Missouri Community Service Commission

Notice of Funding Opportunity: AmeriCorps State 2016-2017

NOTICE OF FEDERAL FUNDING OPPORTUNITY

<table>
<thead>
<tr>
<th>Commission Name:</th>
<th>Missouri Community Service Commission</th>
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</thead>
<tbody>
<tr>
<td>Federal Agency:</td>
<td>Corporation for National and Community Service</td>
</tr>
<tr>
<td>CFDA Number:</td>
<td>94.006</td>
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<tr>
<td>Funding Opportunity Types:</td>
<td>AmeriCorps State: New, Re-compete, Continuation FY 2016</td>
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NOTICE OVERVIEW

This notice is for eligible organizations applying to be part of the AmeriCorps Missouri portfolio of programs. Eligible applicants submit final grant proposals for AmeriCorps State formula consideration. Consideration for the AmeriCorps State competitive (national) funding process is reserved for existing sub-grantees that meet specific criteria and have received a written invitation to participate from the Missouri Community Service Commission (MCSC). Successful applicants, regardless of competitive or formula funding, may not begin activities for the 2016-2017 project period prior to August 1, 2016.

Disclosures: Publication of this notice does not obligate the Corporation for National and Community Service (CNCS) or MCSC to award any specific number of grants or to obligate the entire amount of funding available.

IMPORTANT DATES

Notice of Intent to Apply Deadline: All first-time applicants are required to submit an online Notice of Intent to Apply at https://www.surveymonkey.com/r/CGFFD8B, by 5:00 PM (CST) on Wednesday, November 4, 2015. Continuation and re-compete applicants proposing the “same project” are not required to submit a Notice of Intent to Apply.

Concept Paper Deadline: All first-time applicants or existing sub-grantees proposing new projects are required to submit a concept paper by 5:00 PM (CST) on Friday, December 18, 2015. The concept paper template will be made available at www.movolunteers.org/grants.htm. Failure to submit a concept paper will render the organization ineligible to submit an application for funding.

Application Deadline: Applications are due per the guidelines outlined in this notice by 3:00 PM (CST) on Friday, March 11, 2016. All applicants must comply with the application guidelines and deadline.

Note: Existing sub-grantees who have been invited by MCSC to participate in the AmeriCorps State competitive (national) funding process will have different deadlines. Requirements will be communicated directly to the sub-grantees.

PURPOSE OF AMERICORPS FUNDING

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps Members in evidence-based or evidence-informed interventions 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 may be used to pay for higher education expenses or apply to qualified student loans.
CNCS may award a cost reimbursement, a fixed amount grant, or an AmeriCorps Partnership Challenge grant to any successful applicant, but the availability of a full-time fixed amount grant is limited to certain applicants. In addition to the funding allocated for competitive distribution under CNCS’s notice, CNCS provides formula funding based on the population directly to the Governor-appointed state service commission (MCSC), which is in turn awarded through a process administered according to Missouri’s priorities. **All first-time applicants are considered for AmeriCorps State formula funding.**

It is the policy of the MCSC that existing sub-grantees interested in submitting applications for competitive consideration are selected 'by invitation only'. These decisions are made by MCSC staff and commissioners. To be considered for the competitive (national) funding process, a sub-grantee must meet the following criteria:

- The sub-grantee must have been in the MCSC’s portfolio for a period of typically three years.
- The sub-grantee must not have had recent staff turnover.
- The sub-grantee must have no outstanding compliance issues.
- The sub-grantee must have a very good Member enrollment rate.
- The sub-grantee must have a very good Member retention rate.
- The sub-grantee must demonstrate positive and substantial impact in its community and/or neighborhood.
- Member enrollment must be performed in a timely fashion as described by AmeriCorps grant terms and conditions.
- Member exits must be performed in a timely fashion as described by AmeriCorps grant terms and conditions.
- The sub-grantee director and appropriate staff must respond to Commission staff in a timely manner (within 2 business days).
- All performance measure and financial reports must be submitted in a timely manner (on or before due dates) and must be accurate.
- The sub-grantee must have a low score on the annual risk assessment (classification of low risk) to be considered.

**Disclosure:** Applications submitted through the national competition are not guaranteed funding at the competitive level. However, MCSC may choose to fund these applicants at a lower level if formula funds are available.

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**PROGRAM DESCRIPTION**

**AmeriCorps** engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country. Since the program’s founding in 1994, more than 900,000 AmeriCorps Members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve. For more information on AmeriCorps State, visit [http://nationalservice.gov/programs/americorps/americorps-state-and-national](http://nationalservice.gov/programs/americorps/americorps-state-and-national).

**Corporation for National and Community Service (CNCS):** The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS – through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund – has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action. Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find
work: national service can provide immediate and long-term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

**Missouri Community Service Commission (MCSC):** The mission of MCSC is to connect Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. As the Governor-designated state commission, the MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing technical assistance and support to its sub-grantees.

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**CNCS FOCUS 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. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

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

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

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

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

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

AMERICORPS FUNDING PRIORITIES

A. 2016 AMERICORPS FUNDING PRIORITIES (CNCS)

CNCS seeks to prioritize the investment of national service resources in:

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

**Next Gen AmeriCorps**: Depending on overall funding available, CNCS is inviting applicants to propose the Next Generation AmeriCorps or Next Gen AmeriCorps. The importance of service remains even within tight fiscal constraints we face as a nation. The goal of Next Gen AmeriCorps is to use innovative strategies to offer the same service opportunities but at a more efficient cost to the government. To participate, applicants must have a cost per member that is lower than $10,000 per year per full time member using CNCS funding. CNCS is looking for innovative approaches and models to implement, for example: locating operations in Promise Zones, areas that meet Promise Zone criteria or that demonstrate other indicators of severe need.

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

B. 2016 MISSOURI FUNDING PRIORITIES (MCSC)

In alignment to the Missouri State Service Plan, Missouri will give priority to the following areas:

- **Education**: An applicant that clearly demonstrates priority or focus school service site locations.
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- **Priority School** – A Title I school among the 5 percent lowest performing schools in the state; has a graduation rate below 60 percent for the past three years; and/or is a Tier I and Tier II school receiving funding and support as a component of the 1003(g) School Improvement Grant (SIG).

- **Focus School** – A Title I school among the 15 percent lowest performing schools in the state; has a low achieving Student Gap Group or super subgroup; and has a graduation rate below 60 percent over a period of three years for one or more subgroups.

- **Energy Initiatives**: An applicant that clearly demonstrates a focus on energy initiatives including (but not limited to) increased energy efficiency, increased renewable energy use, or decreased energy consumption for economically disadvantaged households or communities.

- **Faith-based Organization**: An applicant that clearly demonstrates an affiliation with a particular religious group or organization. Proposed activities may not be inherently religious activities (e.g. religious worship, religious instruction, or religious proselytization).

- **Rural Area**: An applicant that clearly demonstrates being located in a rural area or serving rural communities in some or all service locations as defined by a rural-urban commuting area (RUCA) code of 4 – 10. For more information on RUCA codes, visit the USDA website at [http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx](http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx).

- **Veteran and/or Military Family Organizations**: An applicant that clearly demonstrates interventions targeting veterans and/or military families or engages veterans and/or military families in national service.

- **Safer Communities**: For FY 2016, MCSC will adopt CNCS's funding priority of safer communities.

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

**PROGRAM AUTHORITY**

**FEDERAL AWARD INFORMATION**

A. **Estimated Available Funds**
MCSC and CNCS expect a highly competitive FY 2016 grant competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made. Grant awards have two components: operating funds and AmeriCorps Member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps Member positions.

B. **Grant Award Period**
Unless otherwise specified, the grant generally covers a three-year period. In approving a multi-year project period, MCSC generally makes an initial award for the first year of operation. The application is submitted with a one-year budget. *Continuation funding is not guaranteed.* Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency
priorities, and the availability of appropriated funds. MCSC and CNCS reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

C. Project Period
The project period is proposed for one year. The project start date proposed by the applicant may not occur prior to the date CNCS and/or MCSC awards the grant nor may it be prior to August 1, 2016. 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.

ELIGIBILITY INFORMATION

A. Eligible Applicants
Entities eligible to apply for AmeriCorps State funding include public or private nonprofit organizations with 501(c)3 status, faith-based or community-based organizations, educational institutions, and local or state government agencies.

B. Ineligible Applicants
Entities ineligible to apply for AmeriCorps State funding include organizations that have been convicted of a federal crime and organizations described in Section 501(c)(4) of the Internal Revenue Code of 1986 that, pursuant to the Lobbying Disclosure Act of 1995, engages in lobbying activities.

C. Type of Applicants
New Applicant: MCSC and CNCS encourage organizations that have never received funding from CNCS to apply. New applicants are eligible to apply for cost reimbursement and Education Award Program (EAP) grants, but are ineligible for fixed amount grants. Receiving funding previously from CNCS or another federal agency is not a prerequisite to apply under this notice.

Continuation Applicant: A sub-grantee will be considered a continuation application if it satisfies the CNCS definition of “same project” and has been funded for Years 1 or 2 of a three-year cycle. Current sub-grantees must submit an application in order to be eligible to receive funding for the following year. Requests for increases in the level of funding or number of AmeriCorps Member positions will be assessed using the criteria outlined in this notice.

Re-compete Applicant: A sub-grantee will be considered a re-competing application if it satisfies the CNCS definition of “same project” and has been funded for at least one complete three-year cycle.

