



## NOTICE OF FEDERAL FUNDING OPPORTUNITY

**State Service Commission Name:** Missouri Community Service Commission  
**Federal Agency:** Corporation for National and Community Service  
**CFDA Number:** 94.006  
**Funding Opportunity Types:** FY2017 AmeriCorps State: New, Re-compete, & Continuation

## NOTICE OVERVIEW

This notice is for eligible organizations applying to be part of the Missouri portfolio of AmeriCorps State programs. All first-time applicants are considered for AmeriCorps State formula funding. AmeriCorps State competitive funding consideration is by invitation only. For more information on eligibility and the competitive applicant criteria, see the *Eligibility Information* section of this notice.

This notice should be read together with the AmeriCorps Terms and Conditions, 45 CFR §§2520-2550, the Mandatory Supplemental Guidance, Application Instructions, and Performance Measures Instructions which are incorporated by reference. Documents may be found at:

- <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>; or
- <http://www.movolunteers.org/grants.htm>.

**Disclosure:** Publication of this notice does not obligate the Corporation for National and Community Service (CNCS) or Missouri Community Service Commission (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/5YSG5KQ>, by **Monday, October 31, 2016**. 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 9, 2016**. The concept paper template is available at [www.movolunteers.org/grants.htm](http://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 submission guidelines outlined in this notice by **3:00 PM (CST) on Friday, March 3, 2017**. All applicants must comply with the application guidelines and deadline to be considered for funding.

**Note:** Existing sub-grantees who have been invited by MCSC to participate in the AmeriCorps State competitive (national) funding process will have earlier 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.



## PROGRAM AUTHORITY

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

## FEDERAL AWARD INFORMATION

### A. Estimated Available Funds

MCSC and CNCS expect a highly competitive grant competition. The actual level of funding will be subject to the availability of annual appropriations.

### B. Estimated Award Amount

Grant awards have two primary 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 – as determined by the scope of the projects. See the *Budget Guidelines* section of this notice for information on the grant award amount limitations.

### C. Project and Award Period

The project period is generally for one year with a start date proposed by the applicant. **The project start date may not occur prior to August 1, 2017.** 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.

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 within a three-year project period is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance.

## ELIGIBILITY INFORMATION

### A. Eligible Applicants

The following non-federal entities (as defined by 2 CFR §200.69) are eligible to apply:

- Institutions of higher education (2 CFR §200.55)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

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

### B. Ineligible Applicants

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

Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 USC 501(c)(4) that engages in lobbying activities is not eligible to apply for funding.

Under Section 745 of Title VII, Division E of the Consolidated Appropriations Act 2016, if MCSC or CNCS is aware that any corporation has any unpaid federal tax liability which has been assessed; for which all judicial and administrative remedies have been exhausted or have lapsed; and that is not being paid in a timely manner pursuant to an agreement with the



authority responsible for collecting the tax liability, that corporation is not eligible for an award under this notice.

### 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.

**Continuation Applicant:** A sub-grantee will be considered a continuation applicant 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 applicant if it satisfies the CNCS definition of “same project” and has been funded for at least one complete three-year cycle.

### D. Dun & Bradstreet Data Universal Numbering System (DUNS) Number

Applicants **must** have a 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 <https://fedgov.dnb.com/webform>. MCSC and CNCS recommend registering at least 30 days before the application deadline.

### E. System for Award Management (SAM)

After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. Applicants may register with SAM online by visiting <https://www.sam.gov/portal/public/SAM/>. Applicants **must use their SAM-registered legal name and address on all grant applications to MCSC and CNCS**. MCSC and CNCS suggest finalizing a new registration or renewing an existing registration at least two weeks before the application deadline to allow time to resolve any issues that may arise.

### F. Competitive Applicant Criteria:

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 and retention rate.
- The sub-grantee must demonstrate positive and substantial impact in its community and/or neighborhood.
- Member enrollments and 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 2-3 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).

**Disclosure:** Applications submitted through the competitive (national) funding process 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.

In addition to the funding allocated for competitive distribution under CNCS's notice, CNCS provides formula funding based on the state population directly to the Governor-appointed state service commission (MCSC), which is in turn awarded through a process administered by MCSC. **All first-time applicants are considered for AmeriCorps State formula funding.**

### 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, almost 1 million 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, visit <http://nationalservice.gov/programs/ameri-corps>.

**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.

**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.

### CNCS FOCUS AREAS

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring 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. 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

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.

