

## NOTICE OF FUNDING OPPORTUNITY

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** FY 2020 Senior Companion Program (SCP) Replacement Sponsor Competitions  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.016

**Disclosure:** Publication of this Notice of Funding Opportunity (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to commit any particular amount of funding.

The 2020 President's Budget proposed the elimination of CNCS. The actual level and timing of grant funding will be subject to the availability of annual appropriations.

### Important Dates

- Applications are due Friday, December 6, 2019 by 5:00 p.m. Eastern Time.
- Successful applicants will be notified prior to the start date.

## FULL TEXT OF THE NOTICE

### A. PROGRAM DESCRIPTION

#### 1. Purpose of SCP Replacement Sponsor Competition Funding

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

Established in 1974, the Senior Companion Program (SCP) engages adults age 55 and over to provide companionship and support to other adults in need of extra assistance to remain at home or in the community for as long as possible. Senior Companion volunteers serve between 5-20 hours per week, with the majority of the volunteer service taking place in the homes of their clients. Among other activities, they provide companionship to ease loneliness and social isolation, assist with transportation and light chores, help to serve as eyes and ears to professionals who can intervene in the case of medical or other deterioration on the part of the clients, and give support to informal caregivers. While serving, Senior Companion volunteers improve their own lives by staying active and civically engaged.

The purpose of this grant funding is to support one or more grant(s) for Senior Companion Program (SCP) operations and programming within the specific geographic service areas. Within each state, there are designated geographic locations in which applicants should propose to provide SCP services. Please see the [Senior Corps Replacement Grants](#) page information on the

geographic locations, the estimated annual federal funding, the minimum number of Volunteer Service Years associated, and the application deadline.

Applicants should be aware that individual Senior Companion volunteers may still be serving in the geographic service areas listed in Appendix A, who were enrolled by the incumbent or previous sponsor of the SCP project in the geographic service area. Applicants should consider these volunteers in planning the SCP project proposed in the grant application, and are encouraged to make efforts to allow these volunteers to continue serving in the proposed new SCP project.

## **2. Funding Priorities**

Through these grant competitions, CNCS intends to fund SCP grants in specific geographic service areas due to the incumbent SCP sponsor relinquishing the grant or otherwise vacating services in the geographic location.

SCP grant applications must:

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

This Notice prioritizes grant-making in the Healthy Futures focus area identified by the National and Community Service Act of 1990, as amended by the [Serve America Act](#). Under this focus area, grants must address health needs within communities by focusing specifically on independent living (aging in place), and access to health care. Activities may include supporting the ability of homebound, older adults and individuals with disabilities to live independently.

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

## **3. 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 and make tactical and strategic adjustments to achieve their goals.

Applicants are required to use the specific performance measures outlines in this Notice. For more information, please refer to SCP National Performance Measures Instructions at [Senior Corps Replacement Grants](#).

Applicants must identify Healthy Futures as the Primary focus area, Aging in Place as the objective, and choose output and outcome measures associated with that Objective. Work plans must include at least one (1) service activity in the selected Primary focus area and objective. The Primary focus area should represent the area in which the incumbent aims to make the most impact.

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 requirements:**

**For every \$6,000 in annual base federal funding,** at least one Volunteer Service Year worth of service must be placed in work plans that result in:

- National Performance Measure outcomes in the Healthy Futures focus area.

*\*Volunteer Service Year (VSY)* VSY: is a budget term that equals 1,044 hours. The standardized stipend cost per VSY is calculated by multiplying the number of hours served by the current cost per hour for the stipend (1044 hours x \$2.65 per hour).

## **VSYs, Federal Costs, Unduplicated Volunteers, and National Performance Measures**

### **a. Calculating the number of VSYs/unduplicated volunteers required to be placed in outcome-based assignments to meet the FY 2019 National Performance Measures.**

The FY 2019 performance measures require a minimum number of unduplicated volunteers in outcome-based assignments. We have a standard calculation for all SCP applicants to use to determine the number of VSYs/unduplicated volunteers needed to meet the 2019 National Performance Measures requirements.

- **Calculation:** One-year Federal Funding Amount listed in Appendix A divided by \$6,000 (used as the per VSY rate) = the number of VSYs needed in National Performance Measures. The number of VSYs and number of unduplicated volunteers will be the same. This calculation assumes that one VSY equals one unduplicated volunteer. The number you calculate will be used to place your outcome-based unduplicated volunteers in work plans.

Applicants should also review and understand the following parameter:

- **Per Federal VSY costs:** Applicants may request up to \$6,000 per VSY. The \$6,000 per VSY is the ceiling and may not be exceeded. Applicants may request a rate per VSY that is less than \$6,000. There is no established floor.

## **4. Program Authority**

Awards under this Notice are authorized by the National and Community Service Act of 1990, as amended, ([42 U.S.C. § 12501 et seq.](#)) and the Domestic Volunteer Service Act of 1973, as amended ([42 U.S.C. § 4950 et seq.](#)).

## **B. FEDERAL AWARD INFORMATION**

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

CNCS anticipates approximately \$1,700,000 for 2020 SCP Replacement Competition awards. The actual level of funding is subject to the availability of annual appropriations.

## **2. Estimated Award Amount**

Award amounts will vary, as determined by the scope of the projects. The maximum award amounts are listed on Appendix A, and reflect the funding level of the previous grant operated in the geographic service area.

## **3. Project Period**

CNCS anticipates making multi-year grant awards. CNCS generally makes an initial award for the first year of operation, based on a one-year project period. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance. Continuation funding for subsequent years is dependent upon:

- Satisfactory performance that signals the grantee is on track to achieve its proposed performance measures at the end of the grant
- Demonstrated capacity to manage the grant; and
- Compliance with grant requirements, including terms and conditions, criminal history checks, reporting, and securing the required non-federal share

## **4. Type of Award**

The 2020 SCP Replacement Sponsor grants will be awarded on a cost reimbursement basis.

# **C. ELIGIBILITY INFORMATION**

## **1. Eligible Applicants**

The following non-federal entities (as defined in [2 CFR §200.69](#)) that have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes ([2 CFR §200.54](#))
- institutions of higher education ([2 CFR §200.55](#))
- local governments ([2 CFR §200.64](#))
- nonprofit organizations ([2 CFR §200.70](#))
- states ([2 CFR §200.90](#))

In addition to Indian Tribes as defined in 2 CFR 200.54, Tribal organizations that are controlled, sanctioned, or chartered by federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a Tribal organization that is controlled or chartered by one or more Indian Tribes, the organization must provide copies of, or links to, documentation which demonstrates that the organization is controlled or chartered by a federally recognized Indian Tribe. If an entity applies as an organization sanctioned by a federally recognized Tribe, or multiple specific federally recognized Tribes, it must submit a sanctioning resolution, adopted by the Tribal Council (or comparable Tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity applying for a CNCS award by name as a Tribal organization that is sanctioned, the Indian Tribe(s) for the purpose of applying for CNCS funding (or federal grant funds generally).

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

Applicants are required to match funds equal to 10 percent of their requested program budget. The applicant's match can be cash and/or non-federal cash and/or cash and in-kind contributions and/or non-federal cash and in-kind contributions matching funds. Applicants must demonstrate the ability to meet the 10 percent match requirement at the time of application submission. See Section *D.6. Funding Restrictions* for more information.

## **3. Other Eligibility Requirements**

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

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

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

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

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

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

This Notice should be read together with the SCP Grant Application Guidance, the SCP National Performance Measures, and the SCP Regulations, [45 CFR Part 2551](#). These documents are available online at [Senior Corps Replacement Grants](#).

### **1. Address to Request an Application Package**

Applicants should refer to [CNCS Funding Opportunities](#) for more information and instructions on how to fully respond to this Notice. Applicants can also send an email to [2020FGPSCP@cns.gov](mailto:2020FGPSCP@cns.gov) for a printed copy of application materials. CNCS also offers live text chat at [www.NationalService.gov/contact-us](http://www.NationalService.gov/contact-us).

### **2. Content and Form of Application Submission**

#### **a. Application Content**

Complete applications must include the following elements:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants

complete the data elements in the eGrants system.

- Narrative Sections:
  - Executive Summary: This is a brief description of the proposed program. Executive Summaries of all compliant applications are published on the CNCS website following grant awards.
  - Program Design
  - Organizational Capability
  - Cost-Effectiveness & Budget Adequacy
- Standard Form 424A Budget
- Performance Measures

Authorization, Assurances, and Certifications (<https://espan.cns.gov/cnsmisc/ECERTS.HTM>, and <https://espan.cns.gov/cnsmisc/EASSUR.HTM>).

### **b. Page Limits**

Applications may not exceed **15** double-spaced pages as the pages print out from eGrants. The application sections that count towards the page limit are the:

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

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

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. **CNCS strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

CNCS will not consider the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

### **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 the [DUNS Request Service](#). 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) at <https://www.sam.gov/SAM/> and maintain an active SAM registration

until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. Please note SAM.gov has a new login process. Please go to the General Services Administration ([GSA](#)) [SAM Update](#) page for more information: <https://www.sam.gov/SAM/>

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

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at:

[https://sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf)

#### **4. Submission Dates and Times**

##### **a. Application Submission Deadline**

Applications are due **Friday, December 6, 2019 by 5:00 p.m. Eastern Time.**

CNCS will not consider applications submitted after the deadline, except as noted in Section *D.4.c. Late Applications*. CNCS reserves the right to extend the submission deadline. CNCS will post a notification in the event of an extended deadline on CNCS's website.

##### **b. Additional Documents Deadline**

Additional documents are due by the application submission deadline. See *Sections D.4.a. Application Submission Deadline* and *D.7.b. Submission of Additional Documents* for more information.

##### **c. Late Applications**

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

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the National Service Hotline
  - any information provided to the applicant by the National Service Hotline
  - any other documentation or evidence that supports the justification
- ensure that CNCS receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) no later than 24 hours after the application deadline stated in the Notice.

Communication with CNCS staff, including an applicant's program officer/portfolio manager, is not a substitute for a written explanation or justification of the extenuating circumstance that

caused the delay as outlined above. Applicants are required to continue working in [eGrants, CNCS's web-based application system](#) and with the National Service Hotline to submit the application. CNCS will determine whether or not to accept a late application on a case-by-case basis.

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

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

## **5. Intergovernmental Review**

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

## **6. Funding Restrictions**

### **a. Award Funding Requirements**

Awards under this Notice are subject to cost share or matching requirements. The amount of federal funding provided will be limited to 10 percent of the total allowable costs for the funded activity, as determined under [2 CFR Part 200, Subpart E-Cost Principles](#).

### **b. Indirect Costs**

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR § 200.413](#). States, local governments, and Indian tribes may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in eGrants. The instructions for how to enter the organization's indirect cost rate can be located here: [eGrants Indirect Cost Rate User Instructions](#).

Please note: If CNCS serves as the cognizant agency, the applicant must file a request. To file a request, send an email to [IndirectCostRate@cns.gov](mailto:IndirectCostRate@cns.gov).

## **7. Other Submission Requirements**

### **a. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, CNCS's web-based application system](#). 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 text into the appropriate eGrants field no later than 10 days before the deadline.

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

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

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

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

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier below. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically.

Corporation for National and Community Service  
ATTN: Office of Grants Administration (OGA)/ 2020 SCP Replacement Competition  
Application  
250 E Street, SW, Suite 300  
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. CNCS does not accept applications submitted via fax or email.**

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

Please refer to the column for "New Competitive" in the Grant Application Instructions for a complete list of required documents. Applicants are required to submit all related documents by the application submission deadline.

Additional documents must be emailed to [FGPSCPAttachments@cns.gov](mailto:FGPSCPAttachments@cns.gov) with the following subject line: "*Legal Applicant Name*" – "*Application ID Number.*" Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that

all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.

- If the size of an applicant’s files requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3).”

***Do not submit any items that are not requested in this Notice and SCP Application Instructions. CNCS will not review or return them.***

**E. APPLICATION REVIEW INFORMATION**

**1. Review Criteria**

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the quality of applications by using the selection criteria described below and will rate them accordingly. They will also consider the weights assigned to each criterion.

*The rating system for the selection criteria includes four categories: Excellent, Good, Fair, and Does Not Meet. To achieve an Excellent rating, applicants address the question fully while going above and beyond with relevant additional information in the selection criteria. To achieve a Good rating, applicants adequately address the questions in the selection criteria.*

Categories/Subcategories	Percentage	Relevant Part of the Application
<b>Program Design</b>	<b>50%</b>	
• Strengthening Communities	35%	Narratives and Work Plans
• Recruitment and Development	15%	Narrative
<b>Organizational Capability</b>	<b>30%</b>	
• Program Management	15%	Narrative
• Organizational Capability	15%	Narrative
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>20%</b>	
• Cost-Effectiveness and Budget Adequacy	20%	Budget, Narratives, and Work Plans

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

Reviewers will assess the extent of the narratives and work plans proposed in the application through the following criteria:

- Q1. (7%)

Narratives and work plans describe and demonstrate the community need.

- Q2. (7%)

Narratives and 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 plans. This

question will focus on the work plans that lead to National Performance Measures outcomes. (See Appendix B).

- Q3. (7%)

Work plans logically connect the four major elements to each other:

- a. The community need(s) identified
- b. The service activities that will be carried out by SCP volunteers
- c. The instrument description and data collections plans
- d. 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 percent)**

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

- Q6. (5%)

Narratives demonstrate a plan and infrastructure to ensure SCP volunteers received training needed to succeed in the service activities described in the work plan

- Q7. (5%)

Narratives describe the demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could include but not limited to the following:

- a. Individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency
- b. Veterans and military family members as SCP volunteers
- c. SCP volunteers with disabilities
- d. SCP volunteers between the ages of 55 and 70 years old (Baby Boomers)

- Q8. (5%)

Narratives demonstrate a plan and infrastructure to retain and recognize SCP volunteers.

### **b. Organizational Capability (30 percent):**

#### **Program Management (15 percent)**

Reviewers will assess the extent to which the:

- Q9. (5%)

Narratives describe the plans and infrastructure to ensure management of volunteer stations are in compliance with the SCP program regulations

- Q10. (5%)

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

- Q11. (5%)

Narratives demonstrate an organizational track record in work plans that lead to National Performance Measure outcomes (See Appendix B)

### **Organizational Capability (15 percent)**

Reviewers will assess the extent to which the:

- Q12. (5%)

Narratives describe the 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 SCP program requirements (statutes, regulations, and applicable OMB circulars); 2) accountability, and 3) efficient and effective use of available resources

- Q13. (5%)

Narratives clearly define 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%)

Narratives demonstrate 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 percent):**

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**

CNCS will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the funding priorities and strategic considerations described in this Notice. The stages of the review and selection process follow:

### **a. Compliance and Eligibility Review**

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

An application is compliant if the applicant:

- is an eligible organization
- submitted an application by the submission deadline
- submitted an application that complies with the following program-specific requirements:
- submitted an application for the entire geographic service area as described in Appendix A as only areas listed in Appendix A are eligible for this competition.
- has not been denied refunding of a CNCS Senior Corps grant in the past three years

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

### **b. Application Review**

#### **Internal Review**

CNCS Staff Reviewers will assess the applications based on the Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. Staff Reviewers will also consider the priorities and strategic considerations detailed in this Notice. CNCS will recruit and select Staff Reviewers on the basis of demonstrated expertise in SCP programming and/or the Focus Areas, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

#### **Post-Review Quality Control**

After the initial review process is complete, CNCS staff will review the initial results for fairness and consistency. Some applications may be selected for a Post-Review Quality Control assessment. This additional level of review will be used to ensure fairness and provide assurances that an application was not disadvantaged in the original review.

### **c. Applicant Clarification**

CNCS may ask an applicant for clarifying information. CNCS staff will use this information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration. CNCS staff may conduct a site visit inspection as part of the clarification process, as appropriate.

### **d. Risk Assessment**

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. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if CNCS concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, CNCS may consider:

- 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 (FAPIS)
  - SAM
  - "Do Not Pay"
- reports and findings from single audits performed under [2 CFR Part 200 Subpart F – Audit Requirements](#) 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

#### **e. Consideration of Integrity and Performance System Information**

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

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

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

#### **f. Selection for Funding**

The review and selection process is designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - CNCS Funding Priorities (See *Section A.2. Funding Priorities*)
  - meaningful representation of
    - geographic diversity with respect to the different needs of urban and rural communities
    - rural communities
    - evidence-based programs
    - the National Performance Measures requirements and other criteria established in this Notice (Appendix B)

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

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

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

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

#### **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 [CNCS Results of Grant Competitions](#) within 90 business days after all grants are awarded:

- a list of all compliant applications submitted
- executive summaries of all compliant applications
- data extracted from the SF-424 Face Sheet

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

## 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 mid-March 2020, contingent on the availability of congressional appropriations. All applicants, successful or not, will be notified of funding decisions via email.

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

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

#### **a. Uniform Guidance**

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

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

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only status, or other remedies may be applied as appropriate.

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

All awards made under this Notice will be subject to the 2020 CNCS General Terms and Conditions, and the 2020 Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>.

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

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary



through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Grantees should utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

Unless CNCS has provided a grant recipient with a written exemption or written approval of an alternative search procedure, recipients **must** perform the following checks:

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

- A nationwide name-based search of the National Sex Offender Public Website ([NSOPW](#)); *and*
- Either
  - A name- or finger-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work *or*
  - A fingerprint-based FBI criminal history check.

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

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

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

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

To ensure that materials generated with CNCS funding are available to the public and readily accessible to recipients and non-recipients, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so ([2 CFR §200.315](#)).

### **4. Reporting**

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

Recipients 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 recipients must provide quarterly financial 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, recipients must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 90 days after the end of the agreement.

Award recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients 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.

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

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

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

For further guidance and training resources see: [Resources: Data Collection and Instruments](#)

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

For more information or a printed copy of related material(s), email [2020FGPSCP@cns.gov](mailto:2020FGPSCP@cns.gov)  
CNCS also offers live text chat at [www.NationalService.gov/contact-us](http://www.NationalService.gov/contact-us).

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. The general public hours for the National Service Hotline hours are as follows:

- Mon. – Fri. 9 am to 7 pm Eastern Time (Jan., May, July, Aug., Sept)
- Mon. – Thurs. 9 am to 7 pm Eastern Time (Feb., Mar., Apr., Oct., Nov., Dec.)

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

## H. OTHER INFORMATION

### 1. Technical Assistance

CNCS will host technical assistance calls to answer questions about the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in these sessions. Call-in information for the technical assistance calls is on CNCS's website: [Senior Corps Replacement Grants](#).

### 2. Re-Focusing of Funding

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

## I. IMPORTANT NOTICES

**Public Burden Statement:** Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. CNCS informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. (See 5 C.F.R. 1320.5(b)(2)(i).) The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

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