D. Minimum Corps Size Requirements
All AmeriCorps State formula applicants must request a minimum of 5 Member Service Years (MSYs). One MSY is the equivalent of one full-time AmeriCorps Member. Additional requirements for the proposed corps size are as follows:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Minimum # MSY</th>
<th>Maximum # MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula: New</td>
<td>5.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Formula: Continuation</td>
<td>5.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Formula: Re-compete</td>
<td>5.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Competitive: All</td>
<td>Minimum of 20 Member positions (slots); no maximum</td>
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</table>
While the total number of Member positions (slots) granted are at the discretion of MCSC or CNCS, the applicant may request any type of Member position (e.g. half-time, quarter-time, etc.) provided the above requirements are met. The type of Member positions are as follows:

<table>
<thead>
<tr>
<th>Member Position (Slot) Type</th>
<th>Number of MSY</th>
<th>Minimum # of Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1.00000</td>
<td>1700</td>
</tr>
<tr>
<td>Half-time</td>
<td>0.50000</td>
<td>900</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>0.38095</td>
<td>675</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>0.26455</td>
<td>450</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>0.21164</td>
<td>300</td>
</tr>
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E. DUNS Number and SAM Registration
All applicants are required to have a Dun and Bradstreet University Numbering System (DUNS) number and an Employer Identification Number (EIN). The DUNS number does not replace an EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at http://fedgov.dnb.com/webform. The website indicates a 48-hour email turnaround time on requests for DUNS numbers; however, MCSC recommends registering at least 30 days prior to the application deadline.

The System for Award Management (SAM) collects, validates, stores, and disseminates data in support of federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients, including sub-grantees of state commissions, are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. Organizations may register with SAM online by going to https://www.sam.gov/portal/public/SAM/.

OVERVIEW OF APPLICATION REQUIREMENTS

A. Assessment Criteria:
Each applicant must describe a project that will deploy AmeriCorps Members effectively to solve a significant community program. MCSC and CNCS urge applicants to submit high quality applications that carefully follow the guidance in this notice. The quality of an application will be an important factor in determining whether an organization will receive funding.

B. Threshold Issues:
   a) Applications should reflect that they meet the threshold requirements for the grant type for which they are applying.
   b) If an applicant is applying for a Professional Corps grant, its application should demonstrate that the community in which it will place AmeriCorps Members serving as professionals has an inadequate number of said professionals.
   c) If an applicant is applying for a Full-time Fixed Amount grant, the application should reflect that only full-time or less-than-full-time positions serving in a full-time capacity will be permitted. Consideration for a Full-time Fixed Amount grant is at the discretion of MCSC.
   d) An application for the Governor and Mayor Initiative should clearly reflect that the application is from one Governor, one Mayor, and a minimum of two nonprofits.
e) If the proposed service activities require specialized Member qualifications and/or training – for example, tutoring programs must adhere to 45 CFR §2522.910-940 – the applicant must describe how the program will meet these requirements.

f) School Turnaround AmeriCorps applicants must meet the threshold requirements outlined in the Glossary and Appendix.

C. Application Components

A complete grant application consists of the coversheet, application narrative, proposed performance measures, proposed budget, and all required additional supporting documentation as applicable. Application components and submission requirements are outlined in the subsequent sections.

Disclosure: The MCSC reserves the right to deduct points for each incident of non-compliance within the application as well as disqualify applicants who do not follow the guidelines outlined in this notice, including (but not limited to) submitting the incorrect application type.

APPLICATION NARRATIVE GUIDELINES

New and re-compete applicants are required to submit all narrative sections described below. Continuation applicants are only required to submit an updated executive summary and the continuation narrative, as outlined.

FORMAT REQUIREMENTS: The following apply to all narrative sections:

1) The narrative must be in Times New Roman, 12-point font.
2) The narrative must have one-inch margins with double-spaced narrative text.
3) The narrative must follow the sequence outlined below.
4) The narrative sections must be labeled with the appropriate headings.
5) The narrative should not include graphs, charts, tables, or any artwork.
6) The pages must be numbered.
7) The following page limits are the approximate number of pages in Microsoft Word to adhere to the character limits in the eGrants online system:
   o New and Re-compete Applicants: 18 pages in Microsoft Word
   o Continuation Applicants: 5 pages in Microsoft Word

Page limits do not include the coversheet, evaluation plan and report, performance measures, budget, and other attachments outlined in this document.

APPLICATION NARRATIVE: The following sections and subsections should be included in the narrative:

A. EXECUTIVE SUMMARY

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below. MCSC will deduct points for applicants that do not adhere to the template.

