

NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service Funding
Opportunity Title: FY 2019 AmeriCorps VISTA Campus Recruitment Support
Announcement Type: Initial Announcement
CFDA Number: 94.027

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 cooperative agreements or to commit any particular amount of funding.

Important Dates

- Applications are due Monday, August 26, 2019 by 5:00 p.m. Eastern Time.
- Successful applicants will be notified by Friday, September 20, 2019.

A. PROGRAM DESCRIPTION

1. Purpose of AmeriCorps VISTA Campus Recruitment Services 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.

AmeriCorps VISTA is a program of the Corporation for National and Community Service (CNCS). AmeriCorps VISTA works to eliminate poverty by recruiting VISTA members who, through their service, develop initiatives that enable people to become self-sufficient and secure.

Sixty-one percent of AmeriCorps VISTA applicants are age 25 or younger. Sixty-six percent of AmeriCorps VISTA applicants have a four-year degree or higher. Two-year and four-year colleges and universities are an underutilized resource for AmeriCorps VISTA with the potential to become key strategic recruitment partners.

AmeriCorps VISTA intends to award approximately nine cooperative agreements to promote National Service on university campuses. AmeriCorps VISTA will develop support relationships with higher education institutions to assist in their examination and improvement of efforts to maximize public responsiveness and recognition of AmeriCorps VISTA service opportunities within campus communities and, where appropriate, surrounding cities and communities, to increase the number of applicants applying to AmeriCorps VISTA service opportunities associated with those communities and environments. This opportunity is open to all United States two-year and four-year higher education institutions with at least 5,000 undergraduate students.

2. 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 \$200,000 for AmeriCorps VISTA Campus Recruitment Support 2019 cooperative agreements. 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. CNCS expects to make awards in the range of \$15,000 to \$20,000.

3. Project Period

CNCS anticipates making one-year cooperative agreement 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 depends upon availability of appropriations and satisfactory performance and is not guaranteed.

4. Type of Award

The funding mechanism for the AmeriCorps VISTA Campus Recruitment Support is a cooperative agreement. Under a cooperative agreement, CNCS is substantially involved with the recipient organizations as the approved cooperative agreement activities are implemented. CNCS will assign a program officer, who will confer with the award recipient regularly and frequently to develop and/or review service delivery and project status, including work plans, budgets, periodic reports, evaluations, etc. CNCS anticipates having substantial involvement in:

- Management and oversight of each project to ensure benchmarks are met;
- Reporting data and format; and
- Documenting and sharing lessons learned through a CNCS-sponsored learning community.

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:

- Institutions of higher education (2 CFR §200.55), both four-year and two-year, with at least 5,000 undergraduate students

2. Other Eligibility Requirements

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

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

Note that under provisions included in CNCS’s annual appropriations act, 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—

then 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 42 U.S.C. 4991 of the Domestic Volunteer Service Act of 1973, as amended, and the AmeriCorps VISTA regulations, [45 CFR §§ 2556.100-2556.175](#), as applicable.

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 VISTAoutreach@cns.gov for a printed copy of application materials. The TTY (Text Telephone) number is (800) 833-3722.

2. Content and Form of Application Submission

Applicants will enter the following components of a complete application:

- Narratives
 - Program Design
 - Need
 - Awardee Responsibilities
 - Campus Recruitment Strategy
 - Expected Results – Outputs and Outcomes
 - Organizational Capability
 - Key Personnel
 - Hiring and Supervision of Campus Recruiter

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:
 - Program Design
 - Organizational Capability
 - Cost-Effectiveness & Budget Adequacy
- Standard Form 424A Budget

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 10 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
- Need, Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy

The application page limit does not include the Budget 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 SAM at www.sam.gov and maintain an active SAM registration until the application process is complete. If an applicant is awarded a cooperative agreement, 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 GSA SAM Update page for more information.

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

4. Submission Dates and Times

a. Application Submission Deadline

Applications are due **Monday, August 26, 2019 by 5:00 p.m. Eastern Time.**

CNCS will not consider applications submitted after the deadline, except as noted in Section D.4.d. 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. Late Applications

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

- provide 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 justification and any other evidence that substantiates the claimed extenuating circumstance(s) via email to LateApplications@cns.gov no later than one business day after the application deadline stated in the Notice.

Communication with CNCS staff, including an applicant's program officer, is not a substitute for the letter. 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 to accept a late application on a case-by-case basis.

Applicants that do not submit a 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. Indirect Costs

Indirect Costs are not eligible for this funding opportunity.

b. Pre-Award Costs

Federal funds awarded pursuant to this Notice will not allow reimbursement for pre-federal award costs (See [2 CFR 200.209](#) and [200.458](#)).

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 his or her own eGrants 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.

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. National Service Hotline hours are Monday through Friday, 9:00a.m. to 7:00 p.m. Eastern Time. 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 Policy and Operations/AmeriCorps VISTA Campus Recruitment
Support 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.**

Do not submit any items that are not requested in this Notice. 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.

Categories/Subcategories	Percentage
Program Design	50
<input type="checkbox"/> Need	15
<input type="checkbox"/> Applicant Responsibilities	20
<input type="checkbox"/> Campus Recruitment Strategy	10
<input type="checkbox"/> Expected Results	5
Organizational Capability	35
<input type="checkbox"/> Key Personnel	20
<input type="checkbox"/> Hiring and Supervision of Campus Recruiter	15
Cost-Effectiveness and Budget Adequacy	15

a. Program Design (50 percent):

Reviewers will assess the extent that:

- the proposal is responsive to the need identified with the applicant establishing why the higher education entity is a fit to address the need of a Campus Recruiter
- the responsibilities of the applicant are clearly articulated to include the following:
 - Identifying and hiring a Campus Recruiter to carry out the activities outlined in the recruitment strategy.
 - Office space with AmeriCorps VISTA signage located in an area that is accessible and highly visible to students. Convenient private space must be provided, or easily accessible, to the Campus Recruiter to conduct confidential meetings. The Awardee will furnish a bulletin board or some other form of highly visible posting area, a designated telephone (with some form of voice - messaging service), a computer with MS Office Suite software and access to the Internet, office supplies, business cards, and access to copier and fax machines with a paper use allotment. The Campus Recruiter is forbidden to use a personally owned computer for AmeriCorps VISTA business.
 - Access to the university's room scheduling system so that the Campus Recruiter can reserve larger conference rooms for periodic General Information Meetings and other events, as necessary.
 - Online listing for the AmeriCorps VISTA Campus Recruitment Office in the appropriate category within the institution's Internet webpages. The listing is approved by the AmeriCorps VISTA Headquarters Office and includes the Campus Recruiter's name as well as office location, email address, phone number, and recruiter office hours. The listing will also include links to the AmeriCorps VISTA Campus website and online resources (i.e., AmeriCorps VISTA social media sites).

- Direct access or liaison access (via sponsoring university organizations) to email or postal addresses and/or boxes for all faculty, students, and campus associations for transmitting special recruitment announcements from AmeriCorps VISTA.
 - Direct or liaison access to lists of graduating students when requested by AmeriCorps VISTA for providing recruitment information about AmeriCorps VISTA.
 - Postage costs for communication with the AmeriCorps VISTA Headquarters Office (mass mailings are not included).
 - University parking permit for Campus Recruiter and/or guests
 - Free access to, or reduced fees for, university-sponsored career fairs and campus media outlets.
- The proposed Recruitment Strategy Plan is clearly outlined to include:
 1. **Recruitment Activities:** The Campus Recruiter will plan and execute the following recruitment activities.
 - a. Distribute agency approved brochures, posters, visual aids, and other AmeriCorps VISTA recruitment materials to individuals, groups, associations, faculty, and targeted populations.
 - b. Complete 40 class talks or presentations, 10 of which target diverse populations on campus. Diverse populations include race/ethnic groups, SOGI community, First Generation Americans, Older Americans (50+), Veterans and Pell-Grant eligible students.
 - c. Complete 4 application workshops, which coincide with AmeriCorps VISTA peak recruitment season March-June.
 - d. Staff a recruitment table (e.g. university career fairs, other events with similar goals and/or tabling public, high-traffic areas on campus) 6 times.
 - e. Provide limited or ancillary recruitment services to the surrounding communities, including other educational institutions, as guided by AmeriCorps VISTA.
 2. **Partnership Building:** The Campus Recruiter will develop partnerships and collaborations with university department heads, student organizations, and other AmeriCorps Alumni. To cultivate these relationships, the Campus Recruiter will complete the following:
 - a. Hold 15 relationship-building meetings (weighted toward early in the fall semester) with 15 different key on-campus and community stakeholders with the intention of gaining access to students;
 - b. Hold 10 relationship-building meetings with 10 different key on-campus diversity departments and leaders (multicultural/diversity offices, student transfer offices, student life offices, scholarship program offices, club leaders, Greek leaders, etc.) with the intention of gaining access to students.