#### A. CNCS FUNDING PRIORITIES (2017)

CNCS seeks to prioritize the investment of national service resources in (see *Mandatory Supplemental Guidance* for further information on the priorities noted below with an asterisk):

- **Disaster Services:** improving community resiliency through disaster preparation, response, recovery, and mitigation.
- **Economic Opportunity:** increasing economic opportunities for communities by engaging opportunity youth\*, either as the population served and/or as AmeriCorps Members.
- **Education:** improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM).
- **Environment:** 21st Century Service Corps\*
- **Healthy Futures:** Reducing and/or preventing prescription drug and opioid abuse.\*
- **Veterans and Military Families:** positively impacting the quality of life of veterans and improving military family strength.



- **Governor and Mayor Initiatives\***
- **Programming that supports My Brother's Keeper\***
- **Multi-focus intermediaries\*** that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure (i.e. rural and other underserved communities).
- **Safer Communities\***
- **Evidence Based Intervention Planning Grants\***
- **Encore Programs\***

## B. MISSOURI/MCSC FUNDING PRIORITIES (2017)

In alignment with the Missouri State Service Plan and in addition to the CNCS funding priorities, Missouri seeks to prioritize investment in the following:

- **Education:** An applicant that clearly demonstrates priority or focus schools as service site locations.
  - **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.

Information on the most current school designations may be obtained at <http://dese.mo.gov/quality-schools/esea-flexibility-waiver>.

- **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>.

## OVERVIEW OF APPLICATION REQUIREMENTS

### A. Assessment Criteria:

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

### B. Threshold Issues:

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



- a) All applicants should adhere to the minimum corps size requirements. Applications that do not adhere to the requirements will be deemed noncompliant and will not be reviewed.
- b) If an applicant is applying for a Professional Corps grant, its application must 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 must 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 must clearly reflect that the application is from one Governor, one or more Mayors, 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.

**C. Minimum Corps Size Requirements**

All AmeriCorps State formula applicants must request a minimum of 5.00 Member Service Years (MSY). One MSY is the equivalent of one full-time AmeriCorps Member. AmeriCorps State competitive applicants must request a minimum of 20 Member positions (slots).

Application Type	Minimum # MSY	Maximum # MSY
Formula: All	5.00	n/a
Competitive: All	<i>Minimum of 20 Member positions (slots); no maximum</i>	

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:

Member Position (Slot) Type	Number of MSY	Minimum # of Hours Required
Full-time	1.00000	1700
Half-time	0.50000	900
Reduced Half-time	0.38095	675
Quarter-time	0.26455	450
Minimum-time	0.21164	300

**D. 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

Formatting 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, logic model, evaluation plan and report, performance measures, budget, and other attachments outlined in this document.

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

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 [service activities 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(s) of project]. In addition, the AmeriCorps Members will leverage an additional [number of] 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 Professional Corps Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program.

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.

1. Need

- The community need is prevalent and severe in communities where AmeriCorps Members will serve and has been documented by relevant data.



**Note:** “Community” can be a geographic region, a specific population of people, or a combination of both. The applicant organization must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

## 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, as described in the *Evidence* section below.
- The proposed outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community need identified by the applicant. Applicants should provide rationale for selecting output and outcome targets.
  - **Note:** Re-competing applicants proposing to significantly increase or decrease output and outcome targets from their previous grant must provide a justification for this change.
- The applicant’s AmeriCorps Members will produce significant contributions to existing efforts to address the stated problem.
- **Attachment A:** Refer to the Additional Documents section of this notice for the guidelines relating to the Logic Model.

## 3. Evidence Base

**Guidelines:** 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 must:

1. State the evidence tier in which they believe they qualify;
2. Clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible; and
3. Describe the complete body of evidence that supports their proposed intervention including evidence from lower tiers.

Applicants should pay particular attention to the requirements for each tier of evidence.

All applicants must include as much detailed information as possible in the Evidence section of the application. Applicants that have collected relevant performance measurement data must describe this data. Applicants that have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. 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.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

1. The date the research or evaluation was completed and the time period for which the intervention was examined (*Preference is given to studies conducted within the last six years.*);



2. A description that shows the study's relevance to the proposed intervention;
3. A description of the target population studied (e.g. demographics);
4. The methodology used in the study (e.g. outcome study, random assignment, regression discontinuity design, propensity score matching, etc.);
5. A description of the data, data source, and data collection methods;
6. The outcomes or impacts examined and the study findings; and
7. The strength of the findings (e.g. effect size, confidence level, statistical power of the study design and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that is not a study submitted in accordance to these instructions.