The [Name of the organization] proposes to have [Number of] AmeriCorps Members who will [what the Members will be doing] in [the locations the AmeriCorps Members will serve]. At the end of the first program year, the AmeriCorps Members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps Members will leverage an additional [number of, if applicable] leveraged volunteers who will be engaged in [what the leveraged volunteers will be doing].
This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

*If the program is not operating in a CNCS’ focus area, omit this sentence.

Note: Fixed Amount grant applicants (EAP, Full-time Fixed, and AmeriCorps Partnership Challenge) should list their Other Revenue because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

B. PROGRAM DESIGN

Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value. School Turnaround AmeriCorps applicants should respond to the additional criteria in the Glossary and Appendix.

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

2. Theory of Change
   - The applicant’s proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps Members and (if applicable) leveraged volunteers.
   - The applicant’s intervention is likely to lead to the outcomes identified in the applicant’s theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.
   - The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
   - The applicant’s AmeriCorps Members will produce significant and unique contributions to existing efforts to address the stated problem.

3. Evidence Base

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

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

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

a) The date the research or evaluation was completed and the time period for which the intervention was examined;

b) A description of the target population studied (e.g. the demographics);

c) The methodology used in the study (e.g. outcome study, random assignment, regression discontinuity design, or propensity score matching);

d) A description of the data, data source, and data collection methods;

e) The outcomes or impacts examine and the study findings; and

f) The strength of the findings (e.g. confidence level, statistical power of the study design, and statistical significance of findings).

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

a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;

b) The methodological quality and rigor of the studies presented (e.g. sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);

c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and

d) The date of the study, with a preference towards studies that have been conducted within the last six years.

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

Requirements associated with the five evidence tiers are described next.

- **No Evidence**: means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

- **Pre-preliminary Evidence** means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention’s activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention).
The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the Evidence section of the application but does not require submission of supplemental documentation.

- **Preliminary Evidence**: means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:
  - The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre- and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. OR-
  - The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant’s proposed approach is the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied. OR-
  - The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also propose to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study/studies of the proposed evidence-based intervention.

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

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

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

*Note: Applicants classifying their evidence as Moderate or Strong must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments. See the Additional Documents section of this notice for more information.*

4. **Notice Priority**
   - The applicant proposed program fits within one or more of the 2016 AmeriCorps funding priorities as outlined in the AmeriCorps Funding Priorities section of this notice.
   - The proposed program meets all of the requirements detailed in the funding priorities.

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

6. **Member Supervision**
   - AmeriCorps Members will receive high quality guidance and support from their supervisor to provide effective service.
   - AmeriCorps supervisors will be adequately trained and/or prepared to follow AmeriCorps and program regulations, priorities, and expectations.

7. **Member Experience**
   - AmeriCorps Members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
   - AmeriCorps Members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
   - The program will recruit AmeriCorps Members from the geographic or demographic communities in which the programs operate.

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

C. ORGANIZATIONAL CAPABILITY

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

1. Organizational Background and Staffing
   - The organization has the experience, staffing, and management structure to plan and implement the proposed program.
   - The organization has adequate experience to effectively administer AmeriCorps grants or other federal grants.
   - The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

   **Note:** See the Additional Documents section of this notice for details on documentation of community support and commitment to the program.

2. Compliance and Accountability
   - The applicant’s organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
   - The applicant will hold itself, sub-grantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
   - The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, sub-grantee, and service site locations (if applicable).
   - The AmeriCorps Members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

D. COST EFFECTIVENESS AND BUDGET ADEQUACY

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

1. Cost Effectiveness
   - The budget is sufficient to carry out the program effectively.*
   - The budget aligns with the applicant’s narrative.*
   - The program design is cost effective and the benefits justify the cost.
   - The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
   - The applicant, if re-competing, has a lower cost per Member Service Year than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

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

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing applicants that submit
with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. An applicant may not request higher than the maximum cost per MSY. See the Budget Guidelines section of this notice for more details of the maximum cost per MSY.

2. Budget Adequacy (see the Budget Guidelines section of this notice)

Applicants must complete the budget and ensure the following general requirements are met:
- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

E. EVALUATION PLAN (re-compete applicants only)

If the applicant is re-competing for AmeriCorps funds for the first time (see definition of “re-competing” below) the applicant must submit an evaluation plan. If the applicant is re-competing for a subsequent time, the applicant must submit its evaluation report to MCSC per the submission guidelines by the application deadline as well as an evaluation plan for the next three-year period.

Evaluation plans must include as much information as possible for each of the following:
- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results;
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation;
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes;
- Study components –
  - A proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components;
  - Description of the sampling methods, measurement tools, and data collection procedures; and
  - An analysis plan;
- Qualifications needed for the evaluator; and
- The estimated budget.

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:
- If the applicant is a State/Territory sub-grantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730 or to MCSC for formula funds.
If the applicant is a State/Territory sub-grantee and/or National Direct Grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730 or to MCSC for formula funds.

