2020 – 2021 AmeriCorps Kansas
Notice of Funding Opportunity (NOFO)
Single-State Applicants Formula Funding

Deadline for Initial Application Submission:
December 6, 2019
Via email to: volunteer@ksde.org

For more information contact:
Kansas Volunteer Commission
785-368-6232
volunteer@ksde.org

This Notice should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520–2550, and the Performance Measure Instructions which are incorporated by reference. These documents can be found https://kanserve.org/Funding-Opportunities/Apply-for-AmeriCorps-Grant. The full regulations are available online at www.ecfr.gov.
**Table of Contents**

A. FEDERAL AWARD INFORMATION.................................................................................. 3
   1. Key Dates
   2. Funder’s Missions
   3. Purpose of AmeriCorps Funding
   4. Funding Priorities and Focus Areas
   5. Estimated Available Funds
   6. Project/Award Period

B. ELIGIBILITY REQUIREMENTS..................................................................................... 6
   1. Eligible Applicants
   2. First-time Applicants
   3. Recompeting Applicants

C. GRANT DETAILS.......................................................................................................... 6
   1. Types of Grants
   2. Member Service Year (MSY)
   3. Member Living Allowance
   4. Maximum Cost per Member Service Year (MSY)
   5. Segal AmeriCorps Education Award
   6. Cost Sharing or Matching

D. APPLICATION AND SUBMISSION INFORMATION.................................................. 9
   1. Submission Information
   2. DUNS Number and SAM Registration
   3. Application Limitations
   4. Application Fields
   5. Logic Model
   6. Performance Measures
   7. Budget
      I. Cost Reimbursement Grant
      II. Fixed Amount Grant
   8. Submission of Additional Documents

E. APPLICATION REVIEW PROCESS.............................................................................. 23
   1. Selection Criteria
   2. Formula Funding Review
   3. Anticipated Date of Award Announcement
   4. Federal Award Notices

F. FEDERAL AWARD ADMINISTRATION.................................................................... 24
   1. Administrative and National Policy Requirements
   2. Use of Material
   3. Reporting

G. TECHNICAL ASSISTANCE......................................................................................... 25

H. CONTACT INFORMATION........................................................................................ 25

I. GLOSSARY..................................................................................................................... 26
NOTICE OF FEDERAL FUNDING OPPORTUNITY

Federal Agency Name: Corporation for National and Community Service
Issuing Agency Name: Kansas Volunteer Commission
Funding Opportunity Title: AmeriCorps State and National Grants FY 2020
Issue Date: October 4, 2019

This Notice is for AmeriCorps Kansas 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.

If you are interested in applying for an AmeriCorps Kansas Planning Grant, please refer to the 20-21 AmeriCorps Kansas Planning Grant NOFO which will be released by Friday, December 13, 2019. AmeriCorps planning grants help organizations prepare to apply for, as well as operate, a full AmeriCorps program grant. Planning grants may not be used to support AmeriCorps members. The availability of planning grant awards will be dependent on available funding.

A. PROGRAM DESCRIPTION

1. Key Dates
   a. Notification of Intent to Apply: Applicants are strongly encouraged to submit a Notification of Intent to Apply for this competition. Notifications of Intent to Apply should be submitted to volunteer@ksde.org by Friday, November 8, 2019.
   c. Disclosure: Publication of this Notice 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.

   d. 2020 – 2021 AmeriCorps Kansas Timeline:

<table>
<thead>
<tr>
<th>Date &amp; Time (If applicable)</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 4, 2019</td>
<td>Notice of Funding Opportunity (NOFO) released</td>
</tr>
<tr>
<td>October – November</td>
<td>Technical assistance via On3Learn Courses and WordCraft LLC Webinars (Section G, page 25 for more information)</td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>Intent to Apply due to KVC</td>
</tr>
<tr>
<td>December 6, 2019</td>
<td>Initial grant applications due to KVC</td>
</tr>
<tr>
<td>December 9, 2019 – January 3, 2020</td>
<td>KVC staff reviews initial applications</td>
</tr>
<tr>
<td>January 3, 2020</td>
<td>Applicants receive initial feedback from KVC staff</td>
</tr>
<tr>
<td>January 3 – 31, 2020</td>
<td>Application revision period</td>
</tr>
<tr>
<td>January 31, 2020</td>
<td>Final applications with revisions due to KVC</td>
</tr>
<tr>
<td>March 12, 2020</td>
<td>Applicants receive clarification questions</td>
</tr>
<tr>
<td>March 26, 2020</td>
<td>Responses to the clarification questions due to KVC</td>
</tr>
<tr>
<td>April 7, 2020</td>
<td>KVC votes on AmeriCorps Portfolio</td>
</tr>
<tr>
<td>May 12, 2020</td>
<td>Kansas State Board of Education votes on AmeriCorps portfolio</td>
</tr>
<tr>
<td>June 12, 2020</td>
<td>KVC official AmeriCorps grant award notifications</td>
</tr>
<tr>
<td>August 1 or September 1, 2020</td>
<td>Program start date</td>
</tr>
</tbody>
</table>
2. **Funder’s Missions**

**Corporation for National and Community Service (CNCS)**

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS 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 KVC is to empower all Kansans to meet community needs through service. As the state service commission, the KVC directs effective national service programs, supports statewide mentoring efforts, and leads volunteer engagement training opportunities.

3. **Purpose of AmeriCorps Funding**

AmeriCorps grants are awarded to eligible organizations (see B. ELIGIBILITY REQUIREMENTS) 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.

The sources for this competition are anticipated formula awarded awards from the CNCS, CFDA 94.006. AmeriCorps Kansas 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. Additionally, KVC reserves the right to reallocate funding in the event of disaster or other compelling need for service.

CNCS’s legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.). The full text of the NCSA is available online at [http://usecode.house.gov](http://usecode.house.gov). The full regulations are available online at [https://www.ecfr.gov](https://www.ecfr.gov).

4. **Funding Priorities and Focus Areas**

Although funding is not limited to programs with an aligned focus area, the KVC seeks to prioritize the investment of national service resources under the following the funding priorities:

- **Disaster Services (CNCS Focus Areas)**
  Concerns regarding the preparation, mitigation, response, and recovery efforts that relate to disaster events.

- **Economic Opportunity (CNCS Focus Area)**
  Increasing economic opportunities for communities by engaging opportunity youth to prepare them for the workforce.

- **Education (CNCS Focus Area)**
  Topics related to unmet educational needs within communities, especially those that help at-risk
youth to achieve success in school.

- **Environmental Stewardship (CNCS Focus Areas)**
  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; provide reforestation services after floods or fires.

- **Healthy Futures (CNCS Focus Area)**
  Addressing the opioid crisis; increasing seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increasing physical activity and improving nutrition with the purpose of reducing obesity.

- **Rural Intermediaries**
  A single eligible applicant (intermediary) that develops an application and oversees the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (referred to as a 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. (See Glossary definition of “Rural Intermediaries” for further instructions).

- **Veterans and Military Families (CNCS Focus Area)**
  Topics that address the unmet needs of veterans, members of the armed forces, and family members of deployed military personnel.

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.

5. **Estimated Available Funds**
   The KVC expect a highly competitive AmeriCorps FY 2020 grant competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made. Award amounts will vary, as determined by the scope of the projects.

6. **Project/Award Period**
   KVC anticipates making three-year grants. In approving a multi-year project period, KVC generally makes an initial award for the first year of operation. The application should be 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. KVC reserves the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

   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 first-time applicants begin their project period on September 1. Otherwise, the start date is 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.
B. ELIGIBILITY REQUIREMENTS

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.

To be considered for formula funding, the KVC requires that applicants request at least 5 Member Service Years (MSY). (See section C.2 and Glossary for more information on MSY)

2. **First-time Applicants**
The KVC encourages organizations that have never received funding from CNCS to apply. First-time applicants are eligible to apply for Cost Reimbursement grants but not eligible to apply for Fixed Amount grants. Existing subgrantees that can demonstrate a compliant track record and capacity to manage a Fixed Amount grant may apply for Fixed Amount grants. (See section C.1 and Glossary for more information on Cost Reimbursement and Fixed Amount grants)

3. **Recompeting Applicants**
Organizations that have current AmeriCorps awards must submit an application in order to be eligible to receive funding for the following year. 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*.

C. GRANT DETAILS

1. **Types of Grants**
AmeriCorps grants may be awarded on a cost reimbursement or fixed amount basis. KVC will not provide both types of grants for the same project in one grant year. Cost reimbursement 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. Fixed amount grants provide a fixed amount of funding per MSY that is substantially lower than the amount required to operate the program and organizations use other resources to cover the remaining costs. (See Table 1 and Glossary for additional details on both grant types)

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Cost Reimbursement</th>
<th>Fixed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of slots in the national service trust</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Budget submission required</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Availability of funds linked to enrollment and retention of awarded MSY</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Match requirements</td>
<td>Yes</td>
<td>No, but organizations must raise the additional revenue required to operate the program</td>
</tr>
<tr>
<td>Financial reporting requirements</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Available to first-time applicants</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
2. **Member Service Year (MSY)**
The KVC requires that programs request at least 5 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.

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Approximate MSY</th>
<th>Minimum # of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1.0</td>
<td>1,700</td>
</tr>
<tr>
<td>Three quarter-time</td>
<td>0.7</td>
<td>1,200</td>
</tr>
<tr>
<td>Half-time</td>
<td>0.5</td>
<td>900</td>
</tr>
<tr>
<td>Reduced half-time</td>
<td>0.3810</td>
<td>675</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>0.2646</td>
<td>450</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>0.2116</td>
<td>300</td>
</tr>
</tbody>
</table>

3. **Member Living Allowance**
The proposed budget must include a living allowance for full-time members that is between $14,279 (minimum) and $28,558 (maximum) per full-time member (see Table 3). 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 3 below. For cost reimbursement grants, the amount must be included in the proposed budget as either CNCS or Grantee share.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members.

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 MSY's requested.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Total Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1,700</td>
<td>$14,279</td>
<td>$28,558</td>
</tr>
<tr>
<td>Three quarter-time</td>
<td>1,200</td>
<td>n/a</td>
<td>$20,159</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$15,119</td>
</tr>
<tr>
<td>Reduced half-time</td>
<td>675</td>
<td>n/a</td>
<td>$11,339</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$7,559</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$5,040</td>
</tr>
</tbody>
</table>

4. **Maximum Cost per Member Service Year (MSY)**
Maximum costs per MSY are $15,479. The KVC cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. The maximum amount an applicant may request from KVC per MSY is determined on an annual basis. First-time and recompeting applicants will be held to the maximum cost per MSY for their grant type.
Cost reimbursement programs operating in rural communities (as defined in the Glossary) and cost reimbursement programs that recruit opportunity youth (as defined in the Glossary) 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. All applicants must include a compelling case as to why the applicant’s cost per MSY must be higher.

5. **Segal AmeriCorps Education Award**

AmeriCorps members who successfully complete a term of service will be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award. KVC will provide the updated Education Award amounts at the time of grant award. Education Award amounts are announced annually on October 1 and can be found here: [https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/amount-eligibility-and](https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/amount-eligibility-and).

6. **Cost Sharing or Matching**

   a. **Fixed Amount Grants**

      There is no specific match requirement for Fixed Amount grants. KVC does not provide all the funds necessary to operate the program; therefore, organizations must raise the additional revenue required to operate the program.

   b. **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 below (See Table 4).

      **Table 4. Minimum Overall Share by Year**

      | AmeriCorps Funding Year | 1, 2, 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10+ |
      |-------------------------|---------|---|---|---|---|---|----|-----|
      | Grantee Share Requirements | 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.

   c. **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 Glossary. Applicants that plan to request an alternative match schedule must submit a request at the time the application is submitted.
D. APPLICATION AND SUBMISSION INFORMATION

Notification of Intent to Apply: Applicants are strongly encouraged to submit a Notification of Intent to Apply for this competition. Notifications of Intent to Apply should be submitted to volunteer@ksde.org by Friday, November 8, 2019.

What are the steps that organizations must take to apply?
- Organizational capacity survey (first-time applicants)
- Obtain a DUNS number
- Add SAM registration
- Write a high quality application that is responsive to the Notice
- Complete and submit the application via email to volunteer@ksde.org by the deadline
- Provide required additional documents via email, if applicable
- Submit a request for an alternative match schedule, if applicable

1. Submission Information
Initial applications are due December 6, 2019 via email to volunteer@ksde.org. KVC will not accept applications that are mailed or faxed. Final applications are due January 31, 2020. The applicants must submit their application via Microsoft Word or PDF document utilizing a provided template, with no larger than 12-point font, single or 1.5 spaced, and utilizing the Application Fields as subject headers. Applicants must also use the provided budget, logic model, and performance measures templates. Applicants will not be asked to enter their applications into eGrants until after award decisions have been made.

The following information should be included in the face sheet of your application:
- Legal name of applicant
- DUNS number
- Address
- Primary Contact Person (name, phone number, and email address)
- Alternate Contact Person (name, phone number, and email address)
- Project Title (first-time applicants must include “AmeriCorps” in title)
- Focus Area (Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, Rural Intermediaries, Veterans and Military Families, or other and please specify)
- Anticipated number of AmeriCorps members and Member Service Years (MSY)

The KVC will not consider applications received after the deadline. The KVC reserves the right to extend the submission deadline and any notice of such extended deadline will be posted. This deadline applies to first-time and recompeting applicants.

2. DUNS Number and SAM Registration
Applications must include a Dun and Bradstreet University Numbering System (DUNS) number and an Employer Identification Number (EIN). The DUNS number does not replace an EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm.

The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, KVC 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/SAM/.
The 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/SAM/.

3. **Application Limitations**

   **Applications may not exceed 10 pages for the Narratives (12 pages for Rural Intermediaries).**

   In determining whether an application complies with page limits, KVC will count the following for the narrative:
   
   - The application’s Executive Summary, and
   - The Narrative portions contained in the Program Design and Organizational Capacity sections of the application.

   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.

   Reviewers will not consider submitted material that is over the page limits in the printed report. This applies to both the application page limit and the logic model page limit. Do not submit other items not requested in this Notice. KVC will not review or return them.

   Note that because applications that are awarded will eventually be entered into eGrants, it 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.

4. **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)**

Reviewers will consider the quality of the application’s response to the criteria below.

i. **Theory of Change (24 points)**

Note: The Logic Model will be reviewed alongside the Theory of Change.

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.

ii. **Evidence Base (20 points)**

The applicant’s evidence base narrative is assessed in two parts. First, the applicant is assessed on accurately identifying an evidence tier (see Glossary) and providing the appropriate data, studies or reports for this tier. 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 (8 points):**

An evidence tier will be identified for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) 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.

In 2019, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 20%, Moderate 15%, Preliminary 30%, and Pre-Preliminary 35%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

To qualify for the Preliminary, Moderate, or Strong evidence tier (see Glossary definitions of “Evidence Tiers”), applicants must submit at least one evaluation report. Outcome evaluations of other programs are accepted only if it includes the same intervention as described in the applicant’s program design (see qualifications below). Applicants cannot submit more than two evaluation reports unless they are recompeting for a third grant cycle (7th year application or first year of subsequent grant cycle). If so, the applicant is required to submit an evaluation report of their KVC funded program and can submit up to three reports total.
Please note, if a program has made significant changes to their program design and intervention, their position within the grant cycle and the timeline for submitting evaluation reports may have been altered. Please consult with the KVC for clarification.

All submitted evaluations must include the same intervention as the one described in the application 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 Base section of the application narrative, applicants must (1) identify which Evidence Tier they have selected (2) summarize the study design and key findings of any evaluation report(s) submitted and (3) 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 Glossary definition of “same intervention”). Applicants who selected the Pre-Preliminary Evidence Tier must describe in the narrative section of the application how their program design is evidence-informed (see Glossary definition of “Evidence-informed”) and may cite prior performance measure data if applicable.

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 glossary, 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;
• The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries in at least one key outcome of interest.

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.

iii. Notice Priority (0 points)
• The applicant proposed program fits within one or more of the 2020 KVC funding priorities as outlined starting on page 4. If the program focus does not align with one of the funding priorities, please clarify the focus of the program. A simple statement of the program focus area will satisfy this section.

iv. 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 also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

c. Organizational Capability (25 percent)
Reviewers will consider the quality of the application’s response to the following criteria below.

i. 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.
• The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

ii. 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
subgrantee and service site locations.

iii. **Culture that Values Learning (4 points)**
- The applicant's board, management, and staff collects and uses information, including
performance data, for learning and decision making.

iv. **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)**
Reviewers will consider the quality of the application’s budget to the following criteria below.
See section 7 for specific budget instructions.