**Evidence Tiers:** Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention as well as applicants classifying their evidence as either moderate or strong should reference the information about the evidence tiers below. Submission of additional documents (e.g. advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) that are not consistent with the guidance and requirements described in this notice will not be reviewed.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower tier of evidence and related point values. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants that do not meet all requirements will be considered for a lower tier.

Requirements for the five evidence tiers are as follows:

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

Applicants in this tier must describe how their program design is evidence-informed. An evidence-informed program uses the best available knowledge, research, and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the program itself. Applicants may describe up to two research or evaluation studies that inform their program design but may not submit these studies.

- **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 (e.g. performance measurement data or a process evaluation assessing implementation of the intervention).

In order to qualify for this tier, the applicant must have collected data about its own program. 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. Applicants should describe evidence for the pre-preliminary tier in this section of the narrative but should not submit additional documents unless required to meet MCSC and CNCS evaluation requirements. *Refer to E. Evaluation Plan of this section of the notice for information on evaluation requirements.*

- **Preliminary Evidence:** means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the applicant proposes to replicate a similar intervention with fidelity to the evaluated program model. The ways to demonstrate the preliminary level of evidence are as follows:

- ***Preliminary with Outcome Study:*** The applicant must describe at least one outcome study that was conducted of its 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. In some cases a retrospective pre-post test may be considered, but its use must be justified. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. Applicants must describe the studies fully but should not submit them unless required to meet MCSC and CNCS evaluation requirements. Outcome evaluations that are submitted to fulfill MCSC and CNCS evaluation requirements will be reviewed only for compliance with evaluation requirements. Outcome evaluations submitted by applicants who were not required to meet MCSC and CNCS evaluation requirements will not be considered.

An outcome study includes data beyond that which is collected as part of routine performance measurement. In addition to describing up to two outcome studies of their own program, applicants must describe the performance measurement data they have collected and how the outcome study data goes beyond performance measurement.

- ***Preliminary with Replication:*** The applicant must describe and submit at least one randomized controlled 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 applicant must describe 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. An applicant may be eligible for more points if it also presents evidence from a process evaluation demonstrating that it has implemented the replication with fidelity. The process evaluation should be described but not submitted.

For the purpose 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 that used 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.

Applicants proposing to replicate an evidence-based program with fidelity must describe how their program is the same as, or very similar to, the program they will replicate in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (e.g. frequency, duration) and design of the intervention
- Training for the AmeriCorps Members and/or other individuals, such as volunteers, delivering the intervention
- The context in which the intervention is delivered
- Outcomes of the intervention

Applicants must also describe how they will assess whether they are implementing the intervention with fidelity to the intervention they are replicating.

In cases where the applicant is part of a multi-site program (e.g. a national program operating in multiple states) that has conducted an evaluation that qualifies them for the moderate or strong evidence tier, but the evaluation did not include the applicant's proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at all of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

Applicants who do not submit the required study or who do not describe fully how they are replicating the evidence-based program with fidelity will be considered for a lower evidence tier.

- **Moderate Evidence:** means the applicant has submitted up to two well-designed and well-implemented studies of their own program 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 must be conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as moderate must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

- **Strong Evidence:** means the applicant has demonstrated that the intervention described in the application has been tested nationally, regionally, or at the state level (e.g. multi-site) using a well-designed and well-implemented QED or RCT of its own



program. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of its own program in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive on the key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED studies may be generalized beyond the study context. The studies must be conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as strong must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

**Attachment B:** Refer to the Additional Documents section for guidelines related to the attachments required for sources of evidence.

#### **4. Notice Priority**

- The applicant proposed program fits within one or more of the 2017 AmeriCorps funding priorities as outlined in the *AmeriCorps Funding Priorities* section of this notice and more fully described in the *Mandatory Supplemental Guidance*.
- The proposed program meets all of the requirements detailed in the *AmeriCorps Funding Priorities* section of this notice and in the *Mandatory Supplemental Guidance*.

#### **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 *Mandatory Supplemental Guidance*).

#### **6. Member Supervision**

- AmeriCorps Members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained 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.
- AmeriCorps Members will have access to opportunities for reflection and connection to the broader National Service network.
- The applicant will recruit AmeriCorps Members from the geographic or demographic communities in which the program operates.

