KANSAS VOLUNTEER COMMISSION

S E R V E • E N G A G E • E M P O W E R

2017 – 2018 Kansas AmeriCorps

Requests for Proposals (RFP) for

Single-State Applicants

Formula Funding

Deadline for Submission
Via eGrants:
December 30, 2016
4:00 PM Central Standard Time

For further information regarding this RFP, contact:
Kansas Volunteer Commission
785-368-6232
volunteer@ksde.org

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the *Notice* Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The full regulations are available online at www.ecfr.gov. The TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

Table of Contents

<h1 style="text-align: center">NOTICE OF FEDERAL FUNDING OPPORTUNITY</h1>

Federal Agency Name: Corporation for National and Community Service
Issuing Agency Name: Kansas Volunteer Commission
Funding Opportunity Title: AmeriCorps State and National Grants FY 2017
Issue Date: October 20, 2016
Announcement Type: Initial
Announcement **CFDA Number:**   94.006

This notice is for Kansas AmeriCorps programs, which are AmeriCorps state grants. These grants are awarded to programs that will place AmeriCorps members in service solely within the state of Kansas.

<h2 style="text-align: center">Key Dates</h2>

Notification of Intent to Apply: Submission of a Notification of Intent to Apply is required to be eligible for this competition and is due **Thursday, December 15, 2016 by 4:00 p.m. Central Standard Time.** Applicants should not provide this information directly to CNCS, but rather to the Kansas Volunteer Commission via email (volunteer@ksde.org). The following information should be included in the notice of intent to apply:

- Legal name of applicant
- Address
- Primary Contact Person (name, phone number, and email address)
- Alternate Contact Person (name, phone number, and email address)
- Focus Area (Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, or Veterans and Military Families)
- Anticipated number of AmeriCorps members and Member Service Years

Application Submission: Preliminary applications are due **December 30, 2016 by 4:00 p.m. Central**

Standard Time via eGrants. Final applications are due **February 10, 2017 by 4:00 pm Central Standard Time.**

Disclosure: Publication of this Announcement of Federal Funding Opportunity (*Notice*) does not obligate the Corporation for National and Community Service (CNCS) or the Kansas Volunteer Commission (KVC) to award any specific number of grants or to obligate the entire amount of funding available.

2017 – 2018 AmeriCorps Timeline

Release of the Kansas RFP	October 20, 2016
Technical Assistance Calls	October 27 – December 1, 2016
Required Letter of Intent Due	December 15, 2016 by 4:00 pm CST
Preliminary Applications due to KVC via eGrants (required)	December 30, 2016 by 4:00 pm CST
KVC staff review of applications	January 3 – January 20, 2017
Preliminary feedback and revisions requested	January 20, 2017
Final Application (with revisions) due to KVC	February 10 , 2017
Clarification Process	March 10 – April 17, 2017
KVC Tentative Formula Grant Awards	May 22, 2017
Mandatory Sub-grantee Meeting	July 2017

A. PROGRAM DESCRIPTION

Corporation for Community and National Service (CNCS)

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS - through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund - has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work: national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Kansas Volunteer Commission (KVC)

The mission of the Kansas Volunteer Commission is to empower all Kansans to meet community needs through service. As the state service commission, the KVC directs effective national service programs, provides training opportunities, funds multiple grant competitions and promotes civic engagement in schools and communities.

1. Purpose of AmeriCorps Funding

AmeriCorps grants are awarded to eligible organizations (see C. ELIGIBILITY INFORMATION) 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 members can use to pay for higher education expenses or apply to qualified student loans.

CNCS provides funding based on population directly to Governor-appointed State Service Commissions which they, in turn, award through a process they administer according to state priorities.

This *Notice* should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, the *Notice* Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The full regulations are available online at www.ecfr.gov. The

TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

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

Disaster Services
Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

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

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

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

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

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

2. (2016) Federal and State AmeriCorps Funding Priorities
In order to receive priority consideration, applicants must demonstrate that the priority area as outlined by the KVC 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.

The Kansas Volunteer Commission seeks to prioritize the investment of national service resources in:

- **Veterans and Military Families**
  Topics that address the unmet needs of veterans, members of the armed forces, and family members of deployed military personnel.
- **Disaster Services**
  Concerns regarding the preparation, mitigation, response, and recovery efforts that relate to disaster events.
- **Economic Opportunity and Education**
  Topics related to unmet educational needs within communities, especially those that help at-risk youth to achieve success in school and prevent them from dropping out and those activities that increase adult access to job readiness training.
- **Multi-focus Intermediary – Rural Emphasis**
  Given the capacity required to successfully apply for and implement an AmeriCorps program, CNCS and the Kansas Volunteer Commission recognizes that severely under-resourced communities may have limited applicant options, either based on the size of the non-profits or the lack of available matching funds. Thus it may be necessary to engage an eligible applicant that will develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. Given the desire to address community needs holistically, the non-profits/eligible applicants that make up the consortium may have different focus areas and thus the non-profit/eligible applicant intermediary will be multi-focused. Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities, and how the activities provided by the consortium collectively address a compelling community need or set of needs. The applicant must demonstrate that they have sufficient financial and management capacity to act as an umbrella organization for the consortia. Intermediary applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

3. Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary service activity. KVC does not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. The quality of performance measures are valued over the quantity of performance measures. As described in the Application Instructions, applicants must include all their information about their proposed performances measure in the Performance Measure section of the applications in eGrants (CNCS's web-based grants management system). Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

4. Program Authority

The National and Community Service Act of 1990 (NCSA), as amended. 42 U.S.C. 12501 et seq. The

full text of the NCSA is available online at http://uscode.house.gov. The full regulations are available online at http://www.ecfr.gov

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds
The KVC expect a highly competitive AmeriCorps FY 2017 grant competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made. Grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps member positions.

2. Sources of Funds
The sources for this competition are anticipated formula awarded awards from the CNCS, CFDA 94.006.
AmeriCorps State Formula programs are funded from federal resources allocated to the KVC according to a formula based on state population. Each year, CNCS notifies KVC of the amount of formula funding available. In most years, the KVC does not have adequate funding to cover all requests. Formula programs are funded on a one-year budget period basis and must re-apply each year for funding.

Applicants must submit an application each year, although the KVC makes every effort to award continued funding to programs that demonstrate satisfactory performance, compliance, and management capacity.

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

4. Project/Award Period
The AmeriCorps program year in Kansas typically run from August 1 to July 31 or from September 1 to August 31. The KVC recommends that new applicants begin their project period on September 1.

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

C. ELIGIBILTIY REQUIRMENTS

1. Eligible Applicants
The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and federally recognized Indian Tribes. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to apply under this *Notice*.

Organizations that have been convicted of a federal crime are disqualified from receiving the 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 U.S.C. § 501(c)(4), that engages in lobbying activities is not eligible to apply.

New Applicants
The KVC encourages organizations that have never received funding from CNCS to apply. To be considered for formula funding, the KVC requires that applicants request at least 5-member service years (MSY), which is the equivalent of 5 full-time members, 10 half-time members, or 24 minimum-time members, etc., or a combination of slots.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but not eligible to apply for Full Time Fixed Amount grants. Existing sub-grantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. School Turnaround AmeriCorps applicants may not apply for Full Time Fixed Amount grants.

Continuation Applicant
Organizations that have current AmeriCorps awards that do not end in FY17 must submit an application in order to be eligible to receive funding for the following year. Please see **p. 13 of the Application Instructions**. Requests by existing continuation applicants for increases in the level of funding or number of positions will be assessed using the criteria under this *Notice*.

Please note: In an effort to have programs funded competitively, the KVC requests that all continuation applicants update their executive summaries and narratives. Applicants are asked to incorporate any program changes, significant clarification responses, and additional changes to the program within the narrative.

2. Cost Sharing or Matching
Fixed Amount Grants
There is no specific match requirement for Full Time Fixed Amount, Education Award Program, and AmeriCorps Partnership Challenge grants. CNCS does not provide all the funds necessary to operate the program; therefore, organizations must raise the additional revenue required to operate the program.

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 four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60

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.

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 at the time the application is submitted. State programs submit requests for alternative match to the State Commission. State Commissions submit on behalf of their state applicants to ACAlternateMatchScheduleRequests@cns.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Content and Form of Application Submission
What are the steps that organizations need to take to apply?
- Submit a Notification of Intent to Apply (page 3 of this notice)
- Obtain a DUNS number
- Establish an eGrants account
- Write a high quality application that is responsive to the Notice
- Provide required additional documents via email, if applicable
- Complete and submit the application via eGrants by the deadline
- Submit a request for an alternative match schedule, if applicable (see above)

How to Submit an Application in eGrants
CNCS and KVC uses eGrants, a web-based system, for the submission and tracking of grant applications. All applicants must create an eGrants account for submission of their application.

Applicants must submit their applications electronically via the CNCS web-based system, eGrants (egrants.cns.gov). Because it is a unique system, it is recommended that applicants create an eGrants account and begin the application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline.

Please note the length of a document in word processing software may be different than what will print out in eGrants. KVC will consider the number of pages as they print out through eGrants when determining compliance with any page limits in this Notice.

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask_eg if a problem arises while creating an account or while preparing or submitting an application in eGrants.

National Service Hotline hours are as follows:
Mon - Fri, 9 am – 7 pm ET (Jan, Aug, Sept) Mon - Thu, 9 am – 7 pm EST (Oct, Nov, Dec).
In addition to those hours, the Hotline will also be open Oct 30, 31 and November 1, December 4-6 and 11-13 as well as the one weekend prior to the application deadline (January 16-18) from 10:00 a.m. – 7:00 p.m. ET to assist applicants.

If you contact the Hotline, be prepared to provide the application ID, organization name, and the Notice to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants. If an applicant is unable to submit by the deadline, follow the guidance in the Late Application section.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application via overnight carrier and include a cover letter detailing the circumstances that make it impossible to submit via eGrants to the address below:

Kansas Volunteer Commission 900 SW Jackson St, Suite 105
Topeka, KS 66612-1212

Applicants must use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this Notice apply to hard copy applications. The KVC does not accept applications submitted via fax or email.

Submission of Additional Documents
Applicants must submit all required additional documents by the application deadline. All additional required documents should be labeled with the applicant organization name and Application ID number at the top of the page and are due by the application deadline at volunteer@ksde.org.
Emails should include in the subject line, the applicant organization name and Application ID number.

Additional documents may include (if applicable): letter(s) of support for the Governor/Mayor Initiative, evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

Failure to submit the required additional documents may have a negative impact on the assessment of an application. Do not submit other items not requested in this Notice. KVC will not review or return them.

Application Fields and Page Limits
In eGrants, applicants will enter text in the following fields:
- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries).
Application content considered in determining page limit compliance includes the Executive Summary, SF 424 Face-sheet, and the Narrative Sections contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy as the pages print out from eGrants.

Please note the length of a document in word processing software may be different than what will print out in eGrants. KVC will consider the number of pages as they print out through eGrants when

determining compliance for page limits and strongly encourages applicants to print out the application from the —Review and Submit page prior to submission, to check that the application does not exceed the page limit. The application page limit does not include the budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

The Logic Model may not exceed more than three pages when printed from the application.

Reviewers will not consider submitted material that is over the page limits in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. This applies to both the application page limit and the logic model page limit. Do not submit other items not requested in this Notice or Application Instructions. KVC will not review or return them.

Note that eGrants does not recognize formatting features (bold, underline, tabs, and outlines); please do not rely on these features to organize layout of application. Applicants should also avoid using bulleted lists, smart quotes, and other formatting styles. In addition, reviewers will not consider information provided in hyperlinks in the application.

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

Threshold Issues
Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. No applicant should submit an application with less than 5 Member Service Years (MSY). 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.

Application Fields
    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 [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

This program will focus on the KVC focus area(s) of [Focus Area(s)]. * The KVC 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 KVC focus area, omit this sentence.

Fixed Amount grant applicants should list their Other Revenue (see Glossary) because they are not required to provide a specific amount of match, but still must raise significant additional resources to operate the program.

B. Program Design (50 percent)

One of the major decisions to make before submitting an application for AmeriCorps funding is determining how many and what type of AmeriCorps member slots to request. AmeriCorps members can serve in different capacities depending on the program design. Members generally must complete their service term over a period of up to, but not more than 12 months. The program design choice will have implications for the Theory of Change, Logic Model, and Performance Measures, and Budget.

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. *Problem/Need (9 points)*
   - The community problem/need is clearly defined and aligns with the proposed intervention.
   - The community problem/need is prevalent and severe in communities where members will serve and has been well documented with relevant data.

2. *Theory of Change and Logic Model (15 points)*
   - The applicant's proposed intervention is clearly articulated including the design, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
   - The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change. The theory of change should be either evidence-informed or evidence-based, meaning that the proposed intervention is guided by the best available research evidence that supports its effectiveness in the evidence section.
   - The proposed outcomes represent meaningful progress in addressing the community problem/need identified by the applicant.
   - The applicant's AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.

The logic model shall depict:
   - A summary of the community problem/need outlined in the narrative.
   - The inputs or resources that are necessary to deliver the intervention, including:
   - Number of locations or sites in which members will provide services
   - Number of AmeriCorps members that 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.)
   - Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the logic model.

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

3. *Evidence Base (12 points)*

Applicants will be awarded up to 12 points for providing evidence that their proposed intervention will lead to the outcomes identified in the logic model. Applicants shall provide a description of up to two research studies or evaluations that provide evidence that the proposed intervention is effective for the target population and community problem, and should describe how this evidence places them in the highest evidence tier for which they are eligible. Applicants should pay particular attention to the requirements for each tier of evidence. More points are awarded for higher tiers of evidence.

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

All applicants must include a description of up to two research studies or evaluations in order to earn points, including the following information:
1. The date of the research or evaluation was completed, and the time period for which the intervention was examined.
2. A description of the target population studied (e.g. the demographics).
3. The methodology used in the study (e.g.; outcome study, random assignment, regression discontinuity design, or propensity score matching).
4. A description of the data, data source, and data collection methods.
5. The outcomes or impacts examined and the study findings.
6. The strength of the findings (e.g. confidence level, statistical power of the study design and statistical significance of findings).

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:
1. How closely the intervention evaluated in the studies matches the one proposed by the applicant;
2. The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
3. Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
4. The date of the study, with a preference towards studies that have been conducted within the last six years.

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

Requirements associated with the five evidence tiers are described next.

No evidence (0 points) means that the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1-2 points): Means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systemic

and accurate data on one or more of the following: the community need the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (for example, performance measurement data or a process evaluation assessing implementation of the intervention.)

The data collection process and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Evidence for the pre-preliminary tier should be described in the evidence section of the application, but does not require submission of supplemental documentation.

Preliminary evidence (3-6 points): Means the applicant has described up to two outcome studies about the intervention that yielded promising results for the proposed intervention or a similar intervention that the applicant will replicate with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

- The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. An outcome study includes data beyond that, which is collected as part of routine performance measurement. This description should explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant.

OR

- The applicant must describe at least one random control trial study or quasi-experimental evaluation (e.g. propensity score matching) that found positive results for the same intervention that the applicant plans to replicate. The description should include details about how the intervention studied and the applicant's proposed approach are the same and how the applicant will replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied.

OR

- The applicant may submit evidence from both bullets listed above. In this case, the applicant must provide data from an outcome study of an intervention it has previously implemented (see above) and also proposes to modify their program by replicating another random control trial study or quasi-experimental evaluation. Applicants should describe their previous outcome study and should also describe and submit the study(ies) of the proposed evidence-based intervention.

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

Moderate evidence (7-9 points): Means the applicant has submitted up to two well-designed and well-implemented studies that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design

evaluations (i.e., Randomized Controlled Trials (RCT)) or quasi-experimental design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

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

Current grantees are required to submit an evaluation report of their KVC funded program. The CNCS-required evaluation report may count towards one of the two studies required for Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

Strong evidence (10-12 points): Means the applicant has demonstrated that the intervention has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

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

Current KVC grantees are required to submit an evaluation report of their KVC funded program. The CNCS-required evaluation report may count towards one of the two studies required for Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies will be considered against the review criteria.

If the applicant is not a current grantee, then more than two studies will not be considered.

4. *Notice Priority (3 points)*
   - The applicant proposed program fits within one or more of the 2017AmeriCorps funding priorities as outlined on page 3 and more fully described in the Glossary.
   - The proposed program meets all of the requirements detailed on page 3 and in the Glossary.

5. *Member Training (4 points)*
   - AmeriCorps members will receive high quality training to provide effective service.
   - AmeriCorps members and volunteers will be aware of, and will adhere to AmeriCorps requirements including the rules regarding prohibited activities (see Glossary).

6. *Member Supervision (2 points)*
   - AmeriCorps members will receive high quality 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.

7. *Member Experience (3 points)*
   - AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
   - AmeriCorps members will have access to meaningful service experiences, including opportunities for reflection and connection to the broader National Service network.
   - The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.

8. *Commitment to AmeriCorps Identification (2 points)*
   - Members will know they are AmeriCorps members.
   - Staff and community members where the members are serving will know they are AmeriCorps members.
   - AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.

NOTE: The KVC requires that members wear AmeriCorps gear when they serve. Please plan accordingly to provide enough service gear to members.