With each of these new contacts, the Campus Recruiter will share information regarding AmeriCorps VISTA service and request that contacts promote AmeriCorps VISTA service opportunities to their stakeholders by sending event information, inviting the Campus Recruiter to present to an office/group leader or to group members, and referring interested students to the AmeriCorps VISTA campus office.

3. **Lead and Application Generation:** At the beginning of each academic year, the Campus Recruiter and the AmeriCorps VISTA Recruiter Liaison will develop a process with specified goals to engage, manage, and report potential applicants (“leads”). This process is not limited to but will include the following activities and goals:
 - a. Capture contact information—including name, email, and telephone number—from all leads generated from all recruitment activities and events, including office hours, social media, career fairs, meetings, information session, and all other events and activities.
 - b. Collect leads through sign-up sheets and send those sign-up sheets to the AmeriCorps VISTA Recruiter Liaison within five business days.
 - c. Generate 1 application per 350 eligible undergraduate students for AmeriCorps VISTA Service annually. For example, if a school had an undergraduate population of 15,000, its goal would be to generate 50 applications per year.
 - d. Generate an average of 10 leads per event, workshop or presentation.
- The applicant’s expected results articulated in the narrative and represent meaningful progress in addressing the need
 - It is expected that the Campus Recruiter is to complete each of the recruitment activities and goals specified above.

b. Organizational Capability (35 percent):

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

1. Organizational Background and Staffing (20 points)

- The organization details the roles, responsibilities, and structure of the staff that will be implementing the Campus Recruitment program as well as providing oversight for the program.
- The organization details that the Campus Recruiter will receive sufficient guidance and support from their supervisor.

2. The Awardee will hire and supervise a part-time Campus Recruiter to staff the Recruitment Office and coordinate campus recruitment activities. (15 points)

- The hired Campus Recruiter will be supervised by an institutional employee assigned by the Awardee. Supervisory responsibilities include ensuring that the Campus Recruiter is aware of and working in a responsible and professional manner to fulfill his or her recruitment strategies and activities.
- The Awardee shall assign an institutional employee to work as the supervisor for the Campus Recruiter. Supervisory responsibilities include ensuring the Campus Recruiter is aware of, and working in, a responsible and professional manner to fulfill his or her recruitment strategies and activities. An AmeriCorps VISTA staff member (Recruiter Liaison) will work closely with the Campus Recruiter and Supervisor to help ensure they meet the contract objectives.
- The applicant must clearly explain how the potential Campus Recruiter will be recruited, hired and supervised to manage the AmeriCorps VISTA Recruitment Office and carry out recruitment strategies and activities on campus. The hiring timeline for the Campus Recruiter position is also required.

- The applicant must also explain how an institutional employee will be selected and assigned to work as the supervisor for the Campus Recruiter. Supervisory responsibilities include ensuring that the Campus Recruiter is aware of and working in a responsible and professional manner to fulfill his or her recruitment strategies and activities.

c. Cost-Effectiveness and Budget Adequacy (15 percent):

These funds are to be used to support the personnel expenses and fringe benefits of the Campus Recruiter. Reviewers will assess the quality of the application’s budget to the following criteria below. Do not assume all subcriteria are of equal value. The criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “See budget.”

Cost Effectiveness and Budget Adequacy (15 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Demonstrates managing and/or previously receiving AmeriCorps or other federal dollars.

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 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

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 non-compliant and/or ineligible will not receive an award.

b. Application Review

Internal Review

CNCS Staff Reviewers will assess the applications based on the narratives for Program Design and Organizational Capability using the four-point scale below. Staff Reviewers will assess Cost-Effectiveness and Budget Adequacy Selection Criteria using the two-point scale below. 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 AmeriCorps VISTA programming and/or recruitment, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

As stated above, the following rubrics will be used in the review of each application standard. Ensure the review ratings are supported by analysis, clarification, resolution, and feedback statements as appropriate. The ratings apply to all standards in the review.

Scale with Four Rating Options:

Exceeds the standard

Quality response, meeting all aspects of the standard, and exceeding most aspects of the standard. The proposed approach is very clear, logical and feasible and will result in effective and efficient work performance. Strengths are substantial. Weaknesses are absent or minimal in effect on the overall quality of the response. The risk of unsuccessful performance is extremely low.

Meets the standard

Acceptable response, meeting all or most aspects of the standard. The proposed approach is generally clear, logical, and feasible and is likely to result in effective and efficient work performance. Strengths and weaknesses may both be present, but strengths outweigh weaknesses in significance. Overall quality of response is satisfactory, with room for improvement. The risk of unsuccessful performance is low.

Partially meets the standard

Low quality response, meeting some aspects of the standard but not satisfactorily addressing other significant aspects of the standard. The proposed approach lacks clarity, logic, and feasibility and may result in ineffective and inefficient work performance. Weaknesses are greater in significance than strengths. Overall quality of response is lacking in clarity or specificity, leaving room for assumptions about key elements. The risk of unsuccessful performance is moderate.

Does not meet the standard at all

Very weak response, neglecting to address or failing to satisfactorily address all or most aspects of the standard. The proposed approach is vague, illogical, and not feasible and is likely to result in ineffective, inefficient, and even unsuccessful work performance. Strengths are absent or are minimal in effect. Overall quality of response is inadequate, with significant flaws in addressing the standard. The risk of unsuccessful performance is high.

Scale with Two Rating Options:

Satisfactory

Response addresses all or most aspects of the standard. Overall quality of response is at least satisfactory.

Unsatisfactory

Response is low-quality and neglects to satisfactorily address more than one aspect of the standard. Overall quality of response is lacking in clarity or specificity, leaving room for assumptions about key elements.

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 (FAPIIS)
 - DUNS and 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 FAPIIS (see [41 U.S.C. 2313](#)). Additionally, CNCS may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$150,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a federal

awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

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

f. 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, both rural and urban
 - rural communities
 - two-year and four-year higher education institutions

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, AmeriCorps VISTA 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, in the event that 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.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

CNCS will make awards following the cooperative agreement selection announcement. CNCS anticipates announcing the results of this competition by late September 2019. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin cooperative agreement activities. The Notice of Grant Award signed by the grant officer is the authorizing document for cooperative agreement 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), now consolidated in [2 CFR Parts 200](#) and [2205](#).

b. Requests for Improper Payment Information

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only 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 2019 CNCS General Terms and Conditions, and the 2019 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 recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

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.

Mid-Year Report: Prior to the end of first half of the academic year, the Awardee shall submit a mid- year report to the designated MOR contact. The mid-year report format and required information will be provided to the Campus Recruiter at the beginning of each performance period.

Final Report: Prior to the end of the period of performance, the Awardee shall submit a final report to the designated MOR contact. The final report format and required information will be provided to the Campus Recruiter at the beginning of each performance period.

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 of CNCS's Office of Grants Management. The final reports are due 90 days after the end of the agreement.

Award recipients will be required to report at www.FSRS.gov on all subawards over \$25,000, and may be required to report on executive compensation for 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 cooperative agreement 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 VISTAoutreach@cns.gov. 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: [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 a technical assistance call to answer questions about the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in these sessions. **The first call will be held on Wednesday, August 7, 2019 at 2:00 p.m. Eastern Time. Call-in information for the technical assistance calls is on CNCS's website:**

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/fy-2019-amicorps-vista-campus-recruiters>

2. Re-Focusing of Funding

CNCS reserves the right to re-focus program dollars [available or 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.

1. Public Burden Statement

The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. [See 5 CFR 1320.5]. This collection is approved under OMB Control #: 3045-0187, CNCS Grant Application, Expiration Date: 9/30/2020.