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[www.serve.nebraska.gov](http://www.serve.nebraska.gov)

## 2020 AmeriCorps Operational Grant Application



Important Notice to Applicants: The following documents are necessary to complete a 2020-2021 operating grant application for AmeriCorps funding. All can be found on the ServeNebraska website: <http://www.serve.nebraska.gov/>

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**Contact Information**

Please submit questions about this application opportunity to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov). ServeNebraska encourages questions and to submit questions well in advance of the deadline. ServeNebraska is not obligated to answer and/or respond to questions that are received within 48 hours prior to the application due date.

## **ServeNebraska Operational Grant Timelines and Cycles**

This timeline is subject to change due to ServeNebraska and Corporation for National and Community Service announcements and other events. Contingent upon available funding.

### **Cycle 1**

#### 12 month operational grant

|                   |  |
|-------------------|--|
| July 6, 2020      | Applications and documents due to ServeNebraska              |
| July 15, 2020     | Clarifications, corrections and updates due to ServeNebraska |
| July 20, 2020     | Funding Letters  |
| July 23, 2020     | Applications submitted in CNCS system                        |
| September 1, 2020 | Grant start date   |

### **Cycle 2**

#### 9 month operational grant

|                   |  |
|-------------------|--|
| October 30, 2020  | Applications and documents due to ServeNebraska              |
| November 11, 2020 | Clarifications, corrections and updates due to ServeNebraska |
| November 13, 2020 | Funding Letters  |
| November 16, 2020 | Applications submitted in CNCS system                        |
| December 1, 2020  | Grant start date   |

**State Entity Name:** ServeNebraska  
**Funding Opportunity Title:** 2020 AmeriCorps State Grants  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.006

**Important Dates and Key Factors should be considered in crafting your application:**

- Read the AmeriCorps application and attachments fully and carefully before beginning to work on your grant application.
- Grant applications due to ServeNebraska in a word document, performance measure document, logic model template, and budget template to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov) by July, 6, 2020 for a 12 month operational grant or October 30, 2020 for a 9 month operational grant by 5:00pm CST.
- Mandatory participation in all ServeNebraska events, program leader meetings, events and days of service. Specific event attendance is dependent on length of grant applied for.
  - Program Leader Launch
  - Monthly program leader webinar trainings 2<sup>nd</sup> Wednesday of every month 10am-11am CST.
  - September 2020 -9/11 Day of Service
  - October 2020–AmeriCorps Kick Off Event (Members and Program Leaders)
  - January 2021-MLK Day of Service
  - February 2021-Legislative Visits Lincoln
  - March AmeriCorps Week
  - April ServeNebraska Week
  - Spring 2021-Regional Cluster Training TBA
- ServeNebraska requires programs to have a dedicated program leader identified, appropriate to the size of the program, responsible to operate the AmeriCorps program and manage members.
- Due to recent disaster(s) that have happened across our state, ServeNebraska is requesting that applicants provide a three limit sentence narrative on how your agency would respond in times of disaster.
- ServeNebraska elects to retain a 1% share of the 5% of federal dollars available budgeted for program year 2020-2021 administrative costs. All applicants are required to budget the maximum allowable federal resources for Administrative/Indirect costs and spend those administrative resources.

ServeNebraska will provide the most updated information on the website <http://www.serve.nebraska.gov/> regarding the application, grant documents, and technical assistance opportunities. If you have any questions, please submit to [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov).

## **I. Application Description**

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### **A. Funding Program Description**

#### **Purpose of AmeriCorps Funding**

ServeNebraska mobilizes Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs. ServeNebraska is committed to uniting individuals in service to their communities and achieving demonstrable results by funding AmeriCorps programs that address Nebraska's unmet educational, economic, environmental, health, veterans and disaster response needs. ServeNebraska receives federal funds from CNCS to invest in AmeriCorps programs.

The 2020 AmeriCorps application seeks to award AmeriCorps grants to eligible community partnerships that will engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities (e.g. based on the proposed program's performance and evaluation data or research demonstrating the effectiveness of similar intervention) to address state and local community problems.

An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans. Members must be U.S. Citizens, U.S. Nationals or Lawful Permanent Residents of the United States, at least 17 years of age (no upper age limit), high school graduate or GED recipients (or working towards this goal), and subject to criminal history check. AmeriCorps Programs may add program-specific requirements.

AmeriCorps grants are awarded to eligible organizations that engage members in evidence-based or evidence informed interventions to strengthen communities. AmeriCorps grants include the allotment of AmeriCorps member positions and provide partial funding to support AmeriCorps organizational operating expenses. AmeriCorps members or grant funds can help meet the unmet needs or can expand an organization's ability to better address community needs, but cannot be used to duplicate, displace, or supplant resources that already exists in the community.

### **B. National Service Focus Areas**

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

#### **Disaster Services**

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

#### **Economic Opportunity**

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

### Environmental Stewardship

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

### Healthy Futures

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

### Veterans and Military Families

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

## **C. Federal Funding Priorities**

(See Mandatory Supplemental Guidance for further information about some of the priorities.)

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

- Economic Opportunity – evidence based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate to Strong evidence by reviewers, or increasing economic opportunities for communities by preparing people for the workforce.
- Education – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers.
- Healthy Futures – evidence-based interventions on the CNCS Evidence Exchange. In order to qualify for this priority, the applicant must be assessed as having Moderate or Strong evidence by the reviewers, or 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.
- Faith-based organizations.

In order to receive priority consideration for submitting an application within a *Notice* priority(ies), 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.

## **D. Available Funds**

ServeNebraska receives AmeriCorps grant funding from CNCS through two federal pots of money: formula and competitive funds. ServeNebraska receives formula funds from CNCS through a population-based allocation. Competitive funds are awarded to ServeNebraska to support a select number of programs that have completed successfully at the state competition through ServeNebraska and national grant competition administered by CNCS. All applicants first apply for funding through ServeNebraska and then ServeNebraska selects which applications are submitted to the CNCS AmeriCorps State and National competition for competitive funding consideration. Applications submitted to the national competition are not guaranteed funding at any level. CNCS makes final award decisions for competitive funds; those applicants approved for competitive grant awards are considered grantees for ServeNebraska. Unsuccessful applicants submitted to CNCS national grant competition will return to rank-order list for consideration for formula funds based on results from ServeNebraska state grant review process.

### **E. Performance Measurement Requirements**

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. Additional performance measures, including output-only National Performance Measures, may also be included if desired; however, all performance measures must be consistent with the program's Theory of Change and represent significant program activities. ServeNebraska does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. ServeNebraska values the quality of performance measures over the quantity of performance measures.

CNCS expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant's theory of change. Applicants should use both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions.

### **F. Program Authority**

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

### **G. Project and Award Period.**

The project period is one year or nine months, with a start date of September 1, 2020 or December 1, 2020. The grant award covers a three-year project period unless otherwise specified. In most cases, the application is submitted with a one-year budget. Continuation funding for subsequent years is not guaranteed and shall be dependent upon availability of appropriations and satisfactory performance. Project date may not occur prior to the date CNCS awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment.

## **II. Eligibility**

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### **A. Eligible Applicants**

The following Non-Federal entities (as defined in 2 CFR §200.69) that propose to operation only within Nebraska who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)

Applicants that are Indian Tribes apply directly to CNCS. In addition to Indian Tribes as defined in 2 CFR §200.54, tribal organizations controlled, sanctioned, or chartered by Indian Tribes are also eligible to apply. An entity applying on behalf of a federally-recognized tribe or multiple specific federally-recognized tribes must submit a sanctioning resolution, applicable for the entirety of the period of performance that the applicant is applying for, adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The resolution(s) must identify the entity by name as a tribal organization and indicate whether it is controlled, sanctioned, or chartered by an Indian Tribe(s). It must authorize the entity to be the legal applicant and act on behalf of and include the Indian Tribe(s) in a CNCS application for the purpose of conducting the activities and providing the services described in the application. A current resolution will not suffice to meet this requirement unless the resolution applies for the entire period of performance of the award, i.e., current resolutions that are applicable to a previous AmeriCorps award at the time of the application submission, but expire during the prospective period of performance of a new award, do not meet this requirement.

Organizations that propose to operate AmeriCorps programs in more than one State or Territory apply directly to CNCS. In addition to being eligible to apply under this *Notice*, federally-recognized Indian Tribes will also be eligible to apply for operating or planning grants under a separate Notice of application for Indian Tribes to be released later in the Winter with an application deadline in the Spring. CNCS may request applicants apply under the Tribal competition, rather than under this *Notice*.

## **B. Other Requirements**

Under section 132A(b) of the NCSA, organizations that have been convicted of a federal crime may not receive assistance described in this *Notice*.

Note that under section 745 of Title VII, Division E of the Consolidated Appropriations Act, 2016, if 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 or
- That not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, that appropriation which will fund awards under this *Notice*.

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

## **C. Dun and Bradstreet University Numbering System (DUNS) Number & System for Award Management (SAM)**

Applications must include a DUNS number **and** an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the SAM at [www.sam.gov/SAM/](http://www.sam.gov/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. Please note SAM.gov has a new login process. Please go to the General Services Administration (GSA) SAM update page for more information: <http://www.sam.gov/SAM/>. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least three weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

Applicants who do not comply with these requirements may be ineligible to receive or maintain an award. See the SAM Quick Guide for Grantees at

## **III. Funding Restrictions**

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### **A. Cost per Member Service Year (MSY)**

Applicants request the number and types of AmeriCorps member positions that are needed to address the community need stated in their application. A 1700-hour (full-time) AmeriCorps member position is equivalent to one Member Service Year (MSY). The MSY is similar to a Full Time Equivalent (FTE), measuring positions as a fraction of full-time, so a full-time member is 1 MSY and half-time member is .5 MSY. An AmeriCorps grant is determined based on the number of MSY's that a grantee will support.

An applicant's cost per MSY is determined by dividing the total federal share budgeted grant costs by the number of MSYs requested. For example, a request for \$81,401 to support 6 MSYs would have a cost per



MSY of \$13,567 (\$81,401÷6 MSY). The cost per MSY does not include children care or the value of the education award a member may earn, which is covered directly by CNCS outside of the grant award.

Successful applicants are required to maintain their awarded cost per MSY throughout the grant period. The cost per MSY is augmented by match funding secured by the legal applicant to supplement the costs of the program which can include member living allowances, staff salaries, and other program expenses.

**The maximum cost per MSY that a new or re-competing applicant may request is \$15,479 for traditional cost reimbursement grants.**

Other grant types may have lower cost per MSY limits. New and re-competing applicants will be held to the maximum cost per MSY for their grant type. See below for more information on each grant type.

**Table 1: Maximum Cost per MSY**

| Grant Program            | Maximum  |
|--------------------------|----------|
| Cost Reimbursement Grant | \$15,479 |

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

**B. Types of Grant**

AmeriCorps grants under this application will be awarded cost reimbursement grants.

These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program retains all AmeriCorps members. Cost reimbursement grants include a formal match requirement and require the submission of a financial budget and financial report

In a traditional AmeriCorps operating grant, all program expenses are based on an approved budget as part of the grant award and are reimbursed through the submission of expense reports to ServeNebraska. Grant funds can only be spent on costs approved in the budget. A cost reimbursement grant provides funding to pay for program costs such as member support, operational costs, and administrative costs associated with the implementation for an AmeriCorps program. An applicant that applies for a cost reimbursement grant must provide and include in the budget cash and/or in-kind match to support its overall program costs. The minimum match level required varies for applicants depending on the number of years an applicant has received AmeriCorps funding.

**C. Cost Sharing or Matching**

Program requirements, including requirements on match, are located in the AmeriCorps regulations and summarized below.

**Table 2: Match Requirements in the AmeriCorps Regulations**

| Grant Type  | Match Requirement  |
|---|--|
| Cost Reimbursement Grant (Traditional and Non Fixed Professional Corps) | Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in year 4 to 50% by the tenth year of funding and every year thereafter. |

### Cost Reimbursement Grants (Traditional)

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

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

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

The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

The legal applicant is the entity responsible for meeting matching funds requirements. The legal applicant may request that partnering organizations provide a share of the match necessary to meet matching fund requirements. Programs may match their share of operating costs through cash or in-kind resources. Matching funds must be verifiable, not be included as match for other federal programs, be necessary and reasonable for the purpose of the proposed program, and be allowable under OMB cost principles. Successful applicants must demonstrate matching funds are secured before ServeNebraska can issue the grant award. Additionally, successful applicants are requirement to maintain the awarded match and support any new costs not included in the grant award through match or its own or other resources.

### Alternative Match

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

### D. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants will either use a federally approved indirect cost rate, a 5/10 percent fixed option, a 10 percent *de minimis* rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413. States, local governments and Indian Tribes may use approved indirect cost allocation plans. All methods must be applied consistently across federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent *de minimis* rate must enter that information in the Organization section in the CNCS’s web-based management system. However, under section 121(d) of the NCSA and CNCS’s regulations at 45 CFR 2521.95 and 2540.110, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants, of which up to two percent may be allocated to cover ServeNebraska share of indirect costs.

### E. Minimum Program Size

The minimum program size by funded by ServeNebraska is 3 Member Service Year (MSY).

### F. Living Allowance

The proposed budget must include a living allowance for full-time members that are within the required minimum and maximum per member (except as noted below). A living allowance is not considered a salary or a wage. Programs are prohibited from comparing the member living allowance to an “hourly wage” in any recruitment materials, member handbooks, etc.

Programs are not required to provide a living allowance for members who serve 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 and should follow the guidelines below for minimum limits. For cost-reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share.

**Table 3: Minimum and Maximum Living Allowance**

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

**Exceptions to Living Allowance Requirements**

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

**G. Segal AmeriCorps Education Awards**

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. ServeNebraska will provide the updated Education Award amounts at the time of grant award.

**IV. Application Review Information**

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**A. ServeNebraska Review and Selection Process**

Applications will be reviewed for funding using a multi-stage process that includes ServeNebraska Staff Review, Clarification and Feedback, and ServeNebraska Commission approval.

**Compliance Check**

ServeNebraska staff will review all applications to determine compliance with eligibility, deadlines and completeness of the requirements. Applicants that are submitted by eligible organizations by the deadline and that meet minimal compliance check requirements will advance to staff review.

**Staff Review**

Reviewers will evaluate each application against a selection matrix based on assessment criteria outline in the Notice.

**Clarification and Feedback**

Applicants may receive requests to provide clarifying information and/or make changes to their application and budget. This information is used by ServeNebraska staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarifications or questions. A request for clarification does not guarantee funding.

**Selection**

Primary consideration in the selection of AmeriCorps programs is merit based and address all clarification issues. ServeNebraska staff provides recommendations to the ServeNebraska's Board of Commissioners for approval.

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

## **B. Criteria**

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community need. ServeNebraska urges applicants to submit a high quality application which carefully follows the guidance in this application and in the application instructions. The quality of an application will be an important factor in determining whether an organization will receive funding.

Points will be awarded based on an applicant's ability to address each required criterion as described in the 2020 application instructions. The following outlines the corresponding weight for each application component.

### **A. Executive Summary (Required - 0 percent)**

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

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.

### **B. Program Design (50 percent)**

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 and Logic Model (24 points)***

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, 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 expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which members will provide services
  - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that 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)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

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.

Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time that suggests targets are reasonable), relevant research (e.g. targets documented by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

## **2. Evidence Base (20 points)**

The assessment of an applicant's evidence base has two parts. 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 degree to which it supports the proposed program design will be assessed and scored.

Evidence Tier (12 points):

An evidence tier will be assessed for each applicant for the purpose of applying the strategic characteristics and understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the logic model.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see Mandatory Supplemental Guidance for a definition of "same intervention") may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention, including all key components and activities
- The context in which the intervention is delivered
- Outcomes of the intervention

Submitted reports that do not sufficiently match the intervention proposed by the applicant in all of these areas will not be considered applicable and will not be reviewed or receive any points. Submission of additional documents that are not consistent with the guidance and requirements described in the *Notice* (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) will not be reviewed.

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Guidance).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

Applicants must meet all requirements of an evidence tier in order to be considered for that tier.

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Guidance, the applicant may be considered for a lower evidence tier.

#### Evidence Quality (8 points)

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the extent to which it supports the proposed program design will be assessed and scored.

For applicants who are assessed as being in the Preliminary, Moderate, or Strong evidence tiers, reviewers will score the submitted evaluation reports using the following standards:

- The submitted reports are of satisfactory methodological quality and rigor for the type of evaluation conducted (e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.);
- The submitted reports describe evaluations that were conducted relatively recently, preferably within the last six years;
- The submitted reports show a meaningful and significant positive effect on program beneficiaries in at least one key outcome of interest.

For applicants who are assessed as being in the Pre-Preliminary evidence tier, reviewers will score the narrative provided in the Evidence Base section of the application using the following standards:

- The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
- The described evidence is relatively recent, preferably from the last six years; and
- The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

Applicants assessed in the Pre-preliminary evidence tier who do not provide adequate responses to the Evidence Quality standards will not meet the threshold requirements for this *Notice* and will not be considered for funding.

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.

### **3. *Notice Priority (0 points)***

The applicant's proposed program fits within one or more of the 2020 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

### **4. *Member Experience (6 points)***

- 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.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

## **C. Organizational Capability (25 percent)**

### **1. *Organizational Background and staffing (9 points)***

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.

### **2. *Compliance and Accountability (8 points)***

- 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, subgrantee (if applicable), and service site locations.
- The CNCS-required evaluation report meets CNCS requirements (if applicable).
- The CNCS-required evaluation report is of satisfactory quality (if applicable).

### **3. *Culture that Values Learning (4 points)***

The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

### **4. *Member Supervision (4 points)***

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

## **D. Cost Effectiveness and Budget Adequacy (25 percent)**

**This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget".**

### **1. *Cost Effectiveness and Budget Adequacy (25 points)***

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given program year.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

#### **E. Evaluation Plan (0 percent)**

Please provide a data collection plan in the “Evaluation Summary or Plan” field that includes the following:

- 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.
- 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.

ServeNebraska will require submission of data collection instruments if a grant is approved for funding. For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at ):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results;
- Outcome(s) 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;
- 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 data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation;
- Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data
- A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant;
- Qualifications needed for the evaluator;
- The proposed budget.

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.



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

The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.700-710:

- If the applicant is a State/Territory subgrantee 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 impact evaluation of the program (see Mandatory Supplemental Guidance), and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than \$500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.

For purposes of compliance with evaluation plan and report requirements, an application will be considered a re-competing application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded competitively for at least three years. If the applicant has received competitive funding for at least three of the last five years, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed, including at least six years of competitive funding for the same project, the applicant will be required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the applicant does not satisfy the definition of re-competing, it will not be required to submit an evaluation plan or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters.

Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in the system. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) 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 competitive funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found on the CNCS website.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. If the request for the alternative evaluation approach plus the Evaluation Plan itself will exceed the character limit of the Evaluation Summary or Plan field in the system, the applicant should do the following:

- Enter the Evaluation Plan in the Evaluation Summary or Plan field in the system.
- Include a note in the Evaluation Summary or Plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

#### **F. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

#### **G. Clarification Information (0 percent)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

## **H. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

## **C. Threshold Issues**

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

- All applicants should request at least 3 MSY.
- Professional Corps applicants and/or applicants determined to be a Professional Corps by ServeNebraska must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.

## **D. Risk Assessment Evaluation**

Applications submitted to the national grant competition will be subject to a Risk Assessment Evaluation conducted by CNCS. CNCS will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable). This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, CNCS may consider the following, but not limited to:

- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements,
  - If applicable, meeting matching requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - U.S. Treasury Bureau of Fiscal Services,
  - Dun and Bradstreet,
  - "Do Not Pay," and /or
  - System for Award Management
- Reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website
- Any other information listed in 45 CFR § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Responses to the Financial Management Survey and supporting documentation.
- Past Performance

ServeNebraska will assess recompeting programs' past performance and submit those assessments to CNCS. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment will inform funding decisions. In evaluating programmatic performance, ServeNebraska/CNCS will consider the following for applicants that are current formula and competitive grantees:

- Grant progress reports – attainment of Performance Measures
- Enrollment and retention
- Compliance with 5 day enrollment and 30 day exit requirements in the AmeriCorps portal
- Site visit or other monitoring findings (if applicable)
- OIG findings (if applicable)
- Significant opportunities and/or risks of the grantee related to national service
- State Rank

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

#### **E. Consideration of Integrity and Performance System Information**

Prior to making any award that exceeds \$150,000, ServeNebraska/CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see 41 U.S.C. 2313).

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS.

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

### **V. Application and Submission Information**

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#### **A. Submission to ServeNebraska**

Applicants must submit all submission requirements electronically to ServeNebraska by the application deadline.

1. Download the following documents from ServeNebraska website at <http://www.serve.nebraska.gov/>
  - 2020 AmeriCorps Funding Application
  - 2020 Mandatory Supplemental Guidance
  - 2020 AmeriCorps Application Instructions
  - 2020 National Performance measures instructions
  - 2020 Budget Template
  - 2020 Performance Measure template
  - 2020 Logic Model template
2. Follow the instructions included in the 2020 AmeriCorps Funding Application and 2020 AmeriCorps Application Instructions documents in completing and submitting an application.

3. All applications and supplemental items must be submitted electronically to ServeNebraska email, [dhhs.americorps@nebraska.gov](mailto:dhhs.americorps@nebraska.gov).
4. When submitting label as outlined below:
  - Subject Line: Legal Applicant Name
  - Body of the email should Identify: Legal name and list of documents attached
  - Attachments to the email should include Name of the document

### **Page Limits**

The Narrative and Logic Model both have page limits that must be adhered to.

Narrative must be in a word document, 12 pt. font, Times New Roman, no more than the required length of pages. Applications must not exceed 10 pages for the Narratives or 12 pages for Rural Intermediaries.

The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials. Do not submit unrequested materials, ServeNebraska will not review or return materials.

### **Logic Model**

The Logic Model may not exceed three pages when printed.

### **Supplemental Documents**

- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.
- Organizational Chart
- List of all other Federal grants your organization holds
- Labor Concurrence (if applicable)
- Indirect cost rate determination letter (if applicable)

**Please note the length of a document in word processing software may be different than what will print out in the CNCS's web-based system that you will use to submit your final and approved application.**

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

### **B. Application Submission Deadline**

Applications must be submitted to ServeNebraska electronically on **July 6, 2020 for 12 month grant or October 30, 2020 for 9 month grant by 5:00pm CST** to be considered.

ServeNebraska will not consider applications received after the deadline, except when noted below. ServeNebraska reserves the right to extend the submission deadline and any notice of such extended deadline will be posted.

### **Late Applications**

All applications received after the submission deadline published in this Notice of Funding Application are presumed to be non-compliant. ServeNebraska may, at their discretion, consider an application received after the deadline, but only if the applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay, including the timing and specific cause(s) of the delay and any evidence that supports the circumstance(s). This must take place within one business day after the application deadline stated in the Notice.

### **C. Application Submission Deadline**

Once selected for AmeriCorps funding, applicants will be required to submit their applications electronically into CNCS's web-based management system. Please ensure staff availability to enter the application into the system. ServeNebraska will provide instructions at a later date.

## **VI. Award Administration Information**

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### **A. Governing Documents**

A grantee's fully executed award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations (45 CFR §§ 2520–2550), CNCS General and Specific Terms and Conditions, and ServeNebraska Policies and Requirements.

### **B. CNCS Terms and Conditions**

All awards made under this *Notice* will be subject to the 2020 CNCS General Terms and Conditions, and the 2020 AmeriCorps Program Specific Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants>.

### **C. Uniform Guidance**

All awards under this Notice 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.

### **D. Reporting Requirements**

Programs are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time. ServeNebraska will provide due dates for all reports required.

Once the grant is awarded, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing ServeNebraska 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 grantee 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.

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

### **E. 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, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award. Grantees should utilize the two vendors CNCS has engaged to conduct the required NSCHCs. Failure to conduct an NSCHC may result in significant disallowed costs.

See 45 CFR § 2540.200–§ 2540.207 and [CNCS Criminal History Check Resources](#) for complete information and FAQs

As of December 31, 2019, many pre-approved Alternative Search Procedures (ASPs) and any existing, individual ASP/Exemption requests will expire and will no longer be available for use.

#### **F. Request for Improper Payment information**

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

#### **G. Use of Material**

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, 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)).

#### **H. Reallocation of Funding**

CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

### **I. IMPORTANT NOTICES**

#### **Public Burden Statement**

Public reporting burden for collection of information under this Notice of application is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. CNCS informs people who may respond to this Notice of application that they are not required to respond unless the OMB control number and expiration date are current valid. (See 5 C.F.R. 1320.5(b)(2)(i)). The OMB Control Number for the information collection is 3045-0187. It expires on 9/30/2020.

#### **Privacy Act Statement**

The Privacy Act of 1974 (5 U.S.C § 552a) requires that we notify you that the information requested under this Notice of application is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.