



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: FY2019 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. The 2019 Presidents Budget proposed the elimination of CNCS. The actual level and trimming of grant funding will be subject to the availability of annual appropriations.

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/VBYZLGN>, **by 5:00 PM (CST) Friday November 16, 2018**. 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 21, 2018** the concept paper template is available at www.movolunteers.org/grants.htm. Failure to submit a concept paper will render the organization ineligible to submit an application for funding.

Competitive Application Deadline: New and Recomplete Competitive applications must be approved by MCSC prior to submission. Competitive Applications will be due to MCSC by **3:00 p.m. (CST) on Friday, December 14, 2018**. The clarification period will run from **December 19, 2018 through December 28, 2018, ending at 3:00p.m. (CST)**. Competitive applications must be submitted to CNCS (through MCSC) **no later than January 30, 2019 5:00 p.m. (EST)** per CNCS’s deadline stated in the NOFO.

Note: Existing sub-grantees who are 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.

Formula Application Deadline: Applications are due per the submission guidelines outlined in this notice by **3:00 p.m. (CST) on Friday, March 8, 2019**. All applicants must comply with the application guidelines and deadline to be considered for funding.



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, 2019**. 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 MCSC that existing sub-grantees interested in submitting applications for competitive consideration are selected ‘by invitation only’. Organizations with prior National Direct experience that are applying for MCSC AmeriCorps Formula funding may be directed to the competitive funding process at the discretion of MCSC. These decisions are made by MCSC staff and commissioners.



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To be considered for the competitive (national) funding process, a sub-grantee must meet the following criteria:

- The sub-grantee must have been in 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).
- National Direct program applications would be required to meet all criteria and must demonstrate a good record of accomplishment with CNCS.

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. However, organizations with prior, National Direct experience that are applying for MCSC AmeriCorps funding may be directed to the competitive funding process at the discretion of MCSC.**

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 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, 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, 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 support reasonable stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events; programs that conserve natural habitats; protect clean air and water ; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provider reforestation services after floods or fires; and more AmeriCorps programs support activities , such as conservation and fire corps, which may also help veterans and other learn new jobs skills through conservation service.

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, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

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 (2019)

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):

- **Economic Opportunity:** increasing economic opportunities for communities by engaging opportunity youth*, either as the population served and/or as AmeriCorps Members to prepare them for the workforce.
- **Education:** improving student academic performance. Selection of one of the evidence-based interventions in three categories: School Readiness (three evidence-based interventions), K-12 success (nine evidence-based interventions), and Post-Secondary Support (one evidence-based intervention). In order to qualify for this priority, the applicants must be assessed as having Moderate or Strong evidence by the reviewers.
- **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.
- **Rural intermediaries*:** organizations that demonstrate measureable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- **Safer Communities** *- programs that focus on public safety and/or partnerships between law enforcement and the community.
- **Faith-based organizations***

* - refer to the 2019 Applications Instructions for more information

B. MISSOURI/MCSC FUNDING PRIORITIES(2019)

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.
- **Community Preparedness and Disaster Recovery:** All applicants will be required participate in commission trainings and expected to be full and active participants in their community. Proposed activities could include preparedness, cert training, and participation in community response and recovery efforts.
- **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).



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- **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 <https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>.
- **Veterans and Military Families:** Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.



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 application do not have a required minimum or maximum position (slots).

Table with 3 columns: Application Type, Minimum # MSY, Maximum # MSY. Rows include Formula: All (5.00, n/a) and Competitive: All (No minimum ;no maximum).

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 with 3 columns: Member Position (Slot) Type, Number of MSY, Minimum # of Hours Required. Rows include Full-time (1.00000, 1700), Three Quarter time (0.70000, 1200), 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-pointfont**.
- 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 must not exceed 10 pages for the Narratives or 13 pages for Rural Intermediaries and Multi-State applications with more than five operating sites.
 - o **Note:** Page limits do not include the coversheet, logic model, evaluation plan and report, learning memo, 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 of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] 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 must still 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. *Theory of Change*

- a. The proposed intervention is responsive to the identified community problem.
- b. The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- c. The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- d. The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- e. The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- f. The service role of 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*.

