



**REQUEST FOR PROPOSALS (RFP) for 2016-2017 AmeriCorps*State
Program Planning Grant Funds**

RFP #1617-WNCSB-PG

**Issued by: STATE OF WISCONSIN
WISCONSIN NATIONAL AND COMMUNITY SERVICE BOARD**

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A Notification of Intent to Apply for a 2016-17 AmeriCorps Planning Grant is due by Monday, May 9, 2016 at 12:00 p.m. CDT. This NOI may be submitted via e-mail to jessica.kessler@wisconsin.gov.

To receive information about technical assistance offered, or to receive further information about this RFP, please contact Jessica Kessler, RFP Manager, at jessica.kessler@wisconsin.gov.

1.0 GENERAL INFORMATION

This *Request for Proposals (RFP)* should be read together with the AmeriCorps Regulations 45 CFR Sections 2520 – 2550, which can be found at http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf, the *RFP* Glossary (Section 8.0), Application Instructions and Attachments, which are incorporated by reference. The documents can be found at <http://www.servewisconsin.wi.gov>, under *AmeriCorps Funding*. The full regulations are available online at www.ecfr.gov. TTY number is 800-833-3722.

Applicants should also have familiarity with the 2016-2018 Wisconsin State Service Plan, which can be found at: <http://servewisconsin.wi.gov/documents/StateServicePlan.pdf>.

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS—through its AmeriCorps and Senior Corps programs—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 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.

1.1 *Intent and Purpose of this Request for Proposals (RFP)*

The purpose of this RFP is to solicit proposals to plan to establish AmeriCorps*State programs in Wisconsin. Proposals must be for eligible organizations seeking funding to operate an AmeriCorps program in Wisconsin only. AmeriCorps*State planning grants provide up to 12 months of funding to help organizations prepare to submit an application for a full AmeriCorps program grant, to develop the infrastructure and receive the training needed to manage an AmeriCorps program, which includes recruiting, training, and supporting AmeriCorps members.

1.1.1 Purpose of AmeriCorps*State

The purpose of AmeriCorps*State is to engage AmeriCorps members in direct service and capacity building activities to address unmet community needs. Local programs design service activities for a team of members serving full- or part-time for up to one year. Grants up to \$75,000 are awarded on a competitive basis to projects that support education, healthy futures, environmental stewardship, veterans, economic opportunities, public safety, disaster preparedness, capacity building, and other identified needs in Wisconsin.

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.

1.1.2 AmeriCorps*State Planning Grants

AmeriCorps*State planning grants allow organizations to begin developing their plans to host an AmeriCorps program. Planning grant activities may involve work to establish a new program in Wisconsin or to replicate a successful existing program model in unserved or underserved areas of the state. Organizations use planning grants to become better prepared to compete for an AmeriCorps program grant in the subsequent grant cycle (2017-2018). **Planning grants may not be used to support AmeriCorps members.**

1.2 Award Information

1.2.1 Award Period

Programs funded through State Formula Funds (such as those to be funded under this *RFP*) are funded for one year projects only. Programs must apply for competitive funding for subsequent years in fall 2016 for the 2017-2018 program year.

1.2.2 Project/Award Period

The project start date is proposed by the applicant and is for one year, beginning August 15, 2016 or September 1, 2016, and ending no later than August 14, 2017 or August 31, 2017, respectively. The project start date may not occur prior to the date CNCS awards the grant. The grantee may not incur any costs prior to the start of the planning grant contract.

1.3 **Eligibility Information**

In order to be eligible for State Formula funding through the Board, an applicant shall be one of the following at the time of application for Formula funds: Wisconsin state or local government entity, or one of the following if its governing body operates within the State of Wisconsin: a federally recognized Indian tribe, a public or private nonprofit organization (organized as a tax-exempt entity under the federal IRS Code, including religious organizations and labor organizations), or an institution of higher education as defined in Wisconsin Statute 118.55(1).

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this *RFP*. 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.

Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *RFP*. Only organizations seeking to operate a program in the State of Wisconsin may apply through this *RFP*.

1.4 **Cost Sharing or Matching**

A first-time successful applicant is required to match a minimum of 24 percent of the total project cost 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 Pub. L. 113-76, Division H, Title IV, § 402 <https://beta.congress.gov/113/plaws/publ76/PLAW-113publ76.htm>.

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, 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.

1.4.1 **How to Calculate Minimum Match Requirement**

$$\begin{aligned} \text{CNCS (Federal) Request} \div 0.76 &= \text{TOTAL AWARD} \\ \text{TOTAL AWARD} - \text{CNCS Request} &= \text{Grantee Share (24\%)} \end{aligned}$$

2.0 **PREPARING AND SUBMITTING A PROPOSAL**

2.1 **Content and Form of Application Submission**

2.1.1 **How to Apply**

- Determine if you are eligible to apply for an AmeriCorps*State Program Planning Grant (see Section 1.3)
- Submit a Notification of Intent to Apply to the Wisconsin National and Community Service Board to jessica.kessler@wisconsin.gov by the deadline on **May 9, 2016 at 12:00 p.m. CT**
- Get a DUNS number (see Section 2.6)
- Establish an eGrants account (<https://egrants.cns.gov>)
- Write a high quality application responsive to the *RFP*
- Submit your proposal, required additional documents, and budget via e-mail to jessica.kessler@wisconsin.gov by the deadline on **May 19, 2016 at 12:00 p.m. CT**

2.1.2 **Application Fields and Page Limits**

In a word processing document (and then later in eGrants), applicants will provide information for the following fields:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

Proposals must be double-spaced, with Arial or Times New Roman 11-point font, and 1" margins. Applications may not exceed 14 pages for items listed above, exclusive of the budget (Appendix A). Reviewers will not consider submitted material that is over the page limit. Do not submit other items not requested in the *RFP* or Application Instructions. The Board will not review or return them.

A. Executive Summary (Required – 0%)

Fill in the blanks below to complete the Executive Summary. **Do not deviate from this template.**

This planning grant will be utilized to develop an AmeriCorps program that will engage AmeriCorps members to *[AmeriCorps member activities]* in *[geographic locations where member activities will take place]*. Members will address the needs of *[beneficiaries to be served]* resulting in *[anticipated outcome of project]*.

This program will focus on the CNCS focus area(s) of *[CNCS focus area(s)]*.* The CNCS investment of *[\$amount of request]* will be matched with *[\$amount of projected match]*, *[\$amount of local, state, and/or federal funds]* in public funding and *[\$amount of non-governmental funds]* in private funding.

**If the program is not operating in a CNCS focus area, omit this sentence.*

B. Program Design (70%)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value. The Program Design should describe why you are applying for a planning grant and what you hope to achieve during the one-year planning period.

1. Problem/Need (10 points)

- Clearly describe how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.
- Clearly describe how the community problem/need will be addressed by the program.

2. Program Model (30 points)

- Describe where you expect AmeriCorps members to serve. Describe what plans you have for how AmeriCorps members would be supervised at those host sites.
- Describe the activities in which you propose to engage AmeriCorps members and how those activities will address the identified community need(s).
- Describe how AmeriCorps members will utilize volunteers to enhance program delivery.
- Provide an estimate of how many AmeriCorps members your program would support and whether they would serve on a full-time or part-time basis. (Note: Serve Wisconsin prefers to fund programs that engage at least 20 members each year.)
- Explain how AmeriCorps members are a highly effective means to solve this community problem.

3. Planning Process (30 points)

Provide a description of your planning process with timeline and benchmarks for planning activities and how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program. Examples of planning activities should include:

- Determining the most appropriate AmeriCorps member activities to address the identified community need.
- Determining the desired characteristics of AmeriCorps members and designing a recruitment strategy.
- Developing a performance measurement system to ensure that reliable data is gathered to demonstrate impact on the communities to be served.
- Describing how the applicant will identify or develop an evidence-based program model.
- Creating a process for selecting operating and host sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
- Obtaining the training and technical assistance needed in order to run an effective, compliant AmeriCorps program.

C. Organizational Capability (20% - 20 points)

Describe your organization's ability to successfully plan an AmeriCorps program, including:

1. Primary and secondary contacts for the grant application and their current role and experience.
2. The amount of time staff member(s) will support the program during the planning grant, including the amount of time the organization plans to have staff member(s) support the implementation of the program the following year.
NOTE: Time spent writing AmeriCorps applications may **not** be counted towards this grant. This includes both CNCS-funded **and** grant-funded staff time.
3. Prior experience administering federal funds.

4. Prior experience in the proposed area of programming.
5. The management and staff structure and the roles the board of directors, administrators, and staff will play in the planning process.
6. Systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.
7. Identify any existing partners or how the applicant will develop partnerships to deliver an AmeriCorps program.

D. Cost Effectiveness and Budget Adequacy (10%)

1. Cost Effectiveness (5 points)

- Describe the amount and sources of match secured to date, and any plans to secure additional match by the project start date if needed.
- Describe your plans to develop a cost-effective program, including how you will develop diverse resources that will support your program implementation and sustainability.
- Discuss the adequacy of your budget to support the planning process including your match.

2. Budget (5 points)

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Planning Grant Applicants may apply for up to a maximum of \$75,000, and must prepare detailed budgets and meet matching requirements (See Section 1.4). Planning grant applicants may not request funding for any member-related expenses. Follow the detailed budget instructions in the Application Instructions and Attachments to prepare your budget and enter into *Appendix A: AmeriCorps Planning Grant Budget Template*. **The budget template must accompany your AmeriCorps*State Planning Grant proposal and required additional documents submission to jessica.kessler@wisconsin.gov by May 19, 2016 at 12:00 PM CDT.**

2.1.3 Additional Documents

In addition to your application proposal and budget, the following supporting documents must be received by the Board by the deadline:

1. Additional Document Checklist – see page X of Application Instructions
2. Most recent completed audit or financial statements (n/a for State agencies)
3. Signed letter(s) of support or funding commitment from at least one (1) community partner **and/or** Signed letter(s) of recommendation from at least one (1) community partner describing the applicant's ability to run an AmeriCorps program
4. Organizational Chart
5. Recognition of non-profit/tax-exempt status letter from IRS (if applicable)
6. Federally Approved Indirect Cost Rate Agreement (if applicable)
7. Cost Allocation Plan (if applicable)
8. If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match towards a federal AmeriCorps grant
9. Delinquency on Federal Debt Explanation (if applicable)

An application is only complete if it includes all required documentation and is received by the application due date. These documents are specified in the Application Instructions. **Additional documents must be received by the Board by 12:00 p.m. Central Time on May 19, 2016. Not submitting all of the required grant application documents will result in automatic disqualification of the application.**

Do not submit any other supplementary materials such as videos, brochures, or any other item not requested in the Application Instructions. The Board will not review or return them.

Submit all additional documents via e-mail to Jessica Kessler, RFP Manager, at jessica.kessler@wisconsin.gov. You can also submit your additional documents in person, or via a parcel service to:

Wisconsin National & Community Service Board
 Additional Documents – AmeriCorps*State Planning Grant 2016-17
 1 West Wilson Street, Room B274
 Madison, WI 53703

Please note: applicants have had issues with the U.S. Postal Service delivering packages by the guaranteed delivery date; therefore, we do not recommend applicants rely on this service to submit their additional documents by the deadline.

More information about the required additional documents can be found in the Application Instructions.

2.1.4 Submission Dates and Times

The closing date for the receipt of all applications under this *RFP* is **May 19, 2016**. Electronic proposals, additional documents, and the project budget must be submitted via e-mail to jessica.kessler@wisconsin.gov no later than **12:00 PM Central Time** on the due date.

2.1.5 Late Applications

The Board generally receives more applications than can be funded; therefore, submitting an application in after the deadline and/or not submitting all required grant application documents will result in disqualification of the application.

2.2 Clarification on RFP

Any questions concerning this *RFP* must be submitted **in writing**. Questions will not be accepted via telephone. Please submit all questions to:

U.S. Postal Service or other Carriers:

Jessica Kessler, RFP Manager
Wisconsin National & Community Service Board
1 West Wilson Street, Room B274
Madison, WI 53703

Email: jessica.kessler@wisconsin.gov

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this *RFP* and any supplements or revisions thereof.

Any contact with WNCSB staff or Board members concerning this *RFP* is prohibited, except as authorized by the RFP Manager during the period from the date of release of the *RFP* until the Board approves final grant applications for AmeriCorps funding for the 2016-2017 program year.

2.3 Technical Assistance

The Board intends to provide technical assistance to ensure that strong proposals are developed. The following policies will be followed as a fair process for the provision of technical assistance given available resources:

1. Technical assistance will be equally available to all prospective applicants.
2. Staff will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. Questions may only be submitted in writing (see above).
3. Staff will only provide answers to specific questions and make general comments regarding the regulations and *RFP*, as opposed to providing specific programmatic suggestions for a particular applicant.
4. Staff will not review proposal drafts.
5. In compliance with federal regulations regarding conflict of interest, WNCSB Board members will not provide any form of technical assistance to a potential grant applicant. Instead, they will refer applicants to the RFP Manager.
6. The Board will provide applicants with technical assistance on entering and submitting proposals in eGrants and will provide guidance to programs on how to access assistance from the eGrants Help Desk.

2.4 Reasonable Accommodations

Upon request, reasonable accommodations will be provided by the Board including the provision of information materials in an alternative format for individuals with disabilities. For special needs, contact Jessica Kessler at 608-267-0772 or jessica.kessler@wisconsin.gov.

2.5 How to Submit an Application in eGrants

If an AmeriCorps Program Planning Grant proposal is approved for funding by the Wisconsin National and Community Service Board, the applicant must enter their application electronically via the CNCS web-based system, eGrants (www.egrants.cns.gov). Because it is a unique system, it is recommended that applicants

create an eGrants account and begin the application creation process as soon as possible. Please note the length of a document in word processing software may be different than what will print out in eGrants.

2.5.1 Technical Difficulties

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

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. If you contact the Hotline, be prepared to provide the application ID, organization name, and the *RFP* to which your organization is applying.

2.6 **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround time on requests for DUNS numbers; however, CNCS suggests registering at least 30 days in advance of the application due date. After obtaining a DUNS number, all applicants must be registered with the Systems for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>.

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

2.7 **Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this *RFP*. The actions with specific dates must be completed as indicated unless otherwise changed by the Board. In the event that the Board finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this *RFP*. There may or may not be a formal notification issued for changes in estimated dates and times. Meeting dates will be posted on the Board's Web site at www.servewisconsin.wi.gov, and all meetings are publicized as open meetings.

DATE

April 21, 2016

May 9, 2016 (12:00 p.m. CDT)

May 10, 2016

May 19, 2016 (12:00 p.m. CDT)

May 30, 2016

June 2, 2016

June 16, 2016

June 24, 2016

TBD

EVENT

Date of Issue of *RFP*

Notification of Intent to Apply Due

Technical Assistance Conference Call or Webinar

Proposals, additional documents, and budgets (Appendix A) due

Memorial Day – State Holiday – WNCSCB Office Closed

Wisconsin National and Community Service Board (WNCSCB)

Meeting, Madison, WI – all successful applicants must attend this meeting to give a 5-minute presentation to the Board

Proposals due in eGrants

WNCSCB Applications due to CNCS

Date by which CNCS expects to make notification of Formula awards

2.8 **Procuring and Contracting Agency**

This Request for Proposals (*RFP*) is issued by the Wisconsin National and Community Service Board, which is the sole point of contact for the State of Wisconsin during the selection process. The person responsible for managing the *RFP* process is Jessica Kessler, Program Officer. All contracts resulting from this *RFP* will be administered by the Board.

2.9 **Contract Term and Funding**

Unless CNCS delays award notification, funds awarded under this solicitation will be for a period of one year starting between August 15, 2016 and September 1, 2016, and ending no later than August 14, 2017 or August 31, 2017, respectively.

2.10 Oral Presentations

Each applicant recommended to the Wisconsin National and Community Service Board by the review panel (See Section 3.2) will be **required to provide a short, 5-minute presentation to the Board at their June 2, 2016 meeting in Madison, WI.** The presentation should summarize the application. Board members may also ask applicants questions regarding their application.

2.11 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants replying to this *RFP*.

2.12 Withdrawal of Proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Applicants may withdraw a proposal in writing at any time. A written request to withdraw the proposal must be signed by an authorized representative of the applicant organization and submitted to the RFP Manager. If a previously submitted proposal is withdrawn before the proposal due date and time, the applicant may submit another proposal at any time up to the proposal closing date and time.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary Staff Review – Timely Submission

WNCSB staff will date and time stamp the submissions of required additional documents and applicant proposal. Applications submitted by eligible organizations by the deadline and that include all required grant application documents will continue in the selection process.

3.2 Board Review of Proposals

The Board will establish a review panel to review Planning Grant Proposals. The review panel will consist of Board staff and/or outside peer reviewers. The review panel will use the assessment criteria in Section 2.1.2 to select Proposals that will be submitted to CNCS. Board staff may request technical changes to Proposals. Staff will prepare funding recommendations to the Board based on the results of this review.

3.3 CNCS Award Administration Information

3.3.1 Award Notice

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.

3.3.2 Administrative and National Policy Requirements Documents that Govern the Grant

The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards

Grants under this program are subject to 2 CFR 200 and CNCS regulations issued to implement the part. This final guidance, published on Dec. 26, 2013, supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

National Service Criminal History Check Requirements

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

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

- All award-funded staff, national service participants and volunteers receiving a salary, living allowance, stipend or education award must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW) at www.nsopw.gov; and
 2. *Either*
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work or
 - A fingerprint-based FBI criminal history check.
- **Special Rule for Persons Serving Vulnerable Populations**
Award-funded staff, national service participants, and volunteers with *recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:
 1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW) at www.nsopw.gov; and
 2. *Both*
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work and
 - A fingerprint-based FBI criminal history check.

See 45 CFR § 2540.200 - § 2540.207 and <http://www.nationalservice.gov/resources/criminal-history-check> for complete information and FAQs. Vendor checks (checks performed by commercial vendors) are often noncompliant with these requirements. Inability of a grantee to demonstrate that they have conducted an NSOPW and other required criminal history checks, as specified in CNCS's regulations, may result in a disallowance of all or part of the costs associated with noncompliance.

Use of Material

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

3.3.3 Re-Focusing of Funding

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

3.4 Right to Reject Proposals and Negotiate Contract Terms

The Board reserves the right to reject any or all proposals. The Board may negotiate the award amount, authorized budget items, type and number of AmeriCorps MSYs or slots, and specific programmatic goals with the selected applicants prior to entering into an agreement with an applicant.

3.5 Public Inspection of Proposals

After notification of awards is made by CNCS and/or the Board, and under the supervision of Board staff, copies of proposals will be available for public inspection from 8:00 a.m. to 4:00 p.m. at 1 W. Wilson St., Room B274, Madison, WI. Applicants should schedule reviews with Jessica Kessler at jessica.kessler@wisconsin.gov. No entire proposal submitted to the state may be marked as confidential, and any materials so marked, by being included in the application, will be considered public information. Evaluation tabulation and scoring by individual peer reviewers will also be open for public inspection, but these scores will not identify individual peer reviewers.

3.6 Appeals Process

The appeals process for the Competitive decisions should be released by CNCS when those funding announcements are made. Applicants wishing to file an appeal should work with the Board to meet the appeal requirements outlined by CNCS.

Applicants can only protest or appeal violation of procedures to the Board that are outlined in this *RFP* or fall within the Formula grant selection process. Ranking and scoring by the Peer Review Committee is not subject to protest or appeal. Notice of intent to protest and any protests must be made in writing. Individuals should make their protests as specific as possible and should fully identify the procedural issue being contested.

Any written notice of intent to protest must be filed the Board and received in no later than five (5) working days after the notices of intent to award are issued. Any written protest must be received within ten (10) working days after the notice of intent to award is issued.

Via U.S. Postal Service or Other Carriers:
The Board Chair
Wisconsin National & Community Service Board
1 W. Wilson Street, Rm. B274
Madison WI 53703

The appeal will be reviewed by the Program Evaluation & Development Committee of the Board and a recommendation will be forwarded to the Board for consideration.

The decision of the Board may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance. A copy of such appeal must also be filed with Board. The appeal must allege a violation of a Wisconsin statute or a section of the Wisconsin Administrative Code.

4.0 GENERAL PROPOSAL REQUIREMENTS

All proposal requirements are outlined in this *RFP* and the Application Instructions.

5.0 TECHNICAL REQUIREMENTS

Technical requirements differ based on the type of application being submitted and are included in the Application Instructions. Pay careful attention to the technical requirements for the appropriate application. For your convenience, an additional documents checklist is included in the Application Instructions.

6.0 PROGRAM BUDGET INSTRUCTIONS

Program budgets are submitted as part of your application. Please follow the budget instructions in the Application Instructions. Grants under this program, except for fixed-amount grants, are subject to the applicable Cost Principles under OMB Circulars 2 CFR Part 220 (formerly A-21), 2 CFR Part 230 (formerly A-122), or 2 CFR Part 225 (formerly A-87) – available at www.whitehouse.gov/OMB/circulars -- and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 215).

7.0 SPECIAL CONTRACT TERMS AND CONDITIONS

7.1 *Payment Requirements*

An operating grant recipient must submit payment requests on at least a quarterly basis. The method of requesting payments will be further detailed in the contract.

7.2 *Reporting*

The Board will require grantees to submit reporting to facilitate the Board's reporting to CNCS. Grantees are required to provide quarterly performance reports and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740. In addition, grantees will be required to submit quarterly financial reports and a project close-out report.

7.3 *Prime Contractor and Subcontracts or Placement Sites*

The prime contractor will be responsible for contract performance when subcontractors or placement sites are used. However, when subcontractors or placement sites are used, they must abide by all terms and conditions of the contract.

7.4 *Executed Contract to Constitute Entire Agreement*

In the event of contract award, the contents of this *RFP* (including all attachments), *RFP* addenda and revisions, the proposal of the successful applicant, and additional terms agreed to in writing, by the Board and the grant recipient shall become part of the contract. Failure of the successful applicant to accept these as a contractual agreement may result in a cancellation of award.

The following priority for contract documents will be used if there are conflicts or disputes:

- AmeriCorps Contract between the Board and Grantee
- Code of Federal Regulations
- AmeriCorps Provisions
- Applicant's Proposal and Any Subsequent Amendments
- State Request for Proposals Dated April 21, 2016

7.5 *Termination of Contract*

The Board may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the grant recipient. Upon termination, the Board's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the Board. In the event that the grant recipient terminates the contract, for any reason whatsoever, it will refund to the Board within 10 days of said termination, all payments made hereunder by the Board to the grant recipient for work not completed or not accepted by the Board. Such termination will require written notice to that effect to be delivered by the grant recipient to the Board not less than 90 days prior to said termination.

8.0 GLOSSARY

AmeriCorps: The national service program funded under 42 U.S.C. §12571-12595 (Division C Programs).

AmeriCorps Regulations: Refers to the Code of Federal Regulations that includes the federal requirements related to administering an AmeriCorps*State program. You can find the C.F.R. for AmeriCorps programs under Title 45 – Public Welfare, Volume 4, Chapter XXV, parts 2500 – 2599 at www.ecfr.gov.

AmeriCorps*State: The AmeriCorps funds that are allocated to states through a population-based formula or are awarded to states through a national competition.

AmeriCorps National Service Network: Includes AmeriCorps State, AmeriCorps National, AmeriCorps Tribes and Territories, AmeriCorps VISTA (Volunteers in Service to America), and AmeriCorps NCCC (National Civilian Community Corps) programs taken together as programs dedicated to national service.

AmeriCorps Member: Any individual who is serving in an approved national service position and is eligible to receive the education award from the National Service Trust. The term "AmeriCorps Member" is synonymous with the term "participant", as used by the CFR and the AmeriCorps Health Care policy.

Applicant: A firm/organization submitting a proposal in response to this RFP.

Board or WNCSB: The Wisconsin National and Community Service Board.

Capacity Building: As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS' six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training); or enhancing existing systems and business processes.

C.F.R.: Code of Federal Regulations.

Community-based Agency: A private nonprofit organization (including a church or other religious entity) that: (1) is representative of a community or a significant segment of a community; and (2) is engaged in meeting educational, environmental, public safety, homeland security, or other human needs.

CNCS or The Corporation: The Corporation for National and Community Service.

DUNS#: The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. **The DUNS number does not replace your Employer Identification Number.** DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 48-hour e-mail turnaround on requests for DUNS numbers; however, **CNCS suggests registering at least 30 days in advance of the application due date.** Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>.

eGrants: eGrants is CNCS's integrated, secure, Web-based system for applications.

Grant Recipient: An organization that is awarded AmeriCorps funds for direct benefit of the community.

Host Service Site: An organization, or other entity, that has been selected to provide a service placement for, or host, a member.

Member Service Year (MSY): This term refers to the equivalent of one full-time AmeriCorps member (at least 1700 service hours). One full-time slot equals 1.0 MSY.

Multi-Site Program: An AmeriCorps program that places one or more members at multiple host service sites within a single community, county, or statewide.

NOFO or Notice: Notice of Funding Opportunity

Performance Measure: Performance measures are measurable indicators of a program's performance as it relates to member service activities. Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has in communities or in the lives of members or community beneficiaries.

Program: A national service program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by CNCS, and carried out in accordance with federal requirements.

Program Sponsor: An entity responsible for recruiting, selecting, and training members, providing them benefits and support services, engaging them in regular group activities, and placing them in projects. The program sponsor is in most cases the fiscal agent.

Project: An activity, or a set of activities carried out by a program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to which members are assigned.

Project Sponsor: The same as a host service site or an organization or other entity that has been selected to provide a placement for a member.

Proposal: A response to this *RFP*.

RFP: Request for Proposals.

Rural: CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined by RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. 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>

SAM (System for Award Management): SAM is combining federal procurement system and catalog of Federal Domestic Assistance into one new system. 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 valid registration, which must be renewed annually. Applicants 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 www.sam.gov.

Serve Wisconsin: The marketing name for the Wisconsin National and Community Service Board.

Slot: One position in a national service program. Slots can be full-time (1700 hours), half-time (900 hours), reduced half-time (675 hours), quarter-time (450 hours), and minimum time (300 hