C)

Year 2 and 3: For every \$1,000 in annual base federal funding, at least one unduplicated RSVP volunteer must be placed in work plans that:

1. Result in National Performance Measure outcomes in a combination of any of the focus areas and/or Capacity Building Measures, or
2. Engage volunteers in an evidence based program that results in a National Performance Measure output in health education programming (Evidence Based, see Appendix C).

**Unduplicated RSVP Volunteers:* Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the focus area (such as outcome based service activity area vs community priority), in terms of the type of service, or in terms of the scope of service, (such as the most number of hours served).

4. Program Authority

The National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.). The Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. § 4950 et seq.). The full RSVP regulations may be found at 45 CFR Part 2553. See section F., *Federal Award Administration Information*, for specifics on the full range of administrative and national policy requirements.

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

CNCS anticipates approximately \$1.2 million for the 2016 RSVP Limited Geographical Area Competition. The actual level of funding is subject to the availability of annual appropriations, which has not been made yet.

2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects. CNCS will make awards in the range of \$50,000 to \$105,000. Funding levels are tied to geographic service areas. (See Appendix A)

Applicants proposing the use of evidence based programs may be eligible for a higher level of federal funding per volunteer, up to \$500,000. Applicants must provide documentation of how a higher level of funding supports the implementation of evidence based programs. (Evidence Based, see Appendix C)

There is no guarantee of availability of additional funding to support evidence based programs. The final amount to be awarded may be less than the amount requested, but will not be higher than the amount requested in the application.

3. Project Period

The grant award covers a 3-year project period. CNCS generally makes an initial award for the first year of operation. Continuation funding for subsequent years is not guaranteed and may be dependent upon availability of appropriations and satisfactory performance. CNCS reserves the

right to adjust the amount of an award or elect not to continue funding.

4. Type of Award

The 2016 RSVP Limited Geographical Area Competition will be awarded on a cost reimbursement basis.

5. Funding Opportunities and the Associated Geographic Service Areas

Funds are available for funding opportunities designated in Appendix A of this Notice. Appendix A lists the limited geographic service areas where a Senior Corps RSVP at cost extension was awarded in FY 2015.

Refer to *Grant Application Part I: Facesheet Instructions* for guidance on entering this data in eGrants.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following entities are eligible to apply: public or private nonprofit organizations (including faith-based and other community organizations); institutions of higher education; government entities within states or territories (e.g., cities, counties); government-recognized veteran service organizations; labor organizations; partnerships and consortia; and Indian Tribes.

An Indian Tribe is defined as an Indian tribe, band; nation; or other organized group or community; including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. §1602); that is recognized as eligible for the special programs and services provided by the United States under Federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by an entity described above. An entity that desires to apply for an award as a tribal organization on behalf of a Federally-recognized Tribe, or multiple specific Federally-recognized Tribes, must submit a sanctioning resolution adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application.

The legal applicant must have sufficient local presence to directly manage the proposed RSVP grant. The operation of an RSVP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.

Previously receiving funds from CNCS or another federal agency is not a prerequisite to apply to this Notice.

Organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4)

of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4) that engages in lobbying activities is not eligible to apply.

2. Cost-Share or Matching

All applicants are required to fund their projects in part through local, non-federal contributions. The required local contribution in Year 1 of the grant is at least 10 percent of the total project budget. The required portion is at least 20 percent in Year 2, and at least 30 percent in Year 3 and subsequent years, if the grant is renewed beyond three years. The local contribution portion should be reflected in the Budget Section of the application. The non-federal share can be cash or in-kind matching funds.

Incumbent RSVP sponsors that are applying for grant funding in this grant competition are required to budget and raise at least 30 percent of the total project budget only when applying for the funding opportunity where they are the incumbent sponsor. However, if a current RSVP applies for a new service area where they are not the incumbent; there is only a requirement of at least 10% non-federal share.

D. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the RSVP Regulations ([45 CFR Part 2553](#)), the RSVP Grant Application Instructions, the List of Available Funding Opportunities by State, National Performance Measures Instructions, and Evidence based Programs Instructions. These documents are available online at: www.nationalservice.gov/rsvpcompetition.

1. Address to Request Application Package

Applicants should refer to the CNCS website to obtain the necessary information to apply. Applications can also send an email to 2016RSVP@cns.gov for a printed copy of the application package. The TTY (Text Telephone) number is (800) 833-3722.

2. Content and Form of Application Submission

a. Application Content

Complete applications must have the following components:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system. Many of the fields will be filled automatically with information entered during the registration process.
- Narrative:
 - Executive Summary: This is a brief description of the proposed program and service activity in the application's Primary focus area. The executive summary should not be longer than 1 page. Executive Summaries of all compliant applications are published on the CNCS website following grant awards.
 - Strengthening Communities
 - Recruitment and Development
 - Program Management
 - Organizational Capability
 - Other (Evidence Based, see Appendix C)
 - Cost-Effectiveness and Budget Adequacy

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

b. Page Limits

Applications may not exceed 15 pages, which include the SF 424 Face Sheet, Executive Summary, and required Narrative sections as the pages print out from eGrants. The 15-page limit does not include the Budget section, Performance Measures, or the “Other” section of the Narratives.

Applicants providing an evidence based program narrative must not exceed 3 pages. The narrative should be entered in the “Other” section of the Narratives. This should be the only information entered in the “Other” section.

Reviewers will not consider material past the page limit in the printed report, even if eGrants allows applicants to enter and submit text over the limit. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page prior to its submission in order to check that it does not exceed the page limit.

3. 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. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at <http://fedgov.dnb.com/webform>. CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registrations must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

4. Submission Dates and Times

a. Notification of Intent to Apply

Applicants are asked to submit a **Notification of Intent to Apply**. The Notification of Intent to Apply is due September 29, 2015 at 5:00 p.m. Eastern Time. Please submit the intent to 2016RSVPIntent@cns.gov with the email subject line: 2016 RSVP Limited Geographical Area Competition Notification of Intent to Apply. The Notice of Intent to Apply must include the name of the applicant organization, the proposed service area by county, address, contact person,

email address, phone number, as well as how the organization heard about the 2016 RSVP Limited Geographical Area Competition. All Notices of Intent to Apply will receive an email response acknowledging receipt.

b. Application Submission Deadline

Applications are due October 27, 2015 at 5:00 p.m. Eastern Time. CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on the CNCS website.

c. Late Applications

CNCS may consider an application after the deadline, but only if the applicant submits a letter to LateApplications@cns.gov explaining the extenuating technical circumstances that caused the delay. CNCS must receive the letter within a business day after the deadline. If technical issues prevent an applicant from submitting an application on time, the letter should include the eGrants ticket number provided by the National Service Hotline. Communications with CNCS staff, including an applicant's program officer, is not a substitute for sending the letter. CNCS will determine whether or not to accept a late application on a case-by-case basis. Please be advised that CNCS will not consider an advance request to submit a late application.

5. Funding Restrictions

The Administrative and National Policy Requirements section (F.2.) of this Notice contains the regulations that outline the funding restrictions.

Indirect Cost

CNCS allows applicants to include administrative (indirect) costs in CNCS grant budgets. Applicants have the option of using an indirect cost rate that is approved by their cognizant state or federal agency, claiming selected costs directly, or using the de minimis indirect cost rate option of 10% of Modified Total Direct Costs (except state entities that receive more than \$35 million in federal awards) 2 CFR 200.414. Please note: if CNCS serves as the cognizant agency, the entity must file a request. The option utilized methods must be applied consistently across all federal awards.

6. Other Submission Requirements

a. Electronic Application Submission in eGrants

Applicants must submit applications electronically via eGrants, CNCS's web-based application system (<https://egrants.cns.gov/espan/main/login.jsp>). CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word document, then copy and paste the document into the appropriate eGrants field no more than 10 days before the deadline.

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

Contact the National Service Hotline at (800) 942-2677 or via (https://questions.nationalservice.gov/app/ask_eg) if a problem arises when creating an account or preparing or submitting the application. National Service Hotline hours are Monday through Friday, 9:00 a.m. to 7:00 p.m. EST. Be prepared to provide the application ID, organization's name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the following address:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/2016 RSVP Limited Geographical Area
Competition Application
1201 New York Avenue, NW
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications.** Paper applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. **CNCS does not accept applications submitted via fax or email.**

b. Submission of Additional Documents

Please refer to the Grant Application Instructions for a complete list of required documents. Applicants are required to submit the following additional documents by the application submission deadline.

All required additional documents must be emailed to 2016RSVPAttachments@cns.gov with the following subject line: 2016 RSVP Limited Geographical Area Competition Additional Documents – Applications ID number. Within the email, please include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

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

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the applications against the following

selection criteria and rate them accordingly considering the weights assigned to each criterion. The weights assigned to each category are detailed in the following chart.

Selection criteria within each application are assessed as Excellent, Good, Fair, and Does Not Meet. To achieve a Good assessment, applicants must address everything requested in the selection criteria. To achieve an Excellent assessment, applicants must go beyond what is requested by the selection criteria.

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage	Sub-Category	Percentage	Relevant part of the application
Program Design	50%	Strengthening Communities	35%	Work Plan
		Recruitment and Development	15%	Narrative
Organizational Capacity	30%	Program Management	15%	Narrative
		Organizational Capability	15%	Narrative
Cost-Effectiveness and Budget Adequacy	20%	Cost-Effectiveness and Budget Adequacy	20%	Work Plan, Narrative and Budget Sections

**a. Program Design (50%):
Strengthening Communities (35%)**

Reviewers will assess the extent of the work plan proposed in the application through the following criteria:

Q1. (7%)

Work plans describe and demonstrate the community need.

Q2. (7%)

Work plans articulate a theory of change – meaning, how service activities will address the community needs, and how the service activity described provides a significant contribution to the outcomes listed in the work plan. This question will focus on work plans that lead to national performance measure outcomes. (see Appendix B)

Q3. (7%)

Work plans logically connect four major elements to each other:

1. The community need(s) identified
2. The service activities that will be carried out by RSVP volunteers
3. The instrument description and data collection plans
4. The work plans that include target numbers leading to outcomes or outputs, and that are appropriate for the total number of volunteers assigned

Q4. (7%)

Work plan outputs and outcomes are aligned with National Performance Measure instructions. (see Appendix B)

Q5. (7%)

Work plans have outputs and outcomes that are achievable based on resources, program design and the number of volunteers engaged.

Recruitment and Development of Volunteers (15%)

Reviewers will assess the extent to which the narrative demonstrates a plan and infrastructure for effective RSVP volunteer recruitment and management through the presence of the following:

Q6. (5%)

Demonstrates a plan and infrastructure to ensure RSVP volunteers receive training needed to succeed in the service activities described in the work plan

Q7. (5%)

Describes the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could possibly include:

1. Individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency
2. Veterans and military family members as RSVP volunteers
3. RSVP volunteers with disabilities
4. RSVP volunteers between the ages of 55 and 70 years old

Q8. (5%)

Demonstrates a plan and infrastructure to retain and recognize RSVP volunteers

b. Organizational Capability (30%):

Program Management (15%)

Reviewers will assess the extent to which the applicant demonstrates that it has:

Q9. (5%)

Plans and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations

Q10. (5%)

Plans and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities

Q11. (5%)

Demonstrated an organizational track record in work plans that lead to national performance measure outcomes (see Appendix B)

Organizational Capability (15%)

Reviewers will assess the extent to which the applicant demonstrates that it has:

Q12. (5%)

Plans and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day-to-day operational support to ensure the following: 1)

compliance with RSVP program requirements (statutes, regulations, and applicable OMB circulars); 2) accountability, and 3) efficient and effective use of available resources

Q13. (5%)

Demonstrated clearly defined paid staff positions, including identification of current staff assigned to the project, (name, title and brief position description) and how these positions will ensure the accomplishment of program objectives

Q14. (5%)

Demonstrated organizational capacity to develop and implement internal policies and operating procedures to provide governance and manage risk, such as accounting, personnel management, and purchasing

c. Cost-Effectiveness and Budget Adequacy (20%):

Reviewers will assess the extent to which the applicant has demonstrated to:

Q15. (10%)

Have a reasonable cost per volunteer in proposed work plans that lead to national performance measure requirements (see Appendix B)

Q16. (10%)

Have plans and infrastructure to secure the non-federal share including dedicated staff, grant proposal processes and other plans

2. Review and Selection Process

The assessment of applications involves a wide range of considerations. CNCS will engage External and Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. In the end, the review and selection process will produce a diversified and balanced set of high-quality programs that represent the priorities and strategic considerations described in this Notice.

a. Stages in the Review and Selection Process

Compliance and Eligibility Review

CNCS staff will review all applications to determine compliance with the eligibility, deadline, and completeness. Applications determined non-compliant will not be considered. An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline: October 27, 2015 at 5:00 p.m. Eastern Time.
- submitted an application that follows the instructions provided in this Notice
- submitted an application to a valid opportunity number as described in Appendix A
- has not been denied CNCS Senior Corps funding in the past three years.

CNCS will screen applications in accordance with the requirements in this Notice to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not

receive an award.

Blended Review

Panels of External Reviewers and CNCS Staff Reviewers will assess applications based on the Program Design, Organization Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. CNCS will recruit and select reviewers on the basis of demonstrated expertise in Senior Corps programming and/or the Selection Criteria and focus areas, as well as experience assessing applications. All reviewers will be screened for conflicts of interest.

Evidence Based Review

A set of additional Expert External Reviewers will assess the “Other” section of the Narrative. Reviewers will have demonstrated expertise in developing and implementing evidence based programs, and/or in scaling or replicating successful evidence based programs, and in assessing applications. All reviewers will be screened for conflicts of interest.

Post-Review Quality Control

After the initial review process is complete, CNCS staff will review the results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of application review will be used to assess the applications for which there were significant irregularities in the review panel.

Clarification Process

CNCS may ask some applicants to provide clarifying information. This information is used by CNCS staff to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarification. Failure to respond to a request for clarification in a timely fashion will result in removal of the application from consideration. CNCS staff may conduct a site visit inspection, as appropriate.

Should clarification result in a reduction of the total number of unduplicated volunteers in outcome work plans or in work plans that engage volunteers in evidence based programs, the application may be rescored to reflect the updated information and could affect funding decisions.

Risk Assessment Evaluation

CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant’s ability to manage federal funds. This evaluation is in addition to the assessment of the applicant’s eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, CNCS may consider the following:

- financial stability
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- applicant’s record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:

- timeliness of compliance with applicable reporting requirements
- accuracy of data reported
- validity of performance measure data reported
- conformance to the terms and conditions of previous federal awards
- if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - DUNS and SAM
 - “Do Not Pay”
- reports and findings from single audits performed under Subpart F – Audit Requirements, 2 CFR Part 200 and findings and reports of any other available audits
- IRS Tax Form 990
- applicant organization’s annual report
- publicly available information, including information from the applicant organization's website
- applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

Selection for Funding

The review and selection process is designed to:

- identify applications that demonstrate:
 - high alignment with the selection criteria
 - high alignment with the priorities outlines in the Notice
- yield a diversified portfolio based on the following strategic considerations:
 - demonstrates that the priority area is a significant part of the program focus and intended outcomes, and must include high quality program design
 - meets the National Performance Measures requirements and other criteria established in this Notice
 - representation of organizations that embrace evidence based programs
 - equitable treatment of rural and urban communities (see Appendix D)

In order to obtain a diversified portfolio, the Chief Executive Officer or designee will select the final awardees based on the staff recommendations, priorities, and strategic considerations.

CNCS reserves the right to change the review and selection process in case of extenuating circumstances.

3. Feedback to Applicants

Following grant awards, compliant applicants will receive summary comments from the Blended Review. This feedback will be based on the review of the original application and will not reflect information that may have been provided in response to clarification.

4. Transparency in Grant-making

CNCS is committed to transparency in grant-making. The following information for new and re-competing applications will be published on the CNCS website (<http://www.nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>) within 90 business days after all grants are awarded:

- a list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicants
- data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications
- a blank template of the external review worksheet
- a list of all external reviewers that completed the review process

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by early February 2016 contingent on the availability of congressional appropriations. Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

There are two grant start dates associated with this Notice: April 1, 2016 and July 1, 2016, contingent on the availability of appropriations.

- For grants with an April 1, 2016 start date, CNCS anticipates the awards will be issued by late March 2016.
- For grants with a July 1, 2016 start date, CNCS anticipates the awards will be issued by late June 2016.

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

2. Administrative and National Policy Requirements

The Notice of Grant Award (NGA) incorporated the approved application as part of the binding commitments under the grant award, the approved application, budget, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and provisions of the DVSA. The NGA will also require all RSVP grantees to adopt the CNCS National Performance Measures. Awards will also be subject to the specific terms and conditions established for discretionary grants or defined in the Terms and Conditions of Special Conditions attached to the award. If necessary, applicants will have the opportunity to negotiate conditions before they accept an award.

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, now consolidated in 2 CFR Parts 200 and 2205). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles), A-110, and A-102 (the former Administrative Requirements), A-133 and A-50 (the former Audits and Audit Follow up),

and A-89 (the former Federal Domestic Assistance Program Information).

Awardees will also be subject to the following (as applicable):

- [45 CFR Part 2553](#)—RSVP Federal Regulations
- [2 CFR Part 175](#)—Award Term for Trafficking in Persons
- [2 CFR Parts 180](#) and [2200](#)—Nonprocurement Debarment and Suspension
- [45 CFR Part 2545](#)—Government-wide Requirements For Drug-Free Workplace (Financial Assistance)
- [45 CFR Part 2555](#)—Nondiscrimination On The Basis Of Sex In Education Programs Or Activities Receiving Federal Financial Assistance
- The Single Audit Act ([31 U.S.C. Chapter 75](#))
- [45 CFR Part 2553](#)—Legal limitations including prohibited activities

3. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on any person (including award-funded staff, national service participants, or volunteers) 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 grantee with a written exemption or written approval of an alternative search procedure, grantees 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 and in the state where the person will serve/work *or*
 - A fingerprint-based FBI criminal history check.

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

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 and 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.

4. Use of Material

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

5. Reporting

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

Grantees are required to provide bi-annual progress reports and bi-annual financial and narrative progress reports through eGrants, CNCS's web-based grants management system. All grantees must provide quarterly expense reports through the Payment Management System (PMS) at the U.S. Department of Health and Human Services.

In addition, at the end of the award period, grantees must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements of CNCS's Office of Grants Management. The final reports are due 90 days after the end of the agreement.

Once the grant is awarded, grantees will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are giving CNCS high quality performance measure data. At a minimum, grantees should have policies, processes, and practices that address the following five aspects of data quality for themselves:

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

Failure to submit accurate, complete, and timely required reports may affect the grantee's ability to secure future CNCS funding.

For further guidance and training resources see – Resources: Data Collection and Instruments: https://www.nationalserviceresources.gov/npm/home#.U9qVL_IdW3o

G. FEDERAL AWARDING AGENCY CONTACTS

For more information or a printed copy of related material(s), email 2016RSVP@cns.gov. The Notice is available at www.nationalservice.gov/rsvpcompetition. The TTY number is (800) 833-3722.

For technical questions and problems with the eGrants system, call the National Service Hotline

at (800) 942-2677. National Service Hotline hours are Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time. Potential applicants can also use this link: https://questions.nationalservice.gov/app/ask_eg. Be prepared to provide the application ID, organization's name, and the name of the Notice to which the organization is applying.

The mailing address is:

Corporation for National and Community Service
ATTN: Office of Grants Policy and Operations/2016 RSVP Limited Geographical Area
Competition Application
1201 New York Avenue NW
Washington, DC 20525

H. OTHER INFORMATION

1. Technical Assistance

CNCS will host technical assistance calls to answer questions about the funding opportunity and about eGrants. CNCS strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls can be found on the competition website: www.nationalservice.gov/rsvpcompetition.

2. Re-Focusing of Funding

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

Appendix A: Funding Opportunities

Appendix B: Performance Measures

Appendix C: Evidence Based Programming

Appendix D: Definition of Terms