C. Organizational Capability (25 percent)
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 (10 points)*
   - The organization has the experience, staffing, and management structure to plan and implement the proposed program.
   - The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
   - The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program please procure, keep on file, but do not submit to KVC, 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.

2. *Compliance and Accountability (15 points)*
   - The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
   - The applicant will hold itself, sub-grantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
   - The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, sub-grantee, and service site locations (if applicable).
   - The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.

D. Cost Effectiveness and Budget Adequacy (25 percent)

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

1. Cost Effectiveness (18 points)
- The budget is sufficient to carry out the program effectively. *
- The budget aligns with the applicant's narrative. *
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if re-competing, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

*Program costs not included in the formal budget, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than funded in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 5.C.), it must justify its request. Please note that such requests are rarely approved.

2. Budget Adequacy (7 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.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

E. Evaluation Plan (Required for re-competing grantees - 0 percent)

If the applicant is competing for the first time, please enter N/A in the Evaluation Plan field since it pertains only to re-competing grantees. If the applicant is re-competing for AmeriCorps funds for the first time (see definition of —re-competing below) the program must submit its evaluation plan in the Evaluation Plan field in eGrants. If the applicant is re-competing for a subsequent time, the program must submit its evaluation report via email to volunteer@ksde.org by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants. Evaluation plans submitted outside of eGrants will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at *http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies)*:
- 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) 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; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan.
- Qualifications needed for the evaluator
- The estimated budget

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 §2522.710:
- If the applicant is a State/Territory sub-grantee and its average annual CNCS program grant is $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in 45 CFR §2522.730.
- If the applicant is a State/Territory sub-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.

A program will be considered a re-competing application if it satisfies the CNCS definition of ―same project (see Glossary) and has been funded competitively for at least one complete three-year cycle. If the project satisfies the definition of same project and the applicant has completed one three-year cycle, it will be required to submit an evaluation plan. If the project satisfied 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 3-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.

The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory sub-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 in the Evaluation Summary or Plan field in eGrants.

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 competitive funding application and in the request for approval of an alternative evaluation approach.

More information on alternative evaluation approaches can be found at: *https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_eval uatio_n_approach.pdf.*

If the request for the alternative evaluation approach and the evaluation plan itself will exceed the character limit of the evaluation summary or plan field in eGrants, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan filed in eGrants.
- 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.

2. Dun and Bradstreet University Numbering System (DUNS) Number and 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: http://fedgov.dnb.com/webform.
The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at https://www.sam.gov/portal/public/SAM/.

SAM collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid SAM registration, which must be renewed annually. Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with SAM. To register online go to https://www.sam.gov/portal/pulbic/SAM/.

3. Submission Dates and Times
Notification of Intent to Apply
Submission of a Notification of Intent to Apply is required to be eligible for this competition and is due, December 15, 2016 at 4:00 p.m. Central Standard Time. Single-State applicants should not provide this information directly to CNCS, but rather to the Kansas Volunteer Commission via email (volunteer@ksde.org).

The following information should be included in the notice of intent to apply:
- Legal name of applicant
- Address
- Primary Contact Person (name, phone number, and email address)
- Alternate Contact Person (name, phone number, and email address)
- Focus Area (Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, or Veterans and Military Families)

The KVC will not consider notifications received after the deadline. Failure to submit a Notification of Intent to Apply will render an applicant ineligible to apply. All Notifications of Intent to Apply will receive an email response acknowledging receipt.

Application Submission Deadline
Applications are due **December 30, 2016 at 4:00 p.m**. **Central Standard Time** via eGrants.

The KVC will not consider applications received after the deadline, except as noted below. The KVC reserves the right to extend the submission deadline and any notice of such extended deadline will be posted. This deadline applies to new, re-competing, and continuation applicants.

4. Funding Restrictions

A. Types of Grants
AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. KVC will not provide both types of grants for the same project in one fiscal year. See Glossary.

Grant Types	Cost Reimbursement	Fixed Amount
Available Subtypes	Traditional	Full-Time/Less than FT Serving in a full time capacity
Maximum Cost per MSY	$13,730	$13,430
Type of Slots in the National Service Trust	All	Full-Time or Less than Full-Time Serving in a full time capacity Only
Budget Submission Required	Yes	No
Availability of Funds linked to enrollment and retention of awarded MSY	No	Yes

Special Requirements	N/A	N/A
Match Requirements	Yes	No, but organizations must raise the additional revenue required to operate the program.
Financial Reporting Requirements	Yes	No
Available to New Applicants	Yes	No

B. Member Living Allowance

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

Cost reimbursement 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 Table 1 below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. (EXCEPTION: as noted in Section B.1.)

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

Table 1. Minimum and Maximum Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	$12,630	$25,260
Half-time	900	n/a	$13,356
Reduced Half-time	675	n/a	$10,016
Quarter-time	450	n/a	$6,678
Minimum-time	300	n/a	$4,452

Please note that Member Living Allowance and Cost per MSY are different. The member living allowances is provided to the member. The Cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested.

1. *Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)* If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

C. Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in Table 2 below. 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 re-competing State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

Table 2: 2017 Maximum Cost per MSY

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	$13,830
Fulltime Fixed Amount Grant	$13,430

Programs operating in rural communities (as defined in the Glossary) and programs that recruit opportunity youth as AmeriCorps members may request up to $14,000 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. All applicants must include a compelling case as to why the applicant's cost per MSY must be higher.

***The recommended maximum Cost per MSY for applicants submitting to the KVC is $13,830 The cost per MSY is considered a competitive factor in the review process.

D. Amount of the Segal AmeriCorps Education Award for FY 2017

AmeriCorps members serving in programs funded with FY 2017 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,815.00 for a year of full-time service, with correspondingly smaller awards for less than full-time service. 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.

Table 3: Term of Service for FY 2017

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

E. APPLICATION REVIEW INFORMATION

1. Selection Criteria

The assessment of applications involves a wide range of factors and considerations. The KVC and CNCS will engage external reviewers to provide insight and input with respect to eligible applications. In addition, CNCS staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and strategic consideration described in this *Notice*.

KVC staff will review all preliminary applications submitted to the KVC to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant and advance to the review process, an applicant must satisfy all of the following requirements:

- Submit a Notice of Intent to Apply by the deadline.
- Submit an application and all required additional documents by the application submission deadline.
- Submit an application that is complete, in that it contains all required elements and additional documents and follows the instructions provided in this Notice.

Please refer to page 4 for a list of dates.

KVC staff will provide feedback to all applicants to ensure that all components of the application, budget, logic model, and performance measures are included. With regards to the narratives, theory of change, logic models, and program design, all applicants will receive the same feedback. After this initial review, applicants will submit a final (revised) application.

2. Kansas Volunteer Commission Formula Funding Review
The KVC will consider past performances and compliance issues, strength of program design and theory of change, financial and risk assessment, responsiveness, etc. The review committee will be comprised of KVC staff, external reviewers, and Commissioners. All external reviewers will be screened for conflicts of interest.

Once the review committee has considered the applications, the KVC staff will ask applicants to respond to clarification questions. Failure to respond to requests for additional information in response to clarification questions by the established deadline may result in the removal of applications from consideration. The clarification process for formula applicants is scheduled from **March 10, 2017 to April 17, 2017**.

3. Anticipated Announcement and Federal Award Dates
The KVC will award Formula funding around May 22, 2017.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

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

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

Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards
Grants under this program are subject to 2 CFR Part 200 and CNCS regulations issued to implement Part 200. Those regulations supersede and streamline requirements the form OMB Circulars A-21, A-87, A-

110, and A-122 (which have been placed in OMB guidance's); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

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

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks–

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:
1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW); *and*
2. Either
   - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence <u>and</u> in the state where the person will serve/work *or*
   - A fingerprint-based FBI criminal history check.

<u>Special Rule for Persons Serving Vulnerable Populations</u>. 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 <u>and</u> 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 http://www.nationalservice.gov/resources/criminal-history-check for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in disallowance of all or part of the costs associated with noncompliance.

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

3. Reporting
Cost reimbursement grantees are required to provide mid-year and end of year progress reports, semi-annual 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 mid-year and end of year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality programmatic and financial data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

Progress Report Data
In addition to semi-annual reporting of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (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.)

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

G. FEDERAL AWARDING AGENCY CONTACT(S)

This *Notice* is available at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The TTY number is 202–606-3472. For further information or for a printed copy of this *Notice*, call (202) 606-7508.

Questions about single state applications should be addressed to the Kansas Volunteer Commission. A list of all Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions. CNCS' mailing address is:

Kansas Volunteer Commission
900 SW Jackson Suite 105A
Topeka, KS 66612

H. REQUIREMENTS OF THE KANSAS VOLUNTEER COMMISSION
Project Title
For new applicants, "AmeriCorps" must be included in the project title.

Member Service Year (MSY)
The KVC requires that programs request at least 5 Member Service (MSY), which is the equivalent of 5 full-time members, 10 half-time members, or 24 minimum-time members, etc., or a combination of slots.

	Approximate MSY	Hours
Full Time	1.0	1700
Half Time	0.5	900
Reduced Half Time	0.3810	675
Quarter Time	0.2646	450
Minimum Time	.02116	300

AmeriCorps Gear
The KVC requires that members wear AmeriCorps gear when they serve. Please budget accordingly to provide adequate service gear to members. Please note the type and quantity of gear needed (t-shirts, hats, polo's, etc.) may be impacted by the nature of the service position and slot type.

AmeriCorps Planning Grants
Planning grants allow organizations to begin developing their plans to host an AmeriCorps program. Planning grant activities may involve work to establish a new program in Kansas or replicate successful existing programs in unserved or underserved areas of Kansas. Organizations use planning grants to become better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members. The KVC will not accept applications for planning grants, but Kansas applicants that apply for operational program funding may be selected for planning grants if the KVC determines that the applicant needs more time to prepare to operate a successful AmeriCorps State program.

Funding for AmeriCorps
The KVC requires that applicants create a program design that will allow members to begin serving within 60 days after the grant cycle begins. It is recommended that needs assessments, partnership meetings, and other planning activities take place before the grant cycle begins.

Commission Share
The KVC will retain 1% of the federal funds available for administrative costs. The applicant will need to calculate these costs according to the guidance provided in the application instructions (Application Instructions, page 33).

AmeriCorps Program Director Training
Applicants are required to budget for expenses related to participation in two AmeriCorps Program Director meetings to be held in Topeka, Kansas. Additionally, applicants are encouraged to budget for the AmeriCorps Program Director to attend the Regional Cluster Training. The location for 2017 will be Columbus, OH. Programs are encouraged to budget approximately $1,000 to include an anticipated cost for mileage, lodging, registration, and per diem.

AmeriCorps Member Training and Retreat
Applicants are required to budget $25 for each AmeriCorps member and AmeriCorps Program Director to attend the AmeriCorps Member Training and Retreat. As the location of the training has not been determined, programs are asked to budget 200 miles round trip.

National Service Criminal History Checks
National Service Criminal History Checks are required of every staff member in a covered position (individual receiving an education award or a CNCS grant-funded living allowance, stipend, or salary from CNCS or the match) and every AmeriCorps member. Programs are asked to plan accordingly to run these checks on staff and members. The National Service Criminal History checks include the National Sex Offender Public Website Registry (free), Kansas Bureau of Investigation (approximately $35), state of residence checks for members who live in another state at the time of application (varies by state) and Federal Bureau of Investigation (approximately $50) for staff and members serving with vulnerable

populations. Applicants are required to budget for the costs of conducting the necessary checks for both members and staff. Applicants are encouraged to check with local agencies to determine actual cost.

Healthcare Insurance
In alignment with the CNCS requirements, applicants are required to budget for healthcare insurance for full-time members.

I. OTHER INFORMATION

Questions
In order to ensure equitable treatment for all applicants, any questions related to the NOFO, AmeriCorps concept development, program design, etc. must be asked during technical assistance calls or submitted through the KVC email at volunteer@ksde.org.

Technical Assistance Schedule
Kansas Volunteer Commission
KVC will host a number of webinars related to AmeriCorps. We encourage all potential applicants to participate in the relevant KVC technical assistance calls. Registration is not required for these sessions.

AmeriCorps Topic	Webinar Date and Time
AmeriCorps Basics Presentation	(recording available online)*
AmeriCorps Basics and RFP Overview	October 27, 2016 at 11:00 am CST
Program Design	November 3, 2016 at 11:00 am CST
Performance Measures	November 10, 2016 at 11:00 am CST
Budget and Additional Documents	November 17, 2016 at 11:00 am CST
Question and Answer Session	December 1, 2016 at 11:00 am CST

*Replay available at (www.kanserve.org)

Skype Webinar Information
Use URL: https://meet.lync.com/ksde/jnoble/K8TLHNMP
Audio is also available through phone. Call 1-866-620-7326. Enter code 7853686211.

Corporation for National and Community Service
In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this *Notice*, State/Territory Commissions and National Direct applicants are encouraged also to consult the CNCS web site for a schedule of technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period.

CNCS will host a number of calls related to AmeriCorps. Registration is required. All calls will be recorded and the replay will be available one hour after the call has ended. The calls will be available through January 19, 2017.

*For more information, such as call information/replays, and additional reading resources:
http://www.nationalservice.gov/build-your-capacity/grants/ASNgrants

AmeriCorps Topic	Call Date and Time
AmeriCorps Basics Overview	(recording available online)
AmeriCorps Program Management and Design	(recording available online)
AmeriCorps Grant NOFO Selection Criteria	(recording available online)

AmeriCorps Grant NOFO – Serving the Disability Community	(recording available online)
AmeriCorps Grant NOFO – Disaster Services Focus Area	(recording available online)
AmeriCorps Grant NOFO- Safer Communities and Reducing and/or prescription Drug and Opioid Abuse	Wednesday October 19, 2016 at 12:00pm CST
AmeriCorps Grant NOFO - Disability Organizations Interested in Service	Wednesday, October 21 at 12:00 pm CST
AmeriCorps Grant NOFO- Veteran and Military Families	Monday October 24, 2016 at 1:00pm CST
Best Practices in Demonstrating Evidence	November 8, 2016 at 2:00pm CST
Best Practices in Developing Performance Measures	November 10, 2016 at 12:00pm CST

*For call-in information and recordings: http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/americorps-state-and-national-grants-fy-2017

J. CONTACT INFORMATION

All communication relating to this notice must be directed to the contact persons below.

Jessica Noble
Executive Director
Email: jnoble@ksde.org

Krista Catron
Kansas AmeriCorps Program Officer
Email: kcatron@ksde.org

For questions regarding multi-state or Indian Tribe applicants (who wish to apply under the Notice of Federal Funding Opportunity for Indian Tribes), contact:

Corporation for National and Community Service
Phone: 202-606-7508
TTY: 202-606-3472
Email: americorpsgrants@cns.gov

K. GLOSSARY

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 recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.

Enrollment Rate: Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

Fixed Amount Grants: These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining costs. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds.
- Full Time Fixed amount grants: Fixed amount grants are available for programs that enroll full-time members or less than full-time members serving in a full time capacity only.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1700 service hours.)

Multi-focus Intermediaries: CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program, due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching funds in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (consortium) that, individually, do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have but are not required to have different focus areas (including the non-focus area capacity building) and thus the non- profit/eligible applicant intermediary will be multi-focused.
Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities; that their application represents a consortium, and that the activities provided by the consortium collectively address a compelling community need or set of needs; and that they have sufficient financial and management capacity to act as an umbrella organization for the consortia.
The nonprofit/eligible applicant intermediary should submit one application which describes:
- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory(ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.
Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortia volunteer@ksde.org by the application due date in order to be considered for this Initiative.

National Direct Applicants
Multi-state: Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS.

Federally-recognized Indian Tribes: Applicants that are Indian Tribes apply directly to CNCS. An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or

community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

Territories without Commissions: Applicants in American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because these Territories have not established a State Commission.

Opportunity Youth: Opportunity youth are economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines "economically disadvantaged" consistent with the definition used in the member development performance measures, "Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance." CNCS defines "disconnected from school or work" as unemployed, underemployed, and not in school for at least six months prior to their term of national service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member, but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc., cannot be counted as economically disadvantaged. In order to apply under this priority, the applicant must demonstrate the programmatic elements they will implement in order to recruit and support Opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

Other Revenue: Funds necessary to operate the AmeriCorps program that are not CNCS funds or grantee share (match) identified in the budget. Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to— a. A business organized for profit; b. A labor union; c. A partisan political organization; d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall

be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Ind.

Retention Rate: Retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled.

Rural: CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions. For more information about RUCA codes, please visit the USDA website found here: http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx
The assessment of rural for School Turnaround AmeriCorps uses the definition for a rural school, below.

A Rural School is a school that is assigned a locale code of 41 (located in a census-defined rural territory less than 5 miles from an urban cluster), a locale code of 42 (located in a census-defined rural territory more than 5 miles but less than or equal to 25 miles from an urban cluster), or a locale code of 43 (located in a census-defined rural territory that is more than 25 miles from an urban cluster) by the National Center for Education Statistics (NCES). Note: To identify the locale code of any school, access the NCES public school database here: http://nces.ed.gov/ccd/schoolsearch/
The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statue (45 CFR 2521.60(c) requires it.

Single-State Applicants: Organizations that propose to operate in only one state must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to CNCS the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly *earlier* than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: http://www.nationalservice.gov/about/contact-us/state-service-commissions. A single state application submitted directly to CNCS by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.