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## Notice of Funding Opportunity

**State Agency Name:** Missouri Community Service Commission –  
Missouri Department of Economic Development

**Issuing Federal Agency:** AmeriCorps (Corporation for National and Community Service)

**Funding Opportunity Title:** Missouri AmeriCorps 2022-2023

**Assistance Listing Number:** 94.006

### Important Dates:

September 14, 2021	NOFO released
September 29, 2021	Current Grantee Bidders Conference – 3pm – 5pm Registration: <a href="https://showmeservice.org/grants/">https://showmeservice.org/grants/</a>
September 30, 2021	New Applicant Bidders Conference – 3pm – 5pm Registration: <a href="https://showmeservice.org/grants/">https://showmeservice.org/grants/</a>
November 5, 2021	Last day to submit questions to <a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a> Notice of intent due: <a href="https://www.surveymonkey.com/r/NOI2022">https://www.surveymonkey.com/r/NOI2022</a>
November 15, 2021	Application due in eGrants system
May/June, 2022	Funding announcements
July/August, 2022	Program start

### Summary:

The Missouri Community Service Commission’s (MCSC) mission is to strengthen Missouri communities through volunteerism and service. In partnership with the federal AmeriCorps agency, MCSC is seeking applications for the 2022-2023 AmeriCorps program year. Applicants should be community-based organizations, faith-based organizations, institutions of higher education, or governmental entities (i.e. school districts, municipalities, and governmental agencies). Individuals, for-profit business, or organizations not in good standing with the federal government or the state of Missouri are not eligible to apply.

Successful applications will recruit, train, place, and supervise AmeriCorps Members who will serve anywhere from 100 to 1,700 hours in a community with the goal of alleviating or eliminating a defined community need. AmeriCorps 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 can pay for higher education expenses or be applied to qualified student loans.

This is a three year competitive grant that will be continued through application each year.

### Additional Information:

Instructions, supplemental materials, and FAQs are available at <https://showmeservice.org/grants/>.

### Questions:

Please direct all questions to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov).

“Strengthening Missouri communities through volunteerism and service.”

PO Box 118

Jefferson City, MO 65102

573-508-9610



Missouri Department of  
Economic Development

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## A. Program Description

### A.1. Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps Members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations (See [C.1 Eligible Applicants](#)) proposing to engage AmeriCorps Members in evidence-based or evidence-informed interventions/practices 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 can pay for higher education expenses or be applied to qualified student loans.

### A.2. Funding Priorities

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

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including outcomes of COVID-19 on student subgroups described in the Elementary and Secondary Education Act.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the AmeriCorps Evidence Exchange that are assessed as having Moderate or Strong evidence. Please note that many of these interventions have demonstrated effectiveness in improving outcomes for individuals living in underserved communities and that the agency has committed resources to supporting grantees seeking to replicate and evaluate these interventions in similar communities.<sup>1</sup>
- Veterans and Military Families, Caregivers, and Survivors – a program model that improves the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries – organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.
- Faith-based organizations
- Economic Mobility Corps (See Attachment A)

In addition to these federal priorities, MCSC will prioritize the investment of national service resources in the following areas:

- Geographic areas of the state that are currently underserved
- Urban environmental stewardship programming
- Racial justice programming

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<sup>1</sup> AmeriCorps Evidence Exchange: <https://americorps.gov/about/our-impact/evidence-exchange>

- LBTGQ+ programming
- Serving people/recruiting people with disabilities
- Returning citizens/incarcerated individuals programming

To receive priority consideration, applicants must show that the priority area is a significant part of the program focus and intended outcomes.

Proposing programs that receive priority consideration does not guarantee funding. Applicants that do not focus on the above priorities are encouraged to apply as not all programs serve priority areas. MCSC is always seeking new and innovative programming that may not be a current priority.

### [A.3. Performance Goals and Expected Outcomes/National Performance Measures](#)

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. See the [Performance Measure Instructions](#) for details about performance measure requirements and selection rules.

### [A.4. Program Authority](#)

Awards under this Notice are authorized by the [National and Community Service Act of 1990](#), as amended, ([42 U.S.C. § 12501 et seq.](#)) and the Missouri Community Service Act, ([RSMo 620.580-592](#)).

## **B. Federal Award Information**

### [B.1. Estimated Available Funds](#)

AmeriCorps and MCSC expect a highly competitive grant competition. AmeriCorps and MCSC reserve the right to prioritize funding to existing awards over making new awards. The actual level of funding will be subject to the availability of annual appropriations. MCSC anticipates at least \$9,000,000 will be available to fund Missouri AmeriCorps programs in 2022.

### [B.2. Estimated Award Amount](#)

Award amounts will vary, as determined by the scope of the projects. Individual grants usually range from at least \$50,000 to over \$1,000,000.

### [B.3. Period of Performance](#)

AmeriCorps and MCSC anticipate making three-year grants. AmeriCorps and MCSC generally make an initial award for the first year of the period of performance, based on a one-year budget. Continuation awards for subsequent years are not guaranteed; they depend upon availability of appropriations and satisfactory performance.

The project start date may not occur prior to the date MCSC 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 applicant becoming a Member in the system of record and the beginning of the Member enrollment period.

No program should select a start date sooner than July 1, 2022. All programs should set an end date of December 31, 2023.

### [B.4. Type of Award](#)

AmeriCorps MCSC may award a Cost Reimbursement or a Fixed Amount grant to any successful applicant, but the availability of a Full-Cost Fixed Amount grant is limited to certain applicants.

Professional Corps are ineligible to apply for Cost Reimbursement grants. See [C.1.Eligible Applicants](#) and the [Mandatory Supplemental Information](#) for more information. AmeriCorps and MCSC will not provide both types of grants for the same project in one fiscal year.

Grant Types	Cost Reimbursement	Fixed Amount			
		Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. <a href="#">D.7.a</a> for further requirements
Maximum Cost per MSY	\$21,600	\$21,600	\$800 or \$1,000	\$1,000	\$0
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	Full-Time only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A		Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where Member serves and not included in budget.	N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	No	Yes		

FT = Full time, TQT = Three Quarter Time, HT= Half Time, RHT = Reduced Half Time, QT = Quarter Time, MT = Minimum Time, AT = Abbreviated Time

\*Per 42 U.S.C. § 12581a, AmeriCorps may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

## **C. Eligibility Information**

### **C.1. Eligible Applicants**

The following non-federal entities (all of which are defined in 2 CFR 200.1) are eligible to apply:

- Institutions of higher education
- Local governments
- Nonprofit organizations
- State agencies

Applicants must have a valid SAM registration and [DUNS and/or Unique Entity Identifier] to receive an award. See [D.4. Unique entity identifier and System for Award Management \(SAM\)](#) for more information.

#### **1. New Applicants**

AmeriCorps and MCSC encourage organizations that have not received prior funding from AmeriCorps to apply.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grant but are not eligible to apply for Full-Cost Fixed Amount grants.

#### **2. Thresholds**

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

- Professional Corps applicants and/or applicants determined to be a Professional Corps by AmeriCorps and MCSC must demonstrate that the community in which it will place AmeriCorps Members serving as professionals has an inadequate number of said professionals.
- If the proposed service activities require specialized Member qualifications and/or training (for example, tutoring programs: [45 CFR 2522.910-.940](#)), the applicant must describe how the program will meet these requirements.
- All applicants must propose program designs that are either evidence-based or evidence-informed. Applicants assessed as lower than the Preliminary evidence tier (i.e., Pre-Preliminary) must provide adequate responses to the Evidence Quality review criteria in order to be considered for funding.
- Applicants must apply for at least 5 Member Service Years (MSY/FTE).
- There is no maximum MSY, but AmeriCorps and MCSC reserve the right to fund applicants at a reduced MSY level.

### **C.2. Cost Sharing or Matching**

#### **1. Fixed Amount Grants**

There is no match requirement for Fixed Amount grants. AmeriCorps and MCSC do not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

## 2. Cost reimbursement Grants

Applicants are required to match funds based on the chart below. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must indicate whether the match is proposed or secured. Applicants must demonstrate the ability to meet the match requirement at the time of application submission. See [D.7. Award Funding Requirements](#) for more information.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in [45 CFR 2521.60](#) and below.

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

	Year 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Match	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 AmeriCorps and MCSC on a Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps Members in Professional Corps programs (see [Mandatory Supplemental Information](#)) does not count toward the matching requirement.

## 3. Alternative Match

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

### C.3. Other Eligibility Requirements

Under section [132A\(b\) of the National and Community Service Act of 1990](#), as amended, organizations that have been convicted of a federal crime may not receive assistance described in this Notice.

Applications that propose to engage in activities that are prohibited under AmeriCorps and MCSC's statutes, regulations, or the terms and conditions of their awards are not eligible to receive AmeriCorps funding.

Note that under appropriations provisions annually enacted by Congress, if AmeriCorps or MCSC is aware that any corporation has any unpaid federal tax liability—

- that has been assessed
- for which all judicial and administrative remedies have been exhausted or have lapsed
- that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability—

that corporation is not eligible for an award under this Notice. However, this exclusion will not apply to a corporation which a federal agency has considered for suspension or debarment and has made a determination that suspension or debarment is not necessary to protect the interests of the federal government.

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

#### **D. Application and Submission Information**

This Notice should be read together with the AmeriCorps Regulations, 45 CFR 2520–2550, the Mandatory Supplemental Information, Application Instructions, and Performance Measure Instructions which are incorporated by reference. These documents can be found at <https://showmeservice.org/grants/>. The full regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

##### **D.1. Address to Request an Application Package**

All information associated with this funding opportunity is available <https://showmeservice.org/grants/>. Applicants can also send an email to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov) or call 573-751-5012 for a printed copy of the application materials.

##### **D.2 Application Content**

In AmeriCorps' web-based management system ([eGrants](#)), applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system
- Narratives:
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Plan (if applicable)
- Logic Model
- Standard Form 424A Budget
- Performance Measures
- Continuation Changes (for continuation applications only - see [E.1. Review Criteria](#))
- Clarification (see [E.1. Review Criteria](#))
- Authorization, Assurances, and Certification (<https://egrants.cns.gov/cnsmisc/ECERTS.HTM>, and <https://egrants.cns.gov/cnsmisc/EASSUR.HTM>)

##### **D.3 Page Limits**

###### **1. Narratives**

Applications must not exceed 10 double-spaced pages for the Narratives or 12 pages for Rural Intermediaries with more than five operating sites as the pages print out from eGrants.



The application sections that count towards the page limit are the:

- SF-424 Face Sheet
- Executive Summary
- Program Design, Organizational Capability, and Cost-Effectiveness & Budget Adequacy narratives.

The application page limit does not include the Budget, Performance Measures, or any required additional documents.

## 2. Logic Model

The Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Please note that the length of the application as a word processing document may differ from the length of the document printed out from eGrants. The character limits in eGrants do not align with page limits set in the Notice. **AmeriCorps and MCSC strongly encourages applicants to print out the application from the “Review and Submit” tab in eGrants prior to submission in order to confirm that the application does not exceed the page limit.**

AmeriCorps and MCSC **will not consider** the results of any alternative printing methods when determining if an application complies with the page limit. Reviewers will also not consider material that is over the page limit, even if eGrants allows applicants to enter and submit additional text.

