



2020-21 AmeriCorps State Competitive & Formula Operating Grants

Multiple Award Grant Opportunity **REQUEST FOR APPLICATIONS**

RFA Issue Date:

Competitive Application Due Date: December 1, 2019, 11:59PM PST

Formula Applications Due Date: March 27, 2020, 11:59PM PST



OVERVIEW

State Entity:	Oregon Volunteers
Federal Agency:	Corporation for National and Community Service
Federal Funding Opportunity:	2020-21 AmeriCorps State Grants
Announcement Type:	Request for Grant Applications
Federal Announcement:	2020-21 CNCS NOFO, found here: https://www.nationalservice.gov/sites/default/files/documents/FY20%20ASN%20NOFO_508.v2.pdf
CFDA Number:	94.006

Important Notice to Applicants: This Request for Applications (“RFA”) uses an abridged version of the Corporation for National and Community Service Notice of Funding Opportunity (“NOFO”) so that it is tailored to the sub-grantee level of Oregon’s local statewide competition.

The State of Oregon, acting by and through its Higher Education Coordinating Commission (“Agency”) on behalf of the Oregon Volunteers Commission for Voluntary Action and Service, is pleased to announce a multiple award Request for Applications for funding AmeriCorps programs designed to engage AmeriCorps members in service to meet critical community needs in Oregon.

Oregon Volunteers

The mission of the Oregon Volunteers Commission for Voluntary Action and Service (“OV” or “Commission”) is to promote and support AmeriCorps, volunteerism, and civic engagement to strengthen Oregon communities.

Corporation for National and Community Service

The mission of the Corporation for National and Community Service (“CNCS”) is to improve lives, strengthen communities, and foster civic participation 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.

Purpose of AmeriCorps Funding

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions or practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

CNCS Focus Areas

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. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters.

Economic Opportunity

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased employment.

Education

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

Environmental Stewardship

Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; and provide reforestation services after floods or fires.

Healthy Futures

Grants will provide support for activities that will address the opioid crisis; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition with the purpose of reducing obesity.

Veterans and Military Families

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

2020 CNCS Funding Priorities

CNCS seeks to prioritize the investment of national service resources in the areas or through the organizations listed below (see Mandatory Supplemental

Guidance for further information, found here:

<https://www.nationalservice.gov/sites/default/files/documents/2020%20MSG%20FINAL.508.pdf>):

- **Economic Opportunity** – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as:
 - Having Moderate evidence by the reviewers;
 - Having Strong evidence by the reviewers; or
 - Increasing economic opportunities for communities by preparing people for the workforce.

Link:

https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Economic_Opportunity_Evidence_Brief_2019_508.pdf.)

- **Education** - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers. *Link:*
https://www.nationalservice.gov/sites/default/files/evidenceexchange/CNCS_Education_Evidence_Brief_112318_508.pdf.)
- **Healthy Futures** - evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as:
 - Having Moderate evidence by the reviewers;
 - Having Strong evidence by the reviewers; or
 - Reducing and/or preventing prescription drug and opioid abuse.

Link:

https://www.nationalservice.gov/sites/default/files/evidenceexchange/HF_Evidence_Brief_FINAL_v2_508.pdf.)

- **Veterans and Military Families** - positively impacting the quality of life of veterans and improving military family strength.
- **Rural intermediaries** - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- **Faith-based organizations.**

Program Authority:

CNCS' legal authority to award these grants is found in the National and Community Service Act of 1990, as amended (42 U.S.C. § 12501 et seq.). To receive priority consideration by CNCS, 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.

Type of Award

AmeriCorps Operating Grants: CNCS may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants. Professional Corps are not eligible to apply for Cost Reimbursement grants. See the Eligible Applicants section and the Mandatory Supplemental Guidance for more information. CNCS will not provide both types of grants for the same project in one fiscal year.



	Grant Types	
	Cost Reimbursement	Fixed Amount (Full-Cost)
Maximum Cost per Member Service Year (“MSY”)	\$15,479	\$15,479
Type of Slots in the National Service Trust	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time.	Full-time, Three Quarter-time, Half-time, Reduced half-time, Quarter-time, Minimum Time.
Budget Submission Required	Yes	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes
Financial Reporting Requirements	Yes	No
Available to new Applicants	Yes	No

Federal Award Information:

A. Estimated Available Funds

OV and CNCS expect a highly competitive AmeriCorps grant competition. CNCS reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations.

B. Estimated Award Amount

Award amounts will vary, as determined by the scope of the projects.

Eligibility Information

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have a Dun and Bradstreet Universal Numbering System (“DUNS”) number and are registered in System for Award Management (“SAM”) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.55)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Organizations that propose to operate an AmeriCorps program serving only Oregon may be eligible to apply if they meet the criteria specified below.

Organizations that propose to operate an AmeriCorps program serving more than one state or territory and federally-recognized Indian Tribes are not eligible to apply to OV and must apply directly to CNCS. More information can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

Organizations that have been convicted of a Federal crime are automatically disqualified. 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.

Previously receiving funds from CNCS or OV to operate an AmeriCorps program in Oregon is a prerequisite to apply for competitive grant funding through OV under this RFA. Applicants who have not previously received funding from CNCS or OV as previously stated may apply for grant funding directly through CNCS.

2020 Oregon Volunteers Funding Priorities

OV continues to promote service priorities for Oregon that support thriving communities throughout the state. The main emphases for the Commission are:

1. To continue funding for successful, compliant programs that are demonstrating impact in communities within the six focus areas described above under “CNCS Focus Areas”.
2. To grow AmeriCorps in Oregon by providing access to AmeriCorps members for small organizations and rural communities through intermediary programs.

A. New AmeriCorps State Competitive and Formula Operating Grant Applicants

OV will not be accepting any new Formula applications for the 2020-2021 program year. New Competitive applications will be accepted from programs who have previously administered AmeriCorps programs in Oregon.

B. Continuation AmeriCorps State Competitive and Formula Operating Grant Applicants

Organizations that have current AmeriCorps awards that do not end in the 2019-20 program year must submit a continuation application in order to be eligible to receive funding for the following year. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this RFA.

C. Recompeting AmeriCorps State Competitive and Formula Operating Grant Applicants

Current OV-funded programs with a 3-year funding cycle that ends in the 2019-20 program year are considered to be in “recompete” status. These applicants may apply for a new 3-year award.

D. Unfunded AmeriCorps State Competitive Grant Applicants

Organizations proposing programs that operate only in Oregon and who apply to OV in the competitive funding cycle and are not awarded competitive funding by CNCS may be invited by

OV to apply for funding as a re-competing applicant in the Oregon formula funding cycle.

E. New Planning Grant Applicants

At this time, OV will not be accepting planning grant applications. OV reserves the right to amend this category, should funding become available.

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS and OV urge applicants to submit high quality applications that carefully follow the guidance in this RFA and in the Application Instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

APPLICATION & PROGRAM REQUIREMENTS

In addition to requirements stated in the CNCS NOFO, from which this RFA is abridged, applicants and applications are required to adhere to the following requirements:

Mandatory Information Session(s): RFA Review and Requirements

OV will provide an informational session for the RFA requirements. Each applicant program is required to have one staff member in attendance. The Competitive and Formula application processes will be addressed in separate information sessions.

Notification of Intent to Apply

All new applicants and all current OV-funded AmeriCorps programs should submit a Notice of Intent to Apply to OV by November 15th, 2019. Submission should be sent via email to Oregon_Volunteers_CAL@oregon.gov.

National Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities.

CNCS does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. CNCS values the quality of performance measures over the quantity of performance measures. CNCS expects applicants to use National Performance Measures as part of their comprehensive performance management strategy if the National Performance Measures are part of the applicant's theory of change.

Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions.

Project and Award Period

The AmeriCorps program year in Oregon typically runs from August – July. Programs may request extensions to conclude their programs up to three months later than the program end date stipulated in the grant award. AmeriCorps members are limited to serving a 12-month or shorter term within the program year. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

Days of Service

OV strives to create a strong platform for promoting volunteerism and convey to event volunteers – including AmeriCorps members – that they are participants in a larger movement that extends beyond their local community by participating in National Days of Service.

AmeriCorps programs must conduct both a swearing-in and year-end-service ceremony for all cohorts/classes of members. Programs are expected to participate in at least two service projects per program year. At least one of those service projects must coincide with Martin Luther King Jr. Day of Service or Cesar Chavez Day. One of the following may be chosen, if not participating in both: September 11th, National Day of Service and Remembrance; Make a Difference Day; Global Youth Service Day; or AmeriCorps Week.

Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

OV strongly encourages applicants to create and maintain the most intensive and personally meaningful term of service for members in their program designs. AmeriCorps is designed to enable members to commit a significant amount of time per week in service.

- If 300-hour minimum-time and 450-hour quarter-time positions are included in the program design, preference is given to those completed over the summer or a short time period rather than over a school or calendar year.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 C.F.R. §2522.910-.940), the applicant must describe how the program will meet these requirements.
- A funded program must have a well-defined partnership with at least three independent entities, including at least one public and one private (nonprofit or for-profit). The Commission prefers partners to have an ongoing role in planning, operating, and sustaining the program (e.g. match contribution, training, assessment, quarterly meetings, etc.) to ensure the success of the program.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered

- for funding.
- Applicant’s program design must have a minimum of 10 AmeriCorps members.

Required Meetings

Oregon Volunteers hosts multiple training events for program directors and/or members throughout the program year. Some events are required for Oregon recipients of Oregon AmeriCorps State funds, while others are optional attendance. These meetings and events are typically scheduled to occur in Salem, Oregon, unless otherwise specified. Applicants should consider travel costs and/or registration fees (*as applicable*) in their application budget.

- **AmeriCorps Life-After** (*required*): An annual event and training for program directors and members focused on how to leverage the service experience into next steps.
- **Program Director Meetings** (*required*): Quarterly in-person one-day meetings for Program Directors with a focus on announcements, updates, trainings and compliance items. May include a 2-day retreat.
- **Pacific-Northwest Regional Training Conference** (*required*): An annual regional conference hosted by the national association for Commissions, America’s Service Commissions. Location and date varies annually. Programs are required to send one staff member.

National Service Criminal History Checks:

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. **OV requires applicants** to 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;
- 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. As of December 31, 2019, many pre-approved Alternative Search Procedures (“ASP”) and any existing, individual ASP/Exemption requests will expire and will no longer be available for use.

Applicants’ budgets should account for costs of all background checks required to meet required federal and state requirements (*as applicable*). If the applicant does not include the cost of background checks in its budget, the application must contain an explanation for this omission.

APPLICATION INSTRUCTIONS

General Information

Applicants are required to complete applications for funding in accordance with:

- This Oregon Volunteers 2020-21 RFA
- CNCS NOFO for FY 2020 AmeriCorps State and National Grants found here: https://www.nationalservice.gov/sites/default/files/documents/FY20%20ASN%20NOFO_508.v2.pdf
- CNCS 2020 Mandatory Supplemental Guidance found here: <https://www.nationalservice.gov/sites/default/files/documents/2020%20MSG%20FINAL.508.pdf>
- CNCS 2020 Application Instructions found here: <https://www.nationalservice.gov/sites/default/files/documents/2020%20ASN%20Application%20Instructions%20FINAL.508.pdf>
- CNCS Performance Measures Instructions found here: <https://www.nationalservice.gov/sites/default/files/documents/2020%20Performance%20Measures%20Instructions%20FINAL.508.pdf>

Additional Information for the CNCS 2020 NOFO can be found here: <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2020/ameri-corps-state-and-national-grants-fy-2020>

This RFA is for two application processes:

1. AmeriCorps State Competitive Applications that will compete nationally to serve only in Oregon.
2. AmeriCorps State Formula and Formula-Fixed applications that will compete state-wide to serve only in Oregon.

Application Deadline

All Competitive Formula application materials must be completed and submitted in eGrants to Oregon Volunteers by **11:59PM (PST) on December 1, 2019**. Additionally, all required additional documents must be submitted to Oregon_Volunteers_CAL@oregon.gov by the same deadline.

All Formula and Formula Fixed application materials must be completed and submitted in eGrants to Oregon Volunteers by **11:59PM (PST) on March 27, 2020**. Additionally, all required additional documents must be submitted to Oregon_Volunteers_CAL@oregon.gov by the same deadline.

Creating Your Application in eGrants

New and Recompeting Applicants

- Create an eGrants account ONLY IF you do not currently have one, by going to: <https://egrants.cns.gov/espan/main/login.jsp>, and selecting “Don’t have an eGrants account? Create an account.”
- Start a **New OR Renewal (=Recompete)** Grant Application. *(Bottom left of the eGrants home page under Creating an Application.)*
- Select a Program Area: AmeriCorps.
- Select the applicable Notice of Funding Opportunity:
 - FY 2020 AmeriCorps State Commission
 - FY 2020 AmeriCorps State Commission Fixed
- Select State: Oregon
- Select the applicable Prime Application Identification number from the drop down list:
 - Competitive Formula Grant Prime: 19AC217039
 - Formula Cost Reimbursement Grant Prime: 19AC218473
 - Formula Fixed-Amount Grant Prime: 19ES218474

Continuation Applicants

- Start a **Continuation** Grant Application. *(Bottom left of the eGrants home page under Creating an Application.)* You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one. Do not start a new application.** The system will copy your most recently awarded application.
- Edit your continuation application as directed in the continuation request instructions found here: <https://www.nationalservice.gov/sites/default/files/documents/2020 ASN Application Instructions FINAL.508.pdf>

Content and Form of Application Submission

A. Application Content

Recompeting applicants will enter the following components of a complete application in CNCS' web-based management system:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives
- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification found here:

B. Page Limits

There are page limits for the Narrative and Logic Model, as detailed below.

Narrative

Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries and Multi-State applications with more than five operating sites as the pages print out from eGrants. CNCS will use the number of locations in the "multi-state operating sites" field in CNCS's web-based management system to determine whether a multi-state application has more than five operating sites. The "multi-state operating sites" field can be found by clicking on the "operating sites" link in the system. Multi-state applicants that list five or fewer operating sites cannot exceed 10 pages for the Narrative.

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.

Logic Model

The Logic Model may not exceed three pages when printed with the application from the "Review" tab in CNCS's web-based management system. 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.

OV and CNCS will consider the number of pages only as they print out from the “Review” tab in CNCS’s web-based management system (where you will see the “View/Print your application” heading) when determining compliance for page limits. CNCS will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. CNCS strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Reviewers will not consider any submitted material that exceeds the page limits in the printed report, also, note that the system will not prevent an applicant from entering text that will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

Dun and Bradstreet Universal Numbering System and System for Award Management

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/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 SAM Update page for more information: <https://www.sam.gov/SAM/>.

SAM registration must be renewed annually. OV and 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%20Guide%20for%20Grants%20Registrations.pdf)

ADDITIONAL REQUIRED DOCUMENTS

CNCS requires Commissions to collect the following documents from applicants:

All applicants:

- Evaluation briefs, reports, studies. Please refer to the Evidence Base section and Mandatory Supplemental Guidance for detailed instructions by evidence tier.

Recompeting applications:

- Evaluation report, if required. Please see the Evidence Tiers definitions in the Mandatory Supplemental Guidance and Section E. Evaluation Plan for further information.
- Labor union concurrence (if applicable)

- Federal debt delinquency (if applicable)

Rural Intermediaries (New and recompeting):

- Letters of support from the consortium members

Entities applying on behalf of a Federally Recognized Tribe (New and recompeting):

- Tribal organization eligibility documentation. (See the Eligible Applicants section.)

New and Recompeting applications:

- New and recompeting applicants requesting over \$75,000 and all New-to-CNCS applicants regardless of funding level are required to submit a Financial Management Survey and supporting documents, found at the following website: <https://www.nationalservice.gov/node/108566>.

In addition to the items above, OV requests the following from all applicants (including continuation):

- Organizational Chart (Program Structure) – which should include details of titles, programs, FTE, supervision level, service sites and member placements (# of members).
- Most recent audit or audited financial statement

All additional required documents should include the applicant organization name and Application ID number and are due by the application deadline at Oregon_Volunteers_CAL@oregon.gov. Emails should include in the Subject line, the applicant organization name, and Application ID number. The body of the message should only include a listing of attached document(s).

Failure to submit all of the required additional documents to OV on or before the application deadline will have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

FUNDING RESTRICTIONS

Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to members that complies with the minimum and maximum requirements. Exceptions noted below. Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$14,279	\$28,558
Three Quarter-time	1,200	n/a	\$20,159
Half-time	900	n/a	\$15,119
Reduced Half-time	675	n/a	\$11,339
Quarter-time	450	n/a	\$7,559
Minimum-time	300	n/a	\$5,040

Exceptions to the Living Allowance Requirements

Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

Maximum Cost per Member Service Year

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

New and recompeting State Commission programs/applicants will be held to the maximum cost per MSY for their grant type.

Maximum Cost per MSY

Grant Program	Maximum
Competitive State Cost-Reimbursement	\$15,479
Full-time Fixed Amount Grant	\$15,479
Formula State Cost-Reimbursement	\$16,500
State/Territory Commission Average (of all its sub-grants)	\$15,479

AmeriCorps State Competitive cost-reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members **may request up to \$15,647 cost per MSY** for the AmeriCorps members that will be serving in rural areas or who are opportunity youth.



AmeriCorps State Formula cost- reimbursement programs may establish a proposed living allowance of between \$14,279 and \$28,558 for a full-time member service year.

Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. CNCS will provide the updated Education Award amounts at the time of grant award.

Cost Sharing or Matching

Fixed Amount Grants

There is no specific match requirement for Fixed Amount grants. CNCS does not provide all the funds necessary to operate the program; therefore, organizations should raise the additional revenue required to operate the program.

Cost Reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant’s match can be federal or non-federal cash and/or in-kind contributions. Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

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

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

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

Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants who plan to request an alternative match schedule must submit a request at the time the application is submitted. Programs applying through State Service Commissions must submit requests for alternative match to the Commission, who will submit it to CNCS on their behalf.

Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5 to 10 percent fixed option, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. §200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across 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 the CNCS's web-based management system. However, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

Pre-Award Costs

Pre-award costs, where authorized, are allowed after receiving written approval from the federal Office of Grants Management and/or Office of Grants Administration.

OTHER SUBMISSION REQUIREMENTS

Electronic Application Submission in CNCS's web-based management system

Applicants must submit final applications to OV electronically via CNCS's web-based management system, eGrants. CNCS recommends that applicants create a CNCS's web-based management system account and begin the application at least three weeks before the deadline. Continuation applicants will submit their application as a word processing document, then copy and paste the text into the appropriate CNCS's web-based management system 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 be using CNCS's web-based management system 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 Questions submitted here: https://questions.nationalservice.gov/app/ask_eg

If a problem arises when creating an account, preparing or submitting the application. See hours below. 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 their application via CNCS's web-based management system.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via CNCS's web-based management system and communicate with OV as far in advance as possible about any submission delays caused by technical issues. OV may allow an applicant to use an alternative submission method if the situation warrants it.



All applicants must contact OV at Oregon_Volunteers_CAL@oregon.gov to discuss alternative submission methods in advance of the submission deadline.

RFA Questions and Responsibility

All inquiries relating to the RFA process, administration, deadline or award, or to the substantive technical portions of the RFA, must be submitted via email to Oregon_Volunteers_CAL@oregon.gov. When appropriate, revisions, substitutions, or clarifications shall be issued as addenda to this RFA. Changes/modifications to the RFA requirements shall ONLY be recognized if in the form of written addenda issued by OV. Agency shall provide copies of any addenda to all known RFA applicants via email as well as by posting on the OV website at www.oregon.gov/highered/oregonvolunteers.

Agency will not be held responsible for any error or omissions from downloading the RFA. The official solicitation document is the one held at the Agency. Those applications that are substantially incomplete or fail to meet the substantive requirements of the RFA will be deemed by OV and/or CNCS to be "non-responsive" and will be rejected. Applications considered complete, or "responsive," will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFA. If the application is unclear or has an omission, OV may in its discretion waive an omission or the applicant may be asked to provide the missing information or provide written clarification to assist OV and/or CNCS in determining the issue of the application’s responsiveness or to render the application “responsive” and eligible for further review.

APPLICATION & AWARD TIMELINE

The application and award process will be conducted according to the following tentative timeline:

Month	Activity
October - December	E-mail and telephone technical assistance provided
December 1, 2019	All Competitive Applications Due to OV in eGrants: New, Continuation and Recompete Appx. Review and Scoring Period: December 2-13 Appx. Clarification Period: December 16-30
January 8, 2020	Deadline to submit AmeriCorps State Competitive Portfolio to CNCS
Mid-February	Informational Webinar announced

<p>March 27, 2020</p>	<p>All Formula Applications Due to OV in eGrants: Recompete and Continuation</p> <p>Appx. Review and Scoring Period: March 30 – April 24</p> <p>Appx. Clarification Period: April 27 – May 22</p>
<p>May 29, 2020</p>	<p>Deadline to submit AmeriCorps State Formula Portfolio to CNCS</p>
<p>May 1, 2020 June 26, 2020</p>	<p>Appx. Date of Notification of <u>Competitive</u> Award by CNCS</p> <p>Appx. Date of Notification of <u>Formula</u> Award by CNCS</p>

OV APPLICATION REVIEW

The OV application review described is for all applicants desiring to receive funding for a program that operates only in Oregon.

A. Compliance Review

OV staff will review all applications submitted to OV to determine compliance with eligibility, deadline, and completeness requirements. To be considered compliant, an applicant must satisfy all the following requirements:

- Submit a Notice of Intent to Apply to OV by the deadline.
- Submit an application and all required additional documents by the application submission deadline.
- Submit an application that is responsive, in that it contains all required elements and additional documents and follows the instructions provided in this *RFA and the CNCS 2020 NOFO and Supplemental Materials: Mandatory Supplemental Guidance, Performance Measure Instructions, and Application Instructions*. OV may in its discretion waive an omission or the applicant may be asked to provide missing information or provide written clarification to render an application responsive.

B. Scoring and Clarification

Applications that score at least 75% of the maximum score in the initial review will continue in the review process and will work closely with OV staff to improve their applications prior to final application submission to CNCS. Final applications receiving an average score less than 75% of the maximum score will be eliminated from consideration in the OV 2020-21 AmeriCorps State grant application review process. OV staff will provide feedback to applicants after the review process concludes.

C. Submittal to CNCS

Upon grantee completion and OV approval, OV staff will submit the final approved applications to CNCS for further review.

Risk Assessment

OV staff will assess re-competing programs' past performance. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform OV decisions on submitting applications to CNCS for further review.

OV 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 OV decisions on submitting applications to CNCS for further review. 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 OV or 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, OV and CNCS may consider the following criteria:

- Financial stability
- Financial capability and capacity to manage Federal funds
- 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 the previous federal awards
 - Meeting matching requirements
 - The extent to which any previously awarded amounts will be expended prior to future awards
- Reports and findings from single audits performed under Uniform Administrative Guidance and finding of any other available audits or investigations
- IRS Tax Form 990
- Applicant organization's annual report
- Publicly available information, including information from the applicant organization's website
- Responses to the Financial Management Survey and supporting documentation amount of funding requested by the organization
- Responses to the Financial Management Survey and supporting documentation.
- Past Performance.
- 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")
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet
 - SAM, and/or
 - "Do Not Pay" status with the U.S. Department of the Treasury



OV staff will assess their re-competing subgrantee's past performance and submit those assessments to CNCS. CNCS will assess its re-competing direct grantees related to past performance. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, OV will consider the following for applicants that are current AmeriCorps State Formula and Competitive grantees:

- a. Grant progress reports – attainment of Performance Measures
- b. Enrollment and retention
- c. Compliance with 5 day enrollment and 30 day exit requirements in the AmeriCorps portal
- d. Site visit or other monitoring findings (if applicable)
- e. Office of Inspector General findings (if applicable)
- f. Significant opportunities and/or risks of the program related to national service
- g. Ranking by the Commission for receipt of funding

Additionally, CNCS may use the results of the review of the risk assessment evaluation in determining which applications to fund. If CNCS concludes that the reasons for applicants having poor risk assessment evaluations are not likely to be mitigated, those applications may not be selected for funding.

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.

OV and/or CNCS will consider any 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 RFA.

Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used at both the state and federal level in making funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for clarification adequately and in a timely manner may result in the removal of applications from consideration.

Selection for Funding

The assessment of applications involves a wide range of factors and considerations. OV staff will apply their experience and expertise in evaluating and recommending applications. OV will engage external reviewers to provide insight and input with respect to the narrative portion of the applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this RFA.

Specifically, the review and selection process will:

- Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.
- Yield a diversified portfolio based on the following strategic considerations:
 - CNCS Funding Priorities (*see Funding Priorities*)
 - Meaningful representation of:
 - Geographic diversity
 - Rural communities (see definition in Mandatory Supplemental Guidance)
 - Single and multi-state programs
 - Faith-based organizations
 - Focus area representation

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

OV reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to OV in response to this RFA.

GENERAL RFA TERMS

- **Agency may require clarification to understand any of the applicant's scored criteria.** Any necessary clarifications or modifications will be made before executing any award and may become part of the final Agreement.
- **Submission of an Application does not constitute an agreement** between Agency and applicant, nor does it secure or imply that applicant will be selected.
- **All costs associated with applicant's submission** of an application are the sole responsibility of the applicant and shall not be borne by Agency or the State of Oregon.



- **Successful applicants may be required to maintain appropriate levels** of Workers Compensation, General Liability, and Automobile Liability insurance.
- **By submitting an application, applicant accepts** all of the terms and conditions of this RFA and any terms and conditions imposed by the requirements of the funding source, CNCS, and the Agency including, but not limited to execution of applicable funding agreements (and ancillary documents, if any, required by Agency) satisfactory to Agency. No funds will be released prior to all program conditions being met and funding agreements executed.
- **Agency reserves all rights** including, but not limited to the right, at its sole discretion: (1) to amend the RFA prior to the closing date; (2) to amend the deadline for submitting applications; (3) to determine whether an application does or does not substantially comply with the requirements of this RFA; (4) to waive any minor irregularity, informality, or nonconformance with this RFA as so determined by Agency in its sole discretion; (5) to obtain from and/or provide to other public agencies, upon request, references, regarding the applicant's performance; (6) at any time prior to applicable funding agreement and ancillary documents (collectively, the "Agreement") execution: (a) to reject any application that fails to substantially comply with all prescribed RFA procedures and requirements; (b) to reject all applications received and cancel this RFA upon a finding by Agency that there is good cause and that such cancellation would be in the best interests of the State; and (c) to reject any application of an Applicant who refuses to execute the Agreement as determined to be satisfactory to the Agency in its sole discretion (7) to make funding awards outside of this RFA process as it deems necessary; and (8) seek clarification on or further information about any or all applications.
- **This RFA and one copy of each original response received**, together with copies of all documents pertaining to the award of an Agreement, shall be kept by Agency and made a part of a file or records, which shall be open to public inspection.
- If an **application contains any information that is considered a trade secret** under ORS 192.345(2), each sheet of such information must be marked with the following legend:
 - "This application constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192." The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance" ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determination made pursuant to the Public Records Law.
- If an application contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.311 through 192.478, applicant must clearly designate any portion of its application as exempt, along with a citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. Identifying an application in whole as exempt from disclosure is not acceptable. Failure to identify a portion of the application as



exempt from disclosure, and the authority used, shall be deemed a waiver of any future claim of non-disclosure of that information.

- **The successful applicant will be required** to assume responsibility for all services outlined and finalized in the Agreement, whether the contractor, a representative or subcontractor produces them. Agency considers the awardee responsible for any and all contractual matters, including performance of work and the stated deliverables.