#### **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.



### 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.
- **Attachment C:** Refer to the Additional Documents section of this notice for the guidelines relating to community support/commitment documentation.

#### 2. *Compliance and Accountability*

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the sub-grantee (applicant organization) and service site location(s).
- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself and service site location(s) accountable if instances of risk or noncompliance are identified.

### 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 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 (MSY) 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 sub-grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment. Failure to provide adequate information in this section will result in a lower score.

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)*

- Budget is submitted without mathematical errors.
- 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-compete applicant” in the *Eligibility Information* section of this notice), the applicant must submit its evaluation plan. If the applicant is re-competing for a subsequent time, the applicant must submit its evaluation report and an evaluation plan for the next three-year period to MCSC per the submission guidelines by the application deadline.

**Evaluation Plan Components:** 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.

**Evaluation Requirements:** 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 (via MCSC) 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 (via MCSC) for competitive funds as required in 45 CFR §2522.730 or to MCSC for formula funds.
- **Attachment D:** Refer to the *Additional Documents* section of this notice for the requirements relating to the evaluation report.

**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.

**Note:** The evaluation requirements are not to be confused with the audit requirements as outlined by OMB Circular A-133.

#### 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 online grants management 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 Monday, April 24, 2017 with applicant responses due by 5:00 PM (CST) on Friday, April 28, 2017.**
- *Competitive Process:* Applicants applying via the competitive (national) process will be notified by MCSC when clarification period dates and requests are received from CNCS.

#### H. CONTINUATION NARRATIVE *(continuation applicants only)*

The continuation narrative should include 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.



**Note:** The “last full year of program operation” refers to the last complete year of program operation. It does not refer to the program year currently in progress at the time of application submission. Continuation applications that reference the incorrect program year will be deemed noncompliant and MCSC reserves the right to not review the application.

**PERFORMANCE MEASURES GUIDELINES**

MCSC and CNCS expect applicants 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 outcome) that corresponds to the proposed primary intervention. 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. All information requested in the 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 are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measure Worksheet(s).

The Performance Measure Instructions and Performance Measure Worksheet (to be submitted with the application) are available at <http://www.movolunteers.org/grants.htm>.

**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>.** Detailed instructions for each line item are included within the Budget Worksheet template.

**A. Grant Request Limitations**

- **Maximum Grant Request (AmeriCorps State Formula):** The maximum grant request for all formula applicants is **\$350,000**.
- **Maximum Cost per MSY:** The maximum cost per MSY for all applicants (formula and competitive) is highlighted in the chart below with additional requirements based on the type of grant award:

Grant Types	Cost Reimbursement		Fixed Amount	
	Traditional	Professional Corps	Full-time	Education Award Program
Maximum Cost per MSY	\$13,830	\$1,000	\$13,430	\$800
Type of Member Slots Available	All		Full-time or less than full-time serving in a full-time capacity	All



<b>Budget Submission Required</b>	Yes		No	
<b>Availability of Funds Linked to Member Enrollment and Retention</b>	No		Yes	
<b>Special Requirements</b>	N/A	<b>Must place qualified professionals in communities w/ 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.</b>	N/A	N/A
<b>Financial Reporting Requirements</b>	Yes		No	
<b>Available to New Applicants</b>	Yes		No	Yes

**Note (Professional Corps):** MCSC and CNCS assumes that Professional Corps will cover 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 Professional Corps’ programs’ 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 legal applicant financial need and substantial challenges to raising non-CNCS resources.

**B. Type of Awards**

MCSC and CNCS may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant. MCSC and CNCS will not provide both types of grants for the same project in one fiscal year. First-time applicants are not eligible to apply for a Full-Time Fixed Amount grant. The availability of a Full-Time Fixed Amount grant is limited to certain applicants at the discretion of MCSC.

**C. Cost Sharing or Matching**

**Fixed Amount Grants:** There is no specific match requirement for fixed amount grants. MCSC and CNCS do not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

**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, according to the minimum overall share chart found in 45 CFR §2521.60 and below:



Minimum Match Requirement	Years 1 - 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	24%	26%	30%	34%	38%	42%	46%	50%

**Federal Funds as Match:** 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 (via MCSC) on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

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

**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 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 considered a salary or 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.