2. *Evidence Base*

The assessment of an applicant's evidence base has two steps. First, the applicant will be assigned to an evidence tier (see the mandatory supplemental Guidance). Second, the quality of the applicant's evidence and the applicants overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored.

Evidence Tier:

An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant's evidence based and the likelihood that the proposed intervention will lead to outcomes identified in the logic model. Applicants should use the evidence checklist to self-assess their evidence tier before completing the application. 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. 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.



Guidelines: 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 requirements must be met in order for applicants to be assigned to a tier. Applicants who do not fully describe their evidence base may not be assigned to a tier for which the applicant otherwise may have qualified.

All applicants must include as much detailed information as possible in the Evidence section of the application. All applicants that have collected relevant performance measurement data must describe this data fully as outlined in the requirements for the pre-preliminary evidence tier. Applicants that have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations in the application narrative 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.

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.



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.

Evidence Quality and Evaluation Capacity

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the applicants overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored. Applicants must address the following standards in the application narrative, the standards are weighted differently for evidence tiers to reflect expected variations in program life cycle and evaluation capacity at each stage of the evidence continuum.

Evidence quality and evaluation capacity standards must be addressed in the application narrative. All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

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

4. Notice Priority

- a. The applicant proposed program fits within one or more of the 2019 AmeriCorps funding priorities as outlined in the *AmeriCorps Funding Priorities* section of this notice and more fully described in the *Mandatory Supplemental Guidance*.
- b. 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 Experience

- a. AmeriCorps Members will gain skills 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 experience that includes education about the community problem/need and the community in which they serve.
 - AmeriCorps Members will have access to opportunities for reflection that involves the intentional processing of member experience and the incorporation of lessons learned.
- b. The applicant will recruit AmeriCorps Members from the geographic or demographic communities in which the program operates.
- c. The applicant will also foster an inclusive service culture where different backgrounds, talents and capabilities are welcomed and leveraged for learning and effective service delivery.



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

- a. The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the 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

- a. The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, sub-grantee (if applicable), and service site locations
- b. The applicant will hold itself/sub-grantees and service site location(s) accountable if instances of risk or noncompliance are identified.
- c. If applicable, the CNCS required evaluation report meets CNCS requirements
- d. If applicable, the CNCS –required evaluation report is of satisfactory quality.

3. Culture that Values Learning

- a. The applicant's board, management, and staff collects and uses information for learning and decision-making.
- b. The applicant's management and staff produces frequent reports on how well the organization is implementing its programs and strategies.

4. Member Supervision

- a. AmeriCorps Members will receive sufficient guidance and support from their supervisor to provide effective service.
- b. AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. COST EFFECTIVENESS AND BUDGET ADEQUACY

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

1. Cost Effectiveness and Budget Adequacy (see the Budget Guidelines section of this notice)

- a. Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- b. Budget is submitted with adequate information to assess how each line item is calculated.
- c. Budget is in compliance with the budget instructions.
- d. Match is submitted with adequate information to support the amount written in the budget.
- e. The cost per MSY is equal to or less than the maximum cost per MSY.
- f. Identify the non-CNCS funding and resources necessary to support the project.
- g. Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), and the sources of these commitments.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required



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match will be considered unresponsive to the application criteria.



E. EVALUATION PLAN (*re-compete applicants only*)

If the applicant is competing for the first time, please provide a data collection plan that includes the following:

- a. A description of the applicant’s data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- b. A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding.

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 a learning memo as attachments and must also submit 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.

The learning memo describes how you are using the evaluation to improve and to inform your activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:

- ✓ A short summary of key learnings from the evaluation.
- ✓ An explanation of how the program will incorporate key learnings into its strategy, design or implementation.
- ✓ An explanation of how these changes will improve the program.
- ✓ A discussion of how learning from the evaluation may inform next steps in the program’s long-term research agenda.



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.

For more information about evaluation plans, visit the CNCS Knowledge Network's Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

***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 Friday March 15, 2019 with applicant responses due by 5:00 p.n. (CST) on Friday, March 22, 2019.**
- *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>.