### D.4. Unique Entity Identifier and System for Award Management (SAM)

All applicants must register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: [https://sam.gov/SAM/transcript/Quick\\_Guide\\_for\\_Grants\\_Registrations.pdf](https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf).

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps.**

AmeriCorps will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a Federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

Applications must include an Employer Identification Number.

Applications must include a DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). AmeriCorps recommends registering at least 30 days before the application due date.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. AmeriCorps may ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI

in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.

## D.5. Submission Dates and Times

### 1. Application Submission Deadline

Applications are due to MCSC by **November 15, 2021**. Note that the federal NOFO lists January 5, 2022 as the due date. This is for programs operating in multiple states. Missouri applicants must apply by November 15, 2021 to be considered for funding.

AmeriCorps and MCSC **will not consider** applications submitted after the deadline, except as noted below. MCSC reserves the right to extend the submission deadline. MSCS will post a notification in the event of an extended deadline at <https://showmeservice.org/grants/>.

### 2. Additional Documents Deadline

Additional documents are due by the application submission deadline. See [D.8.2. Submission of Additional Documents](#) for more information.

### 3. Late Applications

All applications received after the submission deadline published in this Notice are presumed to be non-compliant. To overcome this presumption, the applicant must:

- submit a written explanation or justification of the extenuating circumstance(s) that caused the delay, including:
  - the timing and specific cause(s) of the delay
  - the ticket number if a request for assistance was submitted to the AmeriCorps Hotline
  - any information provided to the applicant by the AmeriCorps Hotline
  - any other documentation or evidence that supports the justification
- ensure that MCSC receives the written explanation or justification and any other evidence that substantiates the claimed extenuating circumstance(s), via email to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov) no later than 24 hours after the application deadline stated in the Notice.

Communication with AmeriCorps and MCSC staff is not a substitute for a written explanation or justification of the extenuating circumstance that caused the delay as outlined above. Applicants are required to continue working in eGrants and with the National Service Hotline to submit the application. MCSC will determine whether or not to accept a late application on a case-by-case basis.

Applicants that do not meet the application submission deadline, and do not submit a written explanation or justification or any other evidence to overcome the presumption of non-compliance within the published timeframe, will be deemed noncompliant. If MCSC sustains a noncompliant determination the application will not be reviewed or selected for award.

Please note: MCSC will not consider an advance request to submit a late application. Please carefully review and follow the guidance in this section and submit your application as soon as possible.

## D.6. Intergovernmental Review

This Notice is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

## D.7. Award Funding Requirements

### 1. Member Living Allowance

A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for Members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time Member, it must comply with the maximum limits in the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either grant or grantee share. Exceptions are noted below.

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance to Members that complies with the minimum and maximum requirements. Exceptions are noted below. Fixed Amount grant applicants should indicate that amount in the application.

**Table: Minimum and Maximum Living Allowance**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1,700	\$16,502	\$33,004
Three Quarter-time	1,200	n/a	\$23,103
Half-time	900	n/a	\$16,502
Reduced Half-time	675	n/a	\$12,542
Quarter-time	450	n/a	\$8,581
Minimum-time	300	n/a	\$6,931
Abbreviated-time	100	n/a	\$1,980

#### Exceptions to the Living Allowance Requirements

- a. Programs existing prior to September 21, 1993 are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.
- b. EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.
- c. Professional Corps Grantees must provide Members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps Member salaries and benefits including childcare are paid entirely by the organizations with which the Members serve; and are not included in the budget request to AmeriCorps and MCSC (federal or matching share).

## 2. Maximum Cost per Member Service Year (MSY)

The grant cost per MSY is determined by dividing the grant 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 AmeriCorps and MCSC per MSY is determined on an annual basis.

New and recompeting applicants will be held to the maximum cost per MSY for their grant type.

**Table: Maximum Cost per MSY**

<b>Grant Program</b>	<b>Maximum</b>
Individual State Program (cost reimbursement and full time fixed)	\$21,600
Professional Corps Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program Fixed Amount Grant	\$800 or \$1,000**

\* AmeriCorps and MCSC require **Professional Corps** programs to cover the operating expenses associated with the AmeriCorps program through non AmeriCorps resources. AmeriCorps will only consider operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate significant organizational financial need.

\*\* Per [42 U.S.C. 12581a](#), AmeriCorps and MCSC may provide the operational support under this section for a program in an amount that is not more than \$800 per individual enrolled in an approved national service position, or not more than \$1,000 per such individual if at least 50 percent of the persons enrolled in the program are disadvantaged youth.

AmeriCorps and MCSC reserve the right to 1) treat an applicant that meets the statutory requirements of a Professional Corps as such, whether or not they submitted their application as a professional corps program; and 2) determine whether an applicant has demonstrated inability to effectively operate in the absence of AmeriCorps operating funds.

## 3. 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. AmeriCorps and MCSC will provide the updated Education Award amounts at the time of grant award.

## 4. Cost Sharing and Matching

Please see [C.2. Cost Sharing or Matching](#) earlier in the NOFO.

## 5. Indirect Costs

Application budgets may include indirect costs. Based on qualifying factors, applicants may either use a federally-approved indirect cost rate, a 10 percent de minimis rate of modified total direct costs, or may claim certain costs directly, as outlined in [2 CFR 200.413](#). States and local governments may use previously-approved indirect cost allocation plans. All methods must be applied consistently across all federal awards. Applicants that have a federal negotiated indirect cost rate or that will be using the 10 percent de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the

NCSA and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#), no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

The instructions for how to enter the organization's indirect cost rate are located here: [eGrants Indirect Cost Rate User Instructions](#). Applicants should not submit documentation addressing the indirect cost rate agreement via email.

Please note: To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to [IndirectCostRate@cns.gov](mailto:IndirectCostRate@cns.gov). The applicant may also obtain instructions and additional information by contacting the email address above.

## **6. Pre-Award Costs**

Pre-award costs, where authorized, are allowed after receiving written approval from MCSC.

### **D.8. Other Submission Requirements**

#### **1. Notice of Intent**

All applicants must submit a completed Notice of Intent by November 5<sup>th</sup>, 2021. The Notice of Intent can be completed at <https://www.surveymonkey.com/r/NOI2022>.

#### **2. Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants](#), AmeriCorps' web-based application system. AmeriCorps and MCSC recommend that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a Word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline. Remember that Word and eGrants utilize different formatting, and page numbers may be different when transferring from one system to the other.

The applicant's authorized representative must be the person who submits the application. The authorized representative must use his or her own eGrants account to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Applicants should contact the National Service Hotline at (800) 942-2677 if they have a problem when they create an account, prepare, or submit the application. National Service Hotline hours are posted at <https://questions.americorps.gov/app/ask>.

Be prepared to provide the application ID, organization's name, and the competition to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier below. Applicants must include a written explanation and any other documentation or evidence that support their inability to submit their application electronically. Send the paper copy to:

#### **Missouri Community Service Commission**

P.O. Box 118  
Jefferson City, MO 65102

Please use a non-U.S. Postal Service carrier to avoid security-related delays. All deadlines and requirements in this Notice also apply to paper applications. AmeriCorps and MCSC do not accept applications submitted via fax or email.

### 3. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

All applicants

- Most recent 990 form
- Evaluation briefs, reports, studies. Please refer to [E.1.b. Evidence Base](#) and [Mandatory Supplemental Information](#) for detailed instructions by evidence tier. If multiple evaluation briefs/reports/studies are submitted by the applicant, the most recent (as measured by the date of completion or publication) will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.
- Labor union concurrence (if applicable)
- All new and re-competing applicants regardless of funding level are required to submit an Operational and Financial Management Survey (OFMS) located at: <https://showmeservice.org/grants/> - select Applicant Operational and Financial Management Survey under the Pre-Award/Application Certification Forms Section. Please submit the OFMS as a Word document. Forms submitted as a PDF or any other document format may not be accepted.

Recompete applicants who have previously received three or more years of competitive funding for the same project being proposed:

- Evaluation plan. Please use the evaluation plan template available on the Notice webpage. Evaluation plans are not scored and will not be reviewed until after funding decisions are made. Please see [E.1.5 Evaluation Plan](#) for further information

Recompete applicants who have previously received six or more years of competitive funding for the same project being proposed:

- Evaluation report. Please submit in Word. The evaluation report should include a title page with the AmeriCorps grant ID for the project that was evaluated, the name of the project, and the date of completion of the report. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.

Rural Intermediaries (New and re-competing)

- Letters of support from the consortium members

Failure to submit the required additional documents by the deadline will have a negative effect on the assessment of your application and/or on the determination of the application's eligibility to advance for review.

Additional documents must be emailed to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov) with the following subject line: "Legal Applicant Name" – "Application ID Number."

Emails should include:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that are attached to the email
- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the heading of each document. To ensure that all required additional documents are received, please provide each document as an individual file. Please do not send all documents as one scanned file.
- If the size of an applicant’s files requires multiple emails, please also include an ordering system in the subject line, such as “(1 of 3).”

Failure to submit the required additional documents, following the email instructions in this section, by the deadline and in the format requested above may have a negative effect on the assessment of your application and/or on the determination of the application’s eligibility to advance for review.

Do not submit any items that are not requested in this Notice and Guidance. AmeriCorps and MCSC will not review or return them.

## E. Application Review Information

### E.1. Review Criteria

Each applicant must describe a project that will deploy AmeriCorps Members effectively to solve a significant community problem. AmeriCorps and MCSC urges applicants to submit high quality applications that carefully follow the guidance in this Notice and in the [Application Instructions](#). The quality of an application will be an important factor in determining whether an organization will receive funding.

The applicant’s final score is not the only determining factor when making funding decisions. MCSC reserves the right to use evidence, other than the applicant’s final score, to make final funding decisions.

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Theory of Change and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	9
Compliance and Accountability	8
Culture That Values Learning	4
Member Supervision	4
<b>Cost Effectiveness and Budget Adequacy</b>	<b>25</b>

#### 1. Executive Summary (Required – 0 percent)

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

The [Name of the organization] proposes to have [Number of] AmeriCorps Members who will [service activities the Members will be doing] in [the locations the AmeriCorps Members will serve]. At the end of the first program year, the AmeriCorps Members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps Members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]

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

Fixed-Amount grant applicants (EAP, Full-Cost Fixed, No Cost Slots) should list their Other Revenue (see [Mandatory Supplemental Information](#)) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program.

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

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value. Please ensure the Theory of Change and Logic Model incorporates the funding priorities listed above, for example supporting communities historically excluded and/or underserved from government services, addressing structural and institutional inequities, or increasing opportunity in order to achieve sustainable change in communities.

### **a. Theory of Change and Logic Model (24 points)**

The Theory of Change shall address:

- The problem is prevalent and severe in communities where the program plans to serve and has been documented with relevant data.
- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps Members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's Theory of Change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps Members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps Members will produce significant contributions to existing efforts to address the stated problem.

The Logic Model shall depict:

- A summary of the community problem, including the role current or historical inequities faced by underserved communities may play in contributing to the problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
  - Locations or sites in which Members will provide services
  - Number of AmeriCorps Members who will deliver the intervention
- The core activities that define the intervention or program model that Members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)



- The dosage of the intervention (e.g., the number of hours per session or sessions per week)
- The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted, equity gaps closed). If applicable, identify which National Performance Measures will be used as output indicators
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant’s Theory of Change. Programs should include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their Theory of Change. The applicant’s performance measures should be consistent with the program’s Theory of Change and should represent significant program activities.

In the application narrative, applicants should discuss the community need as it relates to the CDC’s Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>.

Also 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.

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

The assessment of an applicant’s evidence base has two parts. First, the applicant will be assigned to an evidence tier (see the [Mandatory Supplemental Information](#)). Second, the quality of the applicant’s evidence and the degree to which it supports the proposed program design, including program aligned with the priority areas identified above, will be assessed and scored.

### **Evidence Tier (12 points)**

An evidence tier will be assessed for each applicant for the purpose of 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 2020, the evidence tiers of successful AmeriCorps State and National applicants that were competing were as follows: Strong 26%, Moderate 18%, Preliminary 24%, and Pre-Preliminary 32%. As these figures indicate, AmeriCorps and MCSC value 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.

Applicants who have outcome or impact evaluation reports of the same intervention described in the application (see [Mandatory Supplemental Information](#) for a definition of “same intervention”) may submit up to 2 of those reports, plus (if applicable) the evaluation report from their last three-year grant cycle, to qualify for the Preliminary, Moderate, or Strong evidence tier. In order to qualify for consideration, the

intervention evaluated in the submitted report(s) must match the intervention proposed by the applicant in the following areas, all of which must be clearly described in the Program Design and Logic Model sections of the application:

- Characteristics of the beneficiary population, including evidence of current or historic inequities facing the population;
- Characteristics of the population delivering the intervention;
- Dosage (frequency and duration) and design of the intervention, including all key components and activities;
- The context in which the intervention is delivered; and
- Outcome of the intervention.

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

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

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

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

If the evaluation reports submitted by the applicant do not meet the definitions in the Mandatory Supplemental Information, 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.

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.

Applicants that 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.

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

All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See [E.1.5 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.

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

The applicant proposed program fits within one or more of the AmeriCorps and MCSC funding priorities as outlined in the [A.2. Funding Priorities](#) and more fully described in the [Mandatory Supplemental Information](#).

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

- AmeriCorps Members as a result of their service will have opportunities to develop as leaders.
- 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 has a well-defined plan to recruit AmeriCorps Members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.
- The applicant's organization and/or program has a diversity, equity, and inclusion council that seeks to diversity its staff and board and create a supportive and safe environment as well ensure that its programming is culturally and community appropriate.

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

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

#### **a. 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 facilitated, partnered, or participated in educational or workforce development programs (i.e., pre-apprenticeship/registered apprenticeship, work experience and job training programs, etc.).
- The organization has a stated commitment and plan to advance diversity, equality, and inclusion (DEI) throughout its mission, for example by using a DEI council or strategic plan.

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

- The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.
- The organization has sufficient policies, procedures, and controls in place to prevent, detect, and mitigate the risk of fraud, waste, abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.
- The organization has an effective mechanism in place to report, without delay, any suspected criminal activity, waste, fraud, and/or abuse to both the AmeriCorps Office of Inspector General and AmeriCorps and a plan for training staff and participants on these reporting protocols.
- The AmeriCorps-required evaluation report meets AmeriCorps requirements (if applicable).
- The AmeriCorps-required evaluation report is of satisfactory quality (if applicable).

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

- The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with Members that are diverse.

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

- AmeriCorps Members will receive sufficient guidance and support from their supervisor to provide effective service.
- The applicant's board, management, and staff collect and use information to determine its programmatic effectiveness in serving in a community with Members that are diverse.

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

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

**These criteria will be assessed based on the budget submitted. Do not include narrative in the narrative box except for "See budget".**

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

- Budget is submitted without mathematical errors.
- Proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies 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.
- Budget includes all Missouri specific required expenses (see [G.1. Missouri specific requirements](#))

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

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

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

### **5. Evaluation Plan (Required - 0 percent)**

If the applicant has previously received three or more years of competitive funding for the same project being proposed (see the [Mandatory Supplemental Information](#) for the AmeriCorps definition of “same project”), the applicant must submit an evaluation plan as an attachment (see [D.8. Other Submission Requirements](#)). If the applicant has previously received six or more years of competitive funding for the same project being proposed, the applicant must submit both an evaluation plan and an evaluation report as attachments.

Applicants should use the evaluation plan template available at <https://showmeservice.org/grants/> to craft their evaluation plans. The template document provides detailed information about the AmeriCorps evaluation requirements ([45 CFR 2522.700-710](#)) and specifies the information that must be provided for the evaluation plan to be approved by AmeriCorps. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.

**All applicants should enter “N/A” in the “Evaluation Summary or Plan” field of the Narrative. Any other text entered in this field will not be reviewed.**

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

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

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

Please make a heading entitled “FY 2022 Match replacement” and enter the dollar amount of match replacement your program would like to request. The amount cannot result in your program being above the maximum cost per MSY. Should your application go to clarification, this field will also be used to enter information that requires clarification in the post-review period.

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

Enter N/A unless applying for year two or year three of funding. Continuation should see the [Application Instructions](#) for more information.

### **E.2. Review and Selection Process**

AmeriCorps and MCSC will engage external peer and staff reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. The review and selection process is intended to produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice. The determinations made by AmeriCorps and MCSC reviewers may be different than what the applicant self-determined upon submission of its application.

The stages of the review and selection process follow:

### **1. Initial Application Compliance and Eligibility Review**

MCSC will conduct an initial eligibility review to determine if an application meets the eligibility requirements published in this Notice and will advance to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization
- is eligible to submit directly to AmeriCorps and MCSC
- submitted an application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

### **2. Competitive Submission Review**

MCSC will conduct a staff review to determine if the application is eligible to be submitted directly to AmeriCorps for their national competitive process. This process runs concurrently to the MCSC review process. If an applicant is awarded funding through the national competitive process, they will receive a grant award from MCSC in the same manner as an applicant selected by MCSC would.

MCSC staff will select competitive submissions based on the following criteria:

- the applicant's ability to meet the requirements as outlined in the NOFO
- the applicant's use of national priorities and national priority measures
- the applicant's past performance, if they have been funded by AmeriCorps and MCSC previously

If selected for the national competition, the applicant may be asked to amend their application based on MCSC feedback. That amended application will then be submitted, by MCSC, to AmeriCorps. The applicant's original, unamended, application will then continue through the MCSC's review process below.

Selection for the national competition does not guarantee an award. The applicant will still compete in both the national and MCSC processes.

### **3. MCSC Application Review (all applicants)**

#### **a. External Peer Review**

Applications will be peer reviewed based on the [E.1. Review Criteria](#) guidelines. MCSC will recruit and select reviewers on the basis of demonstrated expertise. All peer reviewers will be screened for conflicts of interest. The highest possible peer review score will be 100 points.

The peer reviewers will conduct their review as a team with at least two reviewers scoring each application. The average of all peer reviewer scores will be the final peer review score assigned to the applicant.

#### **b. Internal Review**

Once the peer review is completed, MCSC staff will conduct a review that will include the addition of points for applicants meeting [AmeriCorps and MCSC priority requirements](#). This may result in a score over 100.

MCSC staff will conduct a past performance review of re-competing and continuation applications. This review may result in the applicant's score being reduced from the initial peer review score and the priority scoring.

The applicant's final score is not the only determining factor when making funding decisions. MCSC reserves the right to use evidence, other than the applicant's final score, to make final funding decisions.

#### **4. AmeriCorps Competitive Application Review (applicants submitted to the national competition)**

##### **a. External Review**

External Reviewers will review and assess the evidence criteria in the Notice. AmeriCorps will recruit and select reviewers on the basis of demonstrated expertise. All External Reviewers will be screened for conflicts of interest.

##### **b. Internal Review**

AmeriCorps staff will evaluate the applications using the application review criteria and assess the priorities and strategic considerations detailed in the Notice. Reviewers will be screened for conflicts of interest.

##### **c. Post-Review Quality Control**

After the initial review process is complete, AmeriCorps staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess applications for which there are significant reviewer anomalies.

#### **5. Applicant Clarification**

AmeriCorps and MCSC may ask an applicant for clarifying information. AmeriCorps and MCSC staff will use this information to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

#### **6. Pre-Award Risk Assessment**

AmeriCorps and MCSC staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of the application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If AmeriCorps or MCSC determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if AmeriCorps or MCSC concludes that the reasons for applicants having a poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, AmeriCorps and MCSC may consider the following criteria:

Due Diligence:

- federal or state debt delinquency
- suspension and debarment
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
  - Federal Awardee Performance and Integrity Information System (FAPIIS)
  - U.S. Treasury Bureau of Fiscal Services
  - System for Award Management (SAM)
  - "Do Not Pay"
- reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations

- IRS Tax Form 990
- [Oversight.gov](https://www.oversight.gov)
- Public litigation records

#### Operational and Financial Management:

- financial stability
- Operational and Financial Management Survey

#### Past Performance:

- applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - timeliness of compliance with applicable reporting requirements
  - conformance to the terms and conditions of previous Federal awards
  - applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
  - meeting matching requirements
  - the extent to which any previously awarded amounts will be expended prior to future awards
  - National Service criminal history check compliance.

#### Other Programmatic Risks:

- publicly available information, including information from the applicant organization's website

Additionally, AmeriCorps and MCSC may use the results of the review of the risk assessment evaluation in determining which applications to fund.

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

Prior to making any award that exceeds \$250,000, AmeriCorps and MCSC are required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see [41 U.S.C. §2313](#)). Additionally, AmeriCorps and MCSC may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$250,000.

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

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

### **8. Selection for Funding**

The review and selection process is designed to:

- identify how well eligible applications are aligned with the application review criteria
- build a diversified portfolio based on the following strategic considerations:
  - AmeriCorps and MCSC Funding Priorities (See [A.2. Funding Priorities](#))



- meaningful representation of:
  - geographic diversity
  - rural communities
  - innovative community strategies

AmeriCorps and MCSC will assess an applicant's strategic considerations. Applicants must check the relevant boxes in the Program Information tab in AmeriCorps' web-based management system in order to be considered for AmeriCorps' assessment of the strategic considerations. Applicants should only check the boxes if the strategic consideration is a significant and intentional part of their program design and if implementation strategies are described in the application.

AmeriCorps and MCSC reserves the right to prioritize funding existing awards over making new awards. AmeriCorps and MCSC reserve the right to award applications in an amount other than at the requested level of funding and will document the rationale for doing so.

AmeriCorps and MCSC reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

## **9. Commissioner Approval**

The Governor-appointed Commissioners of MCSC will have final determination of all funding recommendations made by AmeriCorps and MCSC.

## **10. Feedback to Applicants**

Following awards, applicants will receive feedback from the review process of their compliant applications. This feedback will be based on the review of the original application and will not reflect information provided during clarification.

## **F. Award Administration Information**

### **F.1. Award Notices**

AmeriCorps and MCSC will make awards following the grant selection announcement. AmeriCorps anticipates announcing the results of their national competition by mid-May 2022 contingent on the availability of congressional appropriations. MCSC anticipates announcing the results of the state competition by mid-June 2022. All applicants, successful or not, will be notified of funding decisions via email.

Notification of an award is not an authorization to begin grant activities. The Notice of Grant Award is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award unless it has received a written pre-award cost approval from AmeriCorps and MCSC.

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

#### **1. Uniform Guidance**

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in [2 CFR Parts 200](#) and [2205](#).

## 2. Requests for Improper Payment Information

AmeriCorps and MCSC may 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 manual hold, reimbursement only status, or other remedies may be applied as appropriate.

## 3. AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2022 AmeriCorps General Terms and Conditions, and the FY 2022 AmeriCorps Program 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 MCSC General and Program Specific Terms and Conditions for each of its programs is available at <https://americorps.gov/grantees-sponsors/directs-territories-tribes>.

## 4. National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for AmeriCorps Members, AmeriCorps Seniors volunteers, and staff funded under, or whose salary is reflected as match on, the award.
- AmeriCorps strongly encourages applicants to review the [regulations and additional guidance](#) to fully understand how to comply with the requirements.
- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs. MCSC does not require this.
- Failure to conduct a compliant NSCHC may result in significant disallowed costs.
- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

A NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);
2. State criminal history record repository or agency-designated alternative for the individual's State of residence *and* State of service; and
3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service.

An individual is not eligible to serve or work in a position subject to the NSCHC requirements if:

- the individual refuses to consent to a criminal history check;
- makes a false statement in connection with a criminal history check;
- is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or
- has been convicted of murder.

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

## 5. Official Guidance

All AmeriCorps active guidance is available on the agency’s Guidance webpage:

<https://www.americorps.gov/about/agency-overview/official-guidance>. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

### F.3. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps 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](#)).

### F.4. 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.

Cost reimbursement grantees are required to provide annual progress reports and an internal or external evaluation report as required by the AmeriCorps regulations [45 CFR 2522.500-2522.540 and 2522.700-2522.740](#). Final and progress reports are due 60 days after the end of the agreement.

Fixed Amount grantees are required to provide annual and final progress reports and an internal or external evaluation report.

All grantees, including Fixed Amount grantees, must submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) and progress reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 120 days after the end of the period of performance.

Award recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See [2 CFR Part 170](#) for more information and to determine how these requirements apply.

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the recipient collects data in a consistent manner
- the recipient takes steps to correct data errors
- the recipient actively reviews data for accuracy prior to submission.

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

## **G. MCSC Requirements**

### **G.1. Missouri specific requirements**

All applications must include the following in their applications:

- Budgeted travel expenses for at least one staff person (recommend at least two) to central Missouri to attend a three day Program Director Training in June. Include travel, hotel, and meals during travel time. (may be grant funds or match)
- Budgeted travel expenses for staff and Members to Jefferson City, MO to attend a state-wide Opening Day in October. All Members are required to attend the event. Include travel, hotel (if necessary, and meals during travel time. (may be grant funds or match)
- Budgeted travel expenses for at least one staff person to attend a regional training that may be held out of state. Include travel, hotel, and meals. Applicants may budget to send more staff/Members to this regional training. More information on past trainings can be found at <https://www.nationalservicetraining.org/>. (may be grant funds or match)
- Section 3 of the application's budget must include a 1.0% Commission fixed share calculation. (see page 22 of the [Application Instructions](#) to see how to calculate this)

Successfully funded programs must:

- Select one to two Members to take part in extra training and programming provided by MCSC through the LeaderCorps program. MCSC will cover travel expenses
- Take part in random expense report sampling during the course of the program year
- Leverage at least five additional non-AmeriCorps volunteers per each MSY
- Take part in an annual on-site monitoring at the program's service location(s)
- Utilize the OnCorps Reports system to submit Member timekeeping, periodic expense reports, and grant progress reports
- Provide MCSC required training to AmeriCorps Members which includes, but is not limited to:
  - Disaster preparedness and response training (8-10 hours to complete certification)
  - CPR and First-Aid training
  - Other professional development
- Review and follow all information found MCSC [AmeriCorps Program Director Manual](#)

## **H. Other Information**

### **H.1. Bidders Conference and Technical Assistance**

MCSC will host a current program Bidders Conference on September 29, 2021 and a new applicant Bidders Conference on September 30, 2021. All applicants must participate in a conference or review the recording of the conference prior to application submission. More information and registration links for the Bidders Conference can be found at <https://showmeservice.org/grants/>.

Technical Assistance questions may be submitted to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov). Responses will be collected in an FAQ that will be available to all applicants at <https://showmeservice.org/grants/>. MCSC does not guarantee answers to questions submitted after November 5, 2021.

## H.2. Submission Checklist

Only documents listed in the table below should be submitted for this application. Any other documents will not be reviewed nor returned. See [D.8.2. Submission of Additional Documents](#) for more information.

<b>Document</b>	<b>Submission Destination</b>	<b>Applicant Type</b>
Application for Federal Assistance (main application)	<a href="#">eGrants</a>	All
Most recent 990 form	<a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a>	All
Evaluation briefs, reports, studies (up to 2)	<a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a>	All
Labor union concurrence (if applicable)	<a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a>	All
Financial Management Survey (OFMS)	<a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a>	New and Recompete
Evaluation Plan/Report (if required)	<a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a>	Recompete
Letters of support from consortium members	<a href="mailto:mcsc@ded.mo.gov">mcsc@ded.mo.gov</a>	New and Recompete Rural Intermediaries

## H.3. Refocusing of Funding

AmeriCorps and MCSC reserves the right to re-focus program dollars for this competition in the event of disaster or other compelling needs.

## H.4. Contact Information

MCSC staff can be reached at [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov).

## **Attachment A: Economic Mobility Corps**

### **About the CDFI Fund and CDFIs**

The mission of the U.S. Treasury Department's Community Development Financial Institution Fund (CDFI Fund) is to expand economic opportunity for underserved people and communities by supporting the growth and capacity of a national network of community development lenders, investors, and financial service providers known as Community Development Financial Institutions (CDFIs).

CDFIs are community-based financial institutions that have a common goal of filling financing gaps in underserved, low-income areas. As community-based institutions, they possess a keen sensitivity to needs of local residents and businesses, and their creation reflects a bottom-up, rather than a top-down, approach to community investment and revitalization.

Currently, there are more than 1,100 CDFIs that are certified by the CDFI Fund serving urban and rural communities throughout the United States. CDFIs are found in all fifty states, the District of Columbia, Guam, and Puerto Rico. They bridge diverse public and private sector interests to serve people and places that traditional financial institutions usually do not. CDFIs provide:

- loans for businesses and projects that otherwise would not receive for financing;
- safe, affordable banking services that otherwise would not be available in the community;
- loan rates and terms that are more flexible than those offered by traditional lenders; and
- development services—such as business planning, credit counseling, and homebuyer education—to help their borrowers use credit effectively and build financial strength.

As a result, CDFIs support the creation of small businesses and local jobs, and the development of affordable housing, community facilities, and schools—all in places where economic opportunity is needed most.

### **About the Economic Mobility Corps**

A joint initiative of the CDFI Fund and AmeriCorps, the Economic Mobility Corps (EMC) places full-time AmeriCorps Members at Certified CDFIs to enhance their capacity to provide financial literacy, financial planning, budgeting, saving, and other financial counseling activities in distressed and underserved areas. Economic Mobility Corps Members will be placed in Certified CDFIs and will receive training on the principles of financial counseling and financial literacy. A Certified CDFI is an entity that the CDFI Fund has officially notified that it meets all CDFI certification requirements. Only Certified CDFI's are eligible to receive EMC Members.

This initiative will fund up to 61 full-time Members a year for two years.

### **Who is Eligible for a EMC Award**

Organizations that meet the AmeriCorps eligibility criteria.

Additionally, applicants that are Certified CDFIs and organizations with CDFI Fund awards will be considered ineligible for award if the applicant has:

- a previously executed award agreement(s), as of the date of the Application, (i) the CDFI Fund has determined that such entity is noncompliant or found in default with a previously executed agreement, and (ii) the CDFI Fund has provided written notification that such entity is ineligible to apply for or receive any future CDFI Fund awards or allocations. Such entities will be ineligible to apply for such time period as specified by the CDFI Fund in writing. Applicants that have pending

noncompliance issues of any of its previously executed award agreement(s), are eligible to receive an award if the CDFI Fund has not yet made a final compliance determination.

- defaulted on a loan from the CDFI Fund within five years of the application deadline.

Preference will be given to applicants that intend to enroll veterans as AmeriCorps Members and/or serve rural areas.

### **AmeriCorps Member Position Description**

Economic Mobility Corps Members will strengthen the capacity of Certified CDFIs to provide financial literacy, financial counseling, and financial planning services offered by the Certified CDFIs, to distressed and underserved individuals. Duties include:

- conducting community outreach and recruitment of new clients to the Certified CDFI's counseling and planning services and programs;
- assisting or conducting one-on-one or group orientation sessions for new program clients to explain the Certified CDFI's services, as well as the responsibilities of the client;
- providing financial planning workshops and individual financial counseling to meet the needs of Certified CDFI clients, including conducting group education meetings, and delivering workshops, webinars and meetings;
- assisting in the development and execution of marketing strategies to promote program client participation in Certified CDFI-sponsored financial counseling and education programs;
- providing program clients with information on the different financial products and services (e.g., loan products, checking/savings accounts, etc.) offered by the Certified CDFI;
- conducting scheduled follow-ups with program clients to ask how they are doing, find out if they need additional help, and to help them stay engaged to achieve their plans by established deadlines;
- performing duties that support the Certified CDFI's activities, including but not limited to, coordinating client meetings, preparing presentations, conducting research, reviewing training and outreach materials, reviewing applications for programs and services, and developing material that supports the Certified CDFI's financial counseling and outreach activity; and
- reporting to the Certified CDFI on a regular basis on activities undertaken by the service Member.

### **Desired Skills**

Economic Mobility Corps Members should possess:

- a desire and ability to work with a diverse group of people, particularly those living in low-income and economically distressed neighborhoods;
- willingness to learn and serve others;
- ability to successfully work independently and in a team environment;
- strong organizational, writing, and oral communication skills, and possess high attention to detail;
- familiarity with community development, financial services, banking and lending terminology, including an understanding of financial planning basics, credit and credit scoring;
- have an interest in finance and/or financial education;
- computer skills, including high-degree of familiarity with Microsoft Excel, or other spreadsheet software; and
- Bachelor's degree preferred, with coursework in finance, accounting, business, or community development.