A program will be considered a re-competing application if it satisfies the CNCS definition of “same project” and has been funded for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan.

**Alternative Evaluation Approach:** State/Territory sub-grantees and/or National Direct Grantees with an average annual CNCS program grant of $500,000 or more that are re-competing for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan to MCSC. The request should clearly explain:

- The evaluation constraints faced by the program,
- Why the proposed approach is the most rigorous option feasible, and
- How the proposed alternative approach will help the grantee build their evidence base.

Evaluation plans should include, at a minimum, the required elements listed in this notice. The evaluation plan must be consistent with the information submitted in the funding application and in the request for approval of an alternative evaluation approach. The applicant should contact MCSC for information on an alternative evaluation approach.

**F. AMENDMENT JUSTIFICATION (n/a)**
This section will only be used if the applicant is awarded a grant and needs to amend it after the grant is approved in the eGrants system.

**G. CLARIFICATION SUMMARY (n/a)**
This section will only be used to enter information that requires clarification in the post-submission review period.

- **Formula Process:** Applicants applying via the state formula process may receive a request for clarification via email during the grant review period. The clarification period is anticipated to begin on Friday, April 22, 2016 with applicant responses due by 5:00 PM (CST) on Friday, April 29, 2016.
- **Competitive Process:** Existing sub-grantees invited by MCSC to apply for funding via the national competitive process will be notified by MCSC when clarification requests are received from CNCS.

**H. CONTINUATION NARRATIVE (continuation applicants only)**
The continuation narrative should include and/or address all of the following, as applicable:

1) Identify whether this is Year 2 or Year 3 of a three-year grant cycle in the heading.
2) Did the program enroll 100% of the Member slots awarded in the last full year of program operation? If no, provide an explanation and describe the plan for improvement.
3) Did the program retain 100% of the Member slots enrolled in the last full year of program operation? If no, provide an explanation and describe the plan for improvement.
4) Was the program 100% compliant with 30-day enrollment and exit requirements? If no, provide an explanation and the plan to ensure future compliance.

5) Is the applicant proposing a change in operating sites or service locations? This includes expansion to new sites. If yes, describe these changes and provide a justification for the change. The justification should include the need that will be met at any new sites, the activities of the Members, and organizational capacity to support new sites.

6) Is the applicant proposing a change in program scope or design? If yes, describe the change and provide a justification.

7) Is the applicant requesting an expansion (increase in Members, increase in funding, and/or an increase in Cost/MSY)? If yes, describe the changes and provide a justification. Please note that requests for increases in funding are at the discretion of MCSC and are subject to the availability of funding.

PERFORMANCE MEASURES GUIDELINES

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

All applications must include at least one aligned performance measure (output and intermediate outcome) that corresponds to the proposed primary service activity. Applicants are not expected to select performance measures to correspond to each and every potential Member activity or community impact. MCSC and CNCS values the quality of performance measures over the quantity of performance measures.

Applicants must include all their information about their proposed performance measure in the Performance Measure Worksheet available at [http://movolunteers.org/grants.htm](http://movolunteers.org/grants.htm). All information requested in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the Performance Measures Instructions available at [http://movolunteers.org/grants.htm](http://movolunteers.org/grants.htm). Providing performance measures information elsewhere in the narrative cannot be in lieu of providing completed Performance Measure Worksheet(s).

BUDGET GUIDELINES

Applicants must include a budget that adheres to Part D.2 (Budget Adequacy) of the Application Narrative Guidelines section of this notice as well as the requirements detailed below. The Budget Worksheet template is available at [http://movolunteers.org/grants.htm](http://movolunteers.org/grants.htm). Detailed instructions about each line item are included within the Budget Worksheet template.

A. Grant Request Limitations (AmeriCorps State Formula)

- **Maximum Cost per MSY**: The maximum cost per MSY is $13,730/MSY for a traditional cost reimbursement grant; $1,000/MSY for a Professional Corps cost reimbursement grant; $13,430/MSY for a Fixed Amount grant; $800/MSY for an Education Award Program grant; and $0/MSY for a Partnership Challenge grant.

- **Maximum Grant Request (State Formula)**: First-time applicants may request no more than $137,300 based on the maximum MSY request and maximum allowed Cost per
Missouri Community Service Commission
Notice of Funding Opportunity: AmeriCorps State 2016-2017

MSY (10 MSY x $13,730 per MSY). All other applicants may request no more than $300,000.

B. Types of Grants and Restrictions
Grants can be awarded on a cost reimbursement or fixed amount basis. Fixed amount grants are awarded at MCSC’s discretion. MCSC and CNCS will not provide both types of grants for the same project in one fiscal year.