- **Cost Reimbursement Grants:** The amount of living allowance must be included in the proposed budget as either CNCS or grantee share (or a combination of both).
- **Fixed Amount Grants:** While 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. Most Fixed Amount grant applications are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	\$12,630	\$24,930
Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

**Exceptions to the Living Allowance Requirement:**

- **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.
- **EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements.
- **Professional Corps Grantees** must provide AmeriCorps Members a living allowance or salary, which must meet the minimum but may exceed the maximum living allowance.



Professional Corps Member salaries are paid entirely by the organizations with which the Members serve, and are not to be included in the budget.

E. Segal AmeriCorps Education Award for FY2017

AmeriCorps Members serving in programs funded with FY2017 dollars who 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. 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.**

Service Term	Minimum # of Hours	Education Award
Full-time	1700	\$5,815.00
Half-time	900	\$2,907.50
Reduced Half-time	675	\$2,215.24
Quarter-time	450	\$1,538.36
Minimum-time	300	\$1,230.69

F. Missouri-specific Budget Requirements

- **Per Diem for Meals:** If an applicant budgets 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 <http://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>.
- **Mileage:** If an applicant budgets 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 IRS (federal) mileage rate of \$0.54/mile.
- **Statewide Meetings/Trainings:** The proposed budget should include the funds necessary for program staff travel to two (2) statewide meetings, trainings, and/or events. Example costs include mileage and per diem for meals.
- **Regional & National Training Events:** As part of its commitment to ensure programs receive training to effectively administer an AmeriCorps grant, the MCSC requires programs to attend one of the following training opportunities at least one year of a three-year grant cycle:
  - **Regional National Service Training:** The National Service Training events, led by state service commissions in each region in partnership with CNCS, provide training for staff of AmeriCorps State/National and Senior Corps programs. Missouri is currently part of the North Central region, although this is subject to change contingent upon the host commissions for FY2017. For additional information on the regional training event, visit <http://www.nationalservicetraining.org/>.
  - **National Conference on Volunteering and Service:** The Points of Light's Conference on Volunteering and Service is the largest service-related convening of nonprofit, government, business and civic leaders in the world to learn from, share with, and get inspired by one another. For more information on the National Conference, visit <http://www.volunteeringandservice.org/default.cfm>.

The costs of attendance at one of these events should be included in the applicant's budget. Costs include registration fees, airfare, ground transportation, lodging, and per diem for



meals. Budgeted costs will vary by the location of the training event. *(MCSC recommends at least \$1,500 per program staff member for the National Conference.)*

- **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. Federal Work Study may not be used as match.
- **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.
    - **Attachment E:** Refer to the Additional Documents section of this notice for guidelines for documenting an approved federally-negotiated indirect cost rate.
  - **Commission Retainer:** All cost reimbursement grant 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 3 pages**. Applicants with multiple interventions should complete one logic model chart which incorporates each intervention.

**Logic Model Components:** The logic model shall depict:

- **Problem/Need:** A summary of the community problem/need outlined in the narrative.
- **Inputs:** 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
- **Interventions:** 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);
  - 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).



- **Outputs:** The measurable outputs that result from delivering the intervention (e.g. number of beneficiaries served). If applicable, identify which National Performance Measures will be used as output indicators.
- **Outcomes:** Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, 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.

While performance measure outcomes should be consistent with the applicant's theory of change, applicants are not required to measure all outcomes that are included in the logic model.

**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 **Preliminary (with replication)** must submit at least one randomized controlled trial study or quasi-experimental evaluation that found positive results for the same intervention that the applicant plans to replicate.

Applicants classifying their evidence as **Moderate or Strong** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments. Sub-grantees re-competing for their third grant cycle 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 the moderate or strong evidence tiers or may be submitted in addition to this. In the latter case, all three studies will be considered against review criteria. If an applicant is not required to submit an evaluation report of its CNCS-funded program, then studies submitted beyond the two required 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 Survey**

- First-time (new) applicants must complete the Financial Management Survey and include the attachments outlined in the survey. The survey is available at <http://movolunteers.org/grants.htm>.
- Continuation and re-compete applicants must submit the most recent internally audited financial statements (internal or external) and/or the A-133 audit report (if applicable).

**ONLINE RESOURCES**

In addition to consulting this notice, AmeriCorps Terms and Conditions, Mandatory Supplemental Guidance, Application Instructions, and Performance Measures Instructions, applicants are encouraged to review the following online resources in addition the MCSC website:

- 1) **Evaluation Plan:** <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>
- 2) **Performance Measurement:** <http://www.nationalservice.gov/resources/performance-measurement>
- 3) **Financial Management:** <http://www.nationalservice.gov/resources/financial-management>

**TECHNICAL ASSISTANCE**

**Technical assistance is available to applicants throughout the grant application period until Tuesday, February 28, 2017 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.

**MISSOURI COMMUNITY SERVICE COMMISSION STAFF**

**Don Stamper, Executive Director**  
(573) 751-5012, [don.stamper@ded.mo.gov](mailto:don.stamper@ded.mo.gov)

**Jerron M. Johnson, Chief Field Program Officer**  
(573) 526-0464, [jerron.johnson@ded.mo.gov](mailto:jerron.johnson@ded.mo.gov)

**Christine Gardner, Field Program Officer/Events Coordinator**  
(573) 526-7559, [christine.gardner@ded.mo.gov](mailto:christine.gardner@ded.mo.gov)

**Lori Williams, Field Program Officer**  
(573) 522-9477, [lori.williams@ded.mo.gov](mailto:lori.williams@ded.mo.gov)

**APPLICATION SUBMISSION REQUIREMENTS**

**Applications are due to MCSC by 3:00 PM (CST) on Friday, March 3, 2017.** Applications received after the deadline will not be considered for funding.

- **All Applicants:** All applicants must email the application narrative in Microsoft Word format to [jerron.johnson@ded.mo.gov](mailto:jerron.johnson@ded.mo.gov).
- **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.

**Note:** MCSC will neither review nor return additional attachments submitted beyond the requirements set forth in this notice.

**\*Do not use staples. Please use binder/paper clips to attach application materials.\***



Application Type	Complete Application	Partial Application
NEW AND RE-COMPETE	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coversheet</li> <li><input type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Performance Measures Worksheet</li> <li><input type="checkbox"/> Budget Worksheet</li> <li><input type="checkbox"/> Logic Model</li> <li><input type="checkbox"/> Sources of Evidence (<i>if applicable</i>)</li> <li><input type="checkbox"/> Community Support or Commitment Documentation</li> <li><input type="checkbox"/> Evaluation Report (<i>re-compete only</i>)</li> <li><input type="checkbox"/> Evaluation Plan (<i>re-compete only</i>)</li> <li><input type="checkbox"/> Federally Approved Indirect Cost Rate Documentation (<i>if applicable</i>)</li> <li><input type="checkbox"/> Financial Management Capability Documentation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coversheet</li> <li><input type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Performance Measures Worksheet</li> <li><input type="checkbox"/> Budget Worksheet</li> <li><input type="checkbox"/> Logic Model</li> <li><input type="checkbox"/> Sources of Evidence (<i>if moderate or strong</i>)</li> <li><input type="checkbox"/> Community Support or Commitment Documentation</li> </ul>
CONTINUATION	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coversheet</li> <li><input type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Performance Measures Worksheet (<i>if proposing changes</i>)</li> <li><input type="checkbox"/> Budget Worksheet</li> <li><input type="checkbox"/> Logic Model (<i>if proposing changes</i>)</li> <li><input type="checkbox"/> Community Support and Commitment Documentation (<i>if proposing new sites</i>)</li> <li><input type="checkbox"/> Financial Management Capability Documentation (<i>most recent A-133 audit / audited financial statements</i>)</li> </ul>	

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

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

**FEDERAL AWARD ADMINISTRATION REQUIREMENTS**

**1. Federal Award Notices**

Applicants will be notified of funding decisions via email in on or around May 22, 2017. 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.



Unsuccessful applicants will also receive an email notification that their application was not approved for funding.

A grant recipient may not expend federal funds until the start of the Project Period identified in the Notice of Grant Award. MCSC and CNCS generally make an initial award for the first year of operation.

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

### **Uniform Guidance**

The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. Awards will also be subject to the specific terms and conditions established for AmeriCorps grants and/or defined in the Terms and Conditions or Special Conditions attached to the award.

### **Requests for Improper Payment Information**

MCSC and CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, MCSC and CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

### **CNCS Terms and Conditions**

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 CFR Parts 200 and 2205](#). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles); A-110 and A-102 (the former Administrative Requirements); A-133 and A-50 (the former Audit and Audit Follow-up); and A-89 (the former Federal Domestic Assistance Program Information).

### **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:

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.

## **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 (2 CFR §200.315(b)).

## **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.

Once the grant is awarded, recipients 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), including the number of applicants for AmeriCorps



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positions and the number of volunteers recruited and/or supported by AmeriCorps Members (both episodic and ongoing volunteers).

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