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

i. **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.
- For fixed amount grant applications, reviewers will consider retention rates from previous
program years and may require additional clarification questions for scoring purposes.

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.

e. **Evaluation Plan (Required for new and recompeting applicants - 0 percent)**
i. **First-time Applicant**
If the applicant is competing for the first time, please provide a data collection plan in the
“Evaluation 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.

First-time applicants should be aware that KVC may 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.

ii. Recompeting Applicant
If the applicant is recompeting and is at the end of their first three-year cycle, the program must submit its evaluation plan in the “Evaluation Summary or Plan” section of the Narratives field in eGrants.

If the applicant is recompeting and is at the end of a subsequent three-year cycle (six-years, nine-years, etc.), the program must submit its evaluation report as attachments (see the Submission of Additional Documents section for more information), and must also submit an evaluation plan for the next three-year period in the “Evaluation Plan” field.

iii. Evaluation Plans
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(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

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 has an average annual KVC program grant of $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application.
- If the applicant an annual KVC program grant less than $500,000, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application.
The “Evaluation Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a limit of 20,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered into eGrants.

5. **Logic Model**

*Note: The Logic Model is reviewed alongside the Theory of Change.*

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

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.

The logic model shall depict:

- A summary of the community problem outlined in the narrative.
- 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 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, hours of service delivered, 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.

Logic Model Template: [https://kanserve.org/Portals/0/AmeriCorps/Logic%20Model%20Template.docx](https://kanserve.org/Portals/0/AmeriCorps/Logic%20Model%20Template.docx)
6. 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.

Applicants must include all information about their proposed performance measure in the Performance Measure template. Applicants are not required to use National Performance Measures and should only use them if they are part of the program’s theory of change. All definitions and data collection requirements described in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures template.

2020 National Performance Measures Instructions:

Performance Measures Template: https://kanserve.org/Funding-Opportunities/Apply-for-AmeriCorps-Grant

7. Budget
I. Cost Reimbursement Grant

Section I: Program Operating Costs
Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for one year of the grant, as follows:

a. Personnel Expenses
Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

b. Personnel Fringe Benefits
Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You must provide a calculation for total benefits as a percentage of the salaries to which they apply. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

c. Travel
   i. Staff Travel
   Describe the purpose for which program staff will travel. Provide a calculation that
includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

**We expect all applicants to include funds for program directors to attend AmeriCorps Program Director Trainings in Topeka. There are two to three such opportunities per year. Additionally, applicants must budget for Program Directors to attend Regional Cluster Training. Programs are encouraged to budget approximately $1,000 to include cost of flight, lodging, transportation and per diem.**

Please show the calculation. For example, for one staff member attending the Regional Cluster Training: 1 staff X $400 airfare + $78 ground transportation + ($200 lodging X 2 days) + ($61 per diem X 2 days) = $1,000

**ii. Member Travel**
Describe the purpose for which members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.

**We expect all applicants to include funds for travel for AmeriCorps Members to the AmeriCorps Summit. As the location for 2020 summit has not been determined, programs are asked to budget 200 miles roundtrip.**

**d. Equipment**
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 or more per unit (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

**e. Supplies**
AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please note that your program will be using the AmeriCorps logo in the budget description.

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing $1,000 or more.
f. **Contractual and Consultant Services**
Include costs for consultants related to the project’s operations, except training or evaluation consultants, who will be listed in Sections g. and h., below. The maximum daily rate is $750.

g. **Training**
i. **Staff Training**
Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. The maximum daily rate is $750. Include $25 per staff for attendance to 2020 AmeriCorps Summit and $200 per staff for attendance to Regional Cluster Training.

ii. **Member Training**
Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. The maximum daily rate is $750. Include $25 per member for attendance to 2020 AmeriCorps Summit.

h. **Evaluation**
Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

i. **Other Program Operating Costs**
Allowable costs in this budget category should include when applicable:
- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (CNCS or grantee share). The KVC requires the use of Truescreen and Fieldprint for criminal history background checks. The baseline cost for checks will be $36.25 per individual and may increase from their depending on the individuals state of residence. KVC recommends budgeting $54 per individual.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization’s indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
Section II. Member Costs
Member Costs are identified as “Living Allowance” and “Member Support Costs.”

a. Living Allowance
The narrative should clearly identify the number of members you are supporting by slot type (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS share (CNCS Share) and Grantee share (match).

The minimum and maximum living allowance amounts are provided in this Notice.

Enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance, but for whom you are requesting education awards.

b. Member Support Costs
Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA:** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.

- **Worker’s Compensation:** You must provide worker’s compensation for AmeriCorps members.

- **Health Care:** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below, you may not pay health care benefits to less-than-full-time members with CNCS funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health care benefits. CNCS will not pay for dependent coverage.

Section III. Administrative and Indirect Costs

Definitions
Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Uniform Guidance.
Options for Calculating Administrative/Indirect Costs (choose either a or b)
Applicants choose one of two methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method or a federally approved indirect cost rate method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds actually expended under this grant.

a. CNCS-Fixed Percentage Method
Five/Ten Percent Fixed Administrative Costs Option
The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the CNCS-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the CNCS funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

i. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. Enter this amount as the CNCS share for Section III A.

ii. To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

iii. Enter the sum of the CNCS and grantee shares under Total Amount.

KVC will retain 1% of the federal funds available for administrative costs. Therefore, one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission’s share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program’s share. The allocation between commission and program shares would be calculated as follows:

\[
(\text{Section I} + \text{Section II} \times 0.0526) \times 0.20 = \text{Commission Share}
\]

\[
(\text{Section I} + \text{Section II} \times 0.0526) \times 0.80 = \text{Program Share}
\]

b. Federally Approved Indirect Cost Rate
If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). CNCS does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.
i. Determine the base amount of direct costs to which you will apply the IDC rate, including both the CNCS and Grantee shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

ii. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

KVC will retain 1% of federal funds available, please note the percentage or amount in the text. There is no separate line item to show this calculation.

iii. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Source of Funds
In the “Source of Funds” field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your entire match. (The total amount in the Source of Funds field should match the total amount in the budget narrative exactly.) Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the childcare reimbursements provided to eligible full-time members is not included in the budget.

II. Fixed Amount Grant

Fixed Amount grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed Amount applicants are not required to complete a detailed budget or complete the grantee share column. However, you must complete the source of match chart to identify the sources of the additional revenue you need to operate the program. You must pay at least the minimum living allowance listed in the Notice for each type of position you are proposing.

AmeriCorps Member Positions: Identify the number of members you are requesting by category (i.e. full-time, three quarter-time, half-time, reduced half-time, quarter-time, minimum-time) and stipend amount. Leave all other columns blank.

8. Submission of Additional Documents
Applicants are required to submit the following additional documents by the application submission deadline:

All applicants:
- Evaluation briefs, reports, studies. Please refer to the Evidence Base section and Glossary for detailed instructions by evidence tier.
Recompeting applications:
- Evaluation report, if required. Please see the Evidence Tiers definitions in the Mandatory Supplemental Guidance and Section e. Evaluation Plan for further information.

First-time applications:
- Operational and Financial Management Survey. Found here: https://kanserve.org/Funding-Opportunities/Apply-for-AmeriCorps-Grant

Additional documents must be emailed to volunteer@ksde.org with the labels outlined below. Emails should include the following information:
- Subject line: [Legal Applicant Name]– [AmeriCorps Additional Documents]
- Body of the email should identify:
  - The legal applicant name and its point of contact information
  - A list of documents that should be attached to the email
- Attachments to emails should include
  - Individually saved files that are clearly labeled
  - Each file should also include a header or title within the body of each additional document to include the legal applicant name.

Do not submit other items not requested in this Notice. KVC will not review or return them.

E. APPLICATION REVIEW PROCESS

1. Selection Criteria
The assessment of applications involves a wide range of factors and considerations. The KVC will engage external reviewers to provide insight and input with respect to eligible applications. In addition, KVC 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 an application 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.

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 comparable feedback. After this initial review, applicants will submit a final (revised) application by January 31, 2020.

2. 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 19, 2020 to April 1, 2020**.

3. Anticipated Date of Award Announcement
The KVC will officially award funding around **June 12, 2020**.

4. 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.