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Cost Reimbursement</th>
<th>Fixed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Subtypes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Cost per MSY</td>
<td>$13,730</td>
<td>$13,430</td>
</tr>
<tr>
<td>Type of Member Slots Available</td>
<td>All</td>
<td>FT or Less-than-FT Serving in a FT Capacity</td>
</tr>
<tr>
<td>Budget Submission Required</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Availability of Funds Linked to Member Enrollment and Retention</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Requirements</td>
<td>N/A</td>
<td>Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by the organization where the Member serves and not included in the budget.</td>
</tr>
<tr>
<td>Match Requirements</td>
<td>Yes</td>
<td>Yes; Living allowance or salary paid to Members may not count towards match.</td>
</tr>
<tr>
<td>Financial Reporting Requirements</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Available to New Applicants</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

C. Cost Sharing or Matching

**Fixed Amount and Education Award Program (EAP) Grants:** There is no specific match requirement for full-time fixed amount, Education Award Program (EAP), and AmeriCorps Partnership Challenge grants. CNCS does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program. Consideration for fixed amount grants for AmeriCorps State formula applicants is at MCSC’s discretion.

**Cost Reimbursement Grants:** A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with Year 4, the match requirement gradually increases every year to 50 percent by Year 10. Match requirements, in full, are as follows:

<table>
<thead>
<tr>
<th>Minimum Match Requirement</th>
<th>Years 1-3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Professional Corps:** The living allowance or salary provided to AmeriCorps Members in Professional Corps programs does not count toward the matching requirement.

**Federal Funds as Match:** Section 121(e)(5) of NCSA (42 U.S.C. 12571(e)) requires subgrantees that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout. **Note: MCSC requires subgrantees to report this on a quarterly basis on the Aggregate Financial Report.**

**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. Applicants that plan to request an alternative match schedule must submit a request to MCSC at the time the application is submitted.

D. Member Living Allowance

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

Cost reimbursement programs are not required to provide a living allowance for AmeriCorps 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 AmeriCorps Members, it must comply with the maximum limits noted in the table below. The living allowance amount must be included in the proposed budget as either CNCS (federal) or Grantee (non-federal cash) share.
While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements below.

**Exceptions and Notes:**
- If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement but not the maximum requirement.
- EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set for in the table below.
- Professional Corps Grantees must provide AmeriCorps Members a living allowance or salary, which must meet the minimum but may exceed the maximum living allowance, set in the living allowance table. Professional Corps Member salaries are paid entirely by the organizations with which the Members serve, and are not to be included in the budget.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$12,530</td>
<td>$25,060</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$13,265</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$9,950</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$6,635</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$4,420</td>
</tr>
</tbody>
</table>

**E. Segal AmeriCorps Education Award (FY 2016)**

AmeriCorps Members who serve in an approved FY 2016 national service program and successfully complete a term of service will receive an education award from the National Service Trust as outlined below. The amount of the education award is linked to the value of the Pell Grant, and an AmeriCorps Member has up to seven years after his or her term of service to use the education award. The education award should not be included in the budget because it is provided by the National Service Trust, not the program.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Education Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$5,775.00</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>$2,887.50</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>$2,199.92</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>$1,527.45</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>$1,221.96</td>
</tr>
</tbody>
</table>

**F. Missouri-specific Budget Requirements**

- **Per Diem for Meals:** If an applicant budgets for per diem for program staff and/or Members to participate in program-related activities and the per diem is budgeted in the CNCS (federal) share, then it must adhere to the State of Missouri per diem rates outlined at [https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem](https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem).
- **Mileage:** If an applicant budgets for mileage for program staff and/or Members to travel for program-related activities and the mileage is budgeted in the CNCS (federal share), then it must adhere to the state mileage rate of $0.37/mile. If mileage is budgeted in the Grantee share, then it must adhere to the federal mileage rate of $0.575/mile.
• **Staff Travel (Statewide Meetings/Trainings):** The proposed budget should include the funds necessary for program staff to travel to two (2) statewide meetings, trainings, and/or events. Example costs include mileage and per diem for meals.

• **National Conference on Volunteering and Service:** Applicants are required to budget a minimum of $1,500 per program staff member to attend the conference at least one year of a three-year grant cycle. Budgeted costs should include registration fees, airfare, ground transportation, lodging, and per diem for meals.

• **Federal Work Study:** Applicants proposing programs that engage AmeriCorps Members who will receive Federal Work Study for all or any portion of their service hours must include all Federal Work Study funds in the Cost per MSY calculation for the proposed budget.

• **Administrative and Indirect Costs:** Applicants may use the CNCS Fixed Percentage or a Federally Approved Indirect Cost Rate to budget for administrative and indirect costs as follows:
  - **CNCS Fixed Percentage:** An applicant organization that does not have a Federally Approved Indirect Cost Rate may use the CNCS Fixed Percentage to budget for administrative costs. The CNCS (federal) share of administrative costs is 4.21% of the CNCS portion of direct costs (program operating costs and Member support costs). The Grantee share of administrative costs may be up to 10% of total direct costs.
  - **Federally Approved Indirect Cost Rate:** An applicant organization that has a Federally Approved Indirect Cost Rate must use its negotiated rate to budget for administrative costs based on the rate outlined in the agreement. Documentation of a negotiated rate must be provided to MCSC. The CNCS (federal) share of administrative costs is 4.21% of the CNCS portion of direct costs (program operating costs and Member support costs). The Grantee share of administrative costs is the remaining percentage as outlined by the approved indirect cost rate.
  - **Commission Retainer:** All applicants must budget 1.05% of the CNCS portion of direct costs (program operating costs and Member support costs) for the Commission retainer (Commission Fixed Costs). The MCSC will retain this portion of the grant for sub-grantee oversight and monitoring.

### ADDITIONAL DOCUMENTS

A. **Logic Model (required of all applicants)**

   **Format Requirements:** The logic model should be in landscape format with no less than a 10-point font in Times New Roman. The logic model should not exceed more than 3 pages. Applicants with multiple interventions should complete one logic model chart which incorporates each intervention.

   **Logic Model Components:** The logic model is the graphical representation of the theory of change. The logic model shall depict:
   - A summary of the community problem/need outlined in the narrative.
   - The inputs or resources that are necessary to deliver the intervention, including
   - Number of locations or sites in which AmeriCorps Members will provide services
   - Number of AmeriCorps Members that will deliver the intervention
   - The core activities that define the intervention or program model that AmeriCorps Members will implement or deliver, including:
     - The duration of the intervention (e.g. the total number of weeks, sessions or months of the intervention);
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- The dosage of the intervention (e.g. the number of hours per session or sessions per week); and
- The target population for the intervention (e.g. disconnected youth, third graders at a certain reading proficiency level).

- The measurable outputs that result from delivering the intervention (e.g. number of beneficiaries served). Identify which National Performance Measures will be used as output indicators.

- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. Identify which National Performance Measures will be used as outcome indicators. Applicants may include short, medium, or long-term outcomes in the logic model as follows:
  - Short-term: A change in knowledge, skills, attitudes, and/or opinions.
  - Medium-term: A change in behavior or action resulting from new knowledge.
  - Long-term: A meaningful change often in condition, situation, or status in life.

**Note (Continuation Applicants):** If any changes are proposed in the previous year performance measures (e.g. number of Member positions, target values of outputs/outcomes, etc.), continuation applicants must submit an updated logic model.

B. **Sources of Evidence** *(required of new and re-compete applicants, if applicable)*

Applicants classifying their evidence as **Moderate or Strong** must submit up to two evaluation reports from external sources or evaluations published in peer-reviewed articles as separate attachments. Current CNCS grantees/MCSC sub-grantees are required to submit an evaluation report of their CNCS-funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate or Strong evidence tiers or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria. If the applicant is not a current grantee, then more than two studies will not be considered.

C. **Community Support and Commitment** *(required of new and re-compete applicants)*

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

D. **Evaluation Report** *(required of re-compete applicants as noted below)*

If the project satisfies the definition of same project and the applicant has completed two or more three-year cycles, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming three-year grant. If the project does not satisfy the definition of re-competing, it will not be required to submit an evaluation plan or completed evaluation report.

E. **Federally Approved Indirect Cost Rate** *(required of all applicants, if applicable)*

Applicants with a Federally Approved Indirect Cost Rate to determine administrative costs must provide documentation of the approved indirect cost rate to MCSC.

F. **Financial Management Capability**
New applicants must complete a Financial Management Survey and include the attachments outlined in the survey. The survey is available at [http://movolunteers.org/grants.htm](http://movolunteers.org/grants.htm). Continuation and re-compete applicants are required to submit the most recent A-133 audit report (if applicable) or the most recent audited financial statements.

**SUBMISSION REQUIREMENTS**

Applications are due to MCSC by 3:00 PM (CST) on Friday, March 11, 2016. Applications received after the deadline will not be considered for funding.

- **New and Re-compete applicants** must submit one single-sided original of the complete application AND seven (7) single-sided copies of a partial application.
- **Continuation applicants** must submit one single-sided original AND three (3) single-sided copies of the complete application.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Complete Application</th>
<th>Partial Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW AND RE-COMPETE</td>
<td>□ Coversheet</td>
<td>□ Coversheet</td>
</tr>
<tr>
<td></td>
<td>□ Application Narrative</td>
<td>□ Application Narrative</td>
</tr>
<tr>
<td></td>
<td>□ Performance Measures Worksheet</td>
<td>□ Performance Measures Worksheet</td>
</tr>
<tr>
<td></td>
<td>□ Budget Worksheet</td>
<td>□ Budget Worksheet</td>
</tr>
<tr>
<td></td>
<td>□ Logic Model</td>
<td>□ Logic Model</td>
</tr>
<tr>
<td></td>
<td>□ Sources of Evidence (if moderate or strong)</td>
<td>□ Sources of Evidence (if moderate or strong)</td>
</tr>
<tr>
<td></td>
<td>□ Community Support or Commitment Documentation</td>
<td>□ Community Support or Commitment Documentation</td>
</tr>
<tr>
<td></td>
<td>□ Evaluation Report (re-compete only)</td>
<td>□ Evaluation Report (re-compete only)</td>
</tr>
<tr>
<td></td>
<td>□ Evaluation Plan (re-compete only)</td>
<td>□ Evaluation Plan (re-compete only)</td>
</tr>
<tr>
<td></td>
<td>□ Federally Approved Indirect Cost Rate Documentation (if applicable)</td>
<td>□ Federally Approved Indirect Cost Rate Documentation (if applicable)</td>
</tr>
<tr>
<td></td>
<td>□ Financial Management Capability Documentation</td>
<td>□ Financial Management Capability Documentation</td>
</tr>
<tr>
<td>CONTINUATION</td>
<td>□ Coversheet</td>
<td>□ Coversheet</td>
</tr>
<tr>
<td></td>
<td>□ Application Narrative</td>
<td>□ Application Narrative</td>
</tr>
<tr>
<td></td>
<td>□ Performance Measures Worksheet (if proposing changes)</td>
<td>□ Performance Measures Worksheet (if proposing changes)</td>
</tr>
<tr>
<td></td>
<td>□ Budget Worksheet</td>
<td>□ Budget Worksheet</td>
</tr>
<tr>
<td></td>
<td>□ Logic Model (if proposing changes)</td>
<td>□ Logic Model (if proposing changes)</td>
</tr>
<tr>
<td></td>
<td>□ Community Support and Commitment Documentation (if proposing new sites)</td>
<td>□ Community Support and Commitment Documentation (if proposing new sites)</td>
</tr>
<tr>
<td></td>
<td>□ Financial Management Capability Documentation (most recent A-133 audit / audited financial statements)</td>
<td>□ Financial Management Capability Documentation (most recent A-133 audit / audited financial statements)</td>
</tr>
</tbody>
</table>

**Please use binder clips only to bind each application packet**
Applications may be delivered in-person or via carrier service to the following address:

Missouri Community Service Commission
Harry S. Truman State Office Building
301 W. High Street, Room 770
P.O. Box 118
Jefferson City, MO 65101-1517

Note: If shipping the application, MCSC recommends using a non-U.S. Postal Service carrier (e.g. UPS, FedEx) to ensure timely delivery.

Additional Submission Notes:
- All applicants should email the application narrative in Microsoft Word format to jerron.johnson@ded.mo.gov.
- MCSC will neither review nor return additional attachments submitted beyond the requirements set forth in this notice.

FEDERAL AWARD ADMINISTRATION REQUIREMENTS

1. Federal Award Notices
   Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the CNCS grant officer is the authorizing document for grant activities.

2. Administrative and National Policy Requirements
   Documents that Govern the Grant
   The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

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

   National Service Criminal History Check Requirements
   The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, a national service participant or volunteer) receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

   Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks—
   All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:
Missouri Community Service Commission
Notice of Funding Opportunity: AmeriCorps State 2016-2017

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

**Special Rule for Persons Serving Vulnerable Populations:** Award-funded staff, national service participants, and volunteers with recurring access to vulnerable populations (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:
1. A nationwide name-based check of the NSOPW; and
2. Both
   - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; and
   - A fingerprint-based FBI criminal history check.

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

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

**3. Reporting**
Cost reimbursement grantees are required to provide quarterly progress reports and financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations 45 CFR §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed Amount grantees are required to provide quarterly progress reports and an internal or external evaluation report.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing MCSC and CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:
- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.
Progress Report Data
In addition to quarterly reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported quarterly (as applicable).

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

ONLINE RESOURCES
For more information about the following topics, visit the websites cited as follows:

CONTACT INFORMATION
Technical assistance will be made available to applicants throughout the grant application period until Wednesday, March 9, 2016 at 4:30 PM (CST). Applicants may direct questions to MCSC staff between the hours of 9:00 AM – 4:30 PM (CST), Monday – Friday. The MCSC staff contact information is as follows:

MISSOURI COMMUNITY SERVICE COMMISSION
Harry S. Truman State Office Building
301 W. High Street, Room 770
P.O. Box 118
Jefferson City, MO 65101-1517

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