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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
Available Subtypes				
Maximum Cost per MSY	\$15,192	\$1,000	\$15,192	\$800
Type of Member Slots Available	All		Full-time or less than full-time serving in a full-time capacity	All
Budget Submission Required	Yes		No	
Availability of Funds Linked to Member Enrollment and Retention	No		Yes	
Special Requirements	N/A	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.	N/A	N/A
Financial Reporting Requirements	Yes	Yes; Living allowance or salary paid to Members may not be counted toward the match requirements.	No	
Available to New Applicants	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).



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- **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	\$13,992	\$27,984
Three Quarter-Time	1200	n/a	19,753
Half-time	900	n/a	\$14,815
Reduced Half-time	675	n/a	\$11,111
Quarter-time	450	n/a	\$7,408
Minimum-time	300	n/a	\$4,938

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.

Maximum Cost per Member Service Year (MSY)

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

New and reCompleting Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

Table: Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$15,192*
Multi-state (cost reimbursement)	\$15,192*
Professional Corps Applicants/Grantees (Cost Reimbursement)	\$1,000**
Professional Corps Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program Fixed Amount Grant	\$800
Full-time Fixed Amount Grant	\$15,192
State/Territory Commission Formula Prime	\$18,000
Individual State/Territory Formula Program	\$20,000
State/Territory Commission Average (of all its subgrants)	\$15,192



*Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$15,360 cost per MSY for the AmeriCorps members who will be serving in rural areas or who are opportunity youth.

**CNCS requires Professional Corps programs to cover the operating expenses associated with the AmeriCorps program through non CNCS. CNCS will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need and substantial challenges to raising non-CNCS resources based on the materials reviewed by the Office of Grant Management.

CNCS reserves the right to determine whether an applicant is a Professional Corps and whether the legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving CNCS operating funds. Given the high demand for AmeriCorps funding there may be specific circumstances where CNCS determines that either a legal applicant is not a Professional Corps program or is unlikely to demonstrate a need for operational funds due to other funding resources. Where CNCS's due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-CNCS sources, and as a result has levels of unrestricted funding that is in excess of the requested level of CNCS funding, CNCS may choose to not provide additional operational funding.

E. Segal AmeriCorps Education Award

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

The education award should not be included in the budget because it is provided by the National Service Trust; not the program.

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 \$0.535/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 FY2019. For additional information on the



- regional training event, visit <http://www.nationalservicetraining.org/>.
- o **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>.

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

Logic Model Components: The logic model must depict:

- **Problem/Need:** A summary of the community problem outlined in the narrative.
- **Inputs:** The inputs or resources that are necessary to deliver the intervention , including:
 - o Number of locations or sites in which AmeriCorps Members will provide services
 - o 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, hours of service delivered, types and number of activities conducted). 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: the logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Re-completing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant must provide a justification for this change.

Applicants should use National Performance Measures if they are part of the programs theory of change. Applicants are not required to use National Performance Measures and should only use them if they are part of the programs theory of change. Rationales and justifications should be informed by the organizations performance data (e.g. program data observed over time suggest targets are reasonable), relevant research (e.g. targets documents by organizations running similar programs with similar populations), or prior program evaluation findings.

***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:** <https://www.nationalservice.gov/resources/performance-measurement>
- 3) **Financial Management:** <http://www.nationalservice.gov/resources/financial-management>



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TECHNICAL ASSISTANCE

Technical assistance is available to applicants throughout the grant application period until **Thursday, February 28, 2019 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

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(573) 522-9477, lori.williams@ded.mo.gov

Kristen Schaben, Field Program Officer

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Christina Johnson, Field Program Officer

(573) 751-2244, Christina.johnson@ded.mo.gov

APPLICATION SUBMISSION REQUIREMENTS

Applications are due to MCSC by 3:00 PM (CST) on Friday, March 8, 2019. 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 don.stamper@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.



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

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 31, 2019. 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:

- i. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); and
- ii. Either
 1. 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**
 2. 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 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



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- 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 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.