**F. FEDERAL AWARD ADMINISTRATION**

1. Administrative and National Policy Requirements - Documents that Govern the Grant
   a. 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.

   b. Requests 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.

   c. CNCS Terms and Conditions
   All awards made under this Notice will be subject to the 2020 CNCS General Terms and Conditions, and the 2020 Specific Terms and Conditions for the particular program (when applicable.) 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](https://www.nationalservice.gov/resources/terms-and-conditions-cnsc-grants).

2. Use of Material
   To ensure that materials generated with KVC funding are available to the public and readily accessible to grantees and non-grantees, KVC reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR §200.315 (b)).

3. Reporting
   Recipients 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.
Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing 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.

KVC funded programs are required to provide quarterly reports that include performance measure outputs and outcomes, additional demographic and narrative data, the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.)

G. TECHNICAL ASSISTANCE

The KVC will make available several opportunities for technical assistance including courses provided at no cost from On3Learn, webinars from WordCraft, LLC, and one on one consultation with KVC staff.

On3Learn provides a 5-course series intended to help organizations interested in applying for an AmeriCorps grant understand the many details of the application and the great opportunity ahead of them. If you would like access to the first course, “Is your Organization a Fit?”, please reach out to dparker@ksde.org.

WordCraft, LLC will provide webinars pertaining to Theory of Change, Evidence, and Data Collection. The KVC will be announcing the dates of these webinars that will take place October to November 2019.

H. CONTACT INFORMATION

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

For financial questions…
Jessica Noble
Executive Director
Email: jnoble@ksde.org

For all other questions…
Destinee Parker
AmeriCorps Kansas Director
Email: dparker@ksde.org

Landon State Office Building
900 SW Jackson Street
Suite 105
Topeka, KS, 66612
www.Kanserve.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:
I. GLOSSARY

This section is intended to provide applicants with additional information for the preparation of their application.

**Capacity Building:** A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served by KVC-supported organizations (i.e., AmeriCorps programs). As a general rule, KVC considers capacity building activities to be *indirect services* that enable KVC-supported organizations to provide more, better, and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

1) Be intended to support or enhance the program delivery model;
2) Respond to the program’s goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community; and
3) Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

**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:** The enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

**Evidence-based program:** Evidence-based Programs that have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means conducting at least one Randomized Controlled Trial (RCT) or Quasi-Experimental Design (QED) evaluation of the same intervention described in the application.

**Evidence-informed program:** Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the intervention described in the application.

Applicants may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs and/or have collected performance measurement data on the intervention described in the application.
Evidence Tiers:

**Pre-preliminary evidence** means the applicant has not submitted an outcome or impact evaluation of the same intervention described in the application, although the applicant may have collected some performance data on the intervention (e.g., data on intervention outputs and/or outcomes). Applicants in this tier must describe in the Evidence Base section of the application how their program design is evidence-informed (see definition above). Applicants may also cite prior performance measure data if applicable.

**Preliminary evidence** means the applicant has submitted up to two outcome evaluation reports that evaluated the same intervention described in the application and yielded positive results on one or more key desired outcomes of interest as depicted in the applicant’s logic model. The outcome evaluations may either have been conducted internally by the applicant organization or by an entity external to the applicant. The study design must include pre and post-assessments without a comparison group or a post-assessment comparison between intervention and comparison groups. In some cases a retrospective pre-post assessment may be considered, but its use must be justified in the text of the evaluation report.

**Moderate evidence** means the applicant has submitted up to two well-designed and well-implemented evaluation reports that evaluated the same intervention described in the 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 evaluations were conducted by an independent entity external to the organization implementing the intervention.

**Strong evidence** means the applicant has submitted up to two evaluation reports demonstrating that the same intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented experimental design evaluation (i.e., Randomized Controlled Trial (RCT)) or a Quasi-Experimental Design evaluation (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. Alternatively, the proposed intervention’s evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of the same intervention described in the application in different locations or with different populations within a local geographic area. The overall pattern of evaluation findings must be consistently positive on one or more key desired outcomes of interest as depicted in the applicant’s logic model. Findings from the RCT or QED evaluations may be generalized beyond the study context. The evaluations were conducted by an independent entity external to the organization implementing the intervention.

**Impact/Outcome evaluation:** An evaluation that provides statistical evidence of how well a program achieves its desired outcomes and what effect it has on service recipients and/or service participants compared to what would have happened in the absence of the program. Impact evaluations must be designed to provide evidence of a causal relationship between program activities and outcomes (45 C.F.R. § 2522.700). Grantees must use an experimental or quasi-experimental evaluation design (i.e., the evaluation must include a control group or a statistically matched comparison group).
**Same intervention described in the application:** The intervention evaluated in submitted evaluation reports must match the intervention proposed in the application 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.

**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, KVC provides only a portion of the cost of running the program and organizations must 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.

State Commissions can withhold up to 2% administrative funds from fixed price grants.

**Member Service Location:** A member service location is the site at which an AmeriCorps member is placed to provide his/her service to the community.

**Member Service Year (MSY):** One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

**Multi-focus Intermediaries:** KVC 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).
o 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.

**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 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.
12. 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 own initiative, on non-AmeriCorps time, and using non-CNCS funds.

**Retention Rate:** The AmeriCorps member 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 Communities:** 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](http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx)

The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statue (45 CFR 2521.60(c)) requires it.

**Rural County:** In determining whether a program is rural, CNCS will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 4, 5, 6, 7, 8, or 9 is eligible to apply for the alternative match requirement. (See Table of Beale codes below)

Beale codes are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

<table>
<thead>
<tr>
<th>Code#</th>
<th>Metropolitan Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Metropolitan</td>
<td>Counties in metro areas of 1 million population or more</td>
</tr>
<tr>
<td>2</td>
<td>Metropolitan</td>
<td>Counties in metro areas of 250,000 to 1 million</td>
</tr>
<tr>
<td>3</td>
<td>Metropolitan</td>
<td>Counties in metro areas of fewer than 250,000</td>
</tr>
<tr>
<td>4</td>
<td>Non-metro</td>
<td>Urban population of 20,000 or more, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>5</td>
<td>Non-metro</td>
<td>Urban population of 20,000 or more, not adjacent to a metropolitan area</td>
</tr>
<tr>
<td>6</td>
<td>Non-metro</td>
<td>Urban population of 2,500 to 19,999, adjacent to a metropolitan area</td>
</tr>
<tr>
<td>7</td>
<td>Non-metro</td>
<td>Urban population of 2,500 to 19,999, not adjacent to a metropolitan area</td>
</tr>
<tr>
<td>8</td>
<td>Non-metro</td>
<td>Completely rural or less than 2,500 urban population, adjacent to a metropolitan area</td>
</tr>
</tbody>
</table>
### Rural Intermediaries:

KVC 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 (referred to as a 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.

Applicants seeking consideration under this priority must demonstrate that they will be serving in rural severely under-resourced communities; that their application represents a consortium, 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 consortium. Applicants should refer to the Page Limits section in the Notice for information specific to Multi-focus Intermediary requirements.

The eligible applicant (intermediary) should submit one application which describes:

- How the partnership/consortium will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortium members).
- The proposed theory(ies) of change and program model(s).
- How the intermediary will utilize an identified consortium of nonprofits/eligible applicants who are well positioned to achieve outcomes identified in the theory of change.

### Severely Economically Distressed County:

In determining whether a program is located in a severely economically distressed county, CNCS will consider the following list of county-level characteristics. See Attachment H for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.

The areas served by the program lack basic infrastructure such as water or electricity.

The following website addresses contain publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels:

- **Bureau of Economic Analysis’ Regional Economic Information System (REIS):** Provides data on per capita income by county for all states except Puerto Rico.
- **Census Bureau’s American Fact-finder:** Provides census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
Unallowable Activities: In addition to the Prohibited Activities, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication
CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. CNCS assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides unless the entity complies with the following “nondisplacement” requirements.

Nondisplacement
(1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving CNCS assistance.
(2) An organization may not displace a volunteer by using a participant in a program receiving CNCS assistance.
(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
(4) A participant in a program receiving CNCS assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
(5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
   (i) Will supplant the hiring of employed workers; or
   (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
(6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
   (i) Presently employed worker;
   (ii) Employee who recently resigned or was discharged;
   (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
   (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or

Employee who is on strike or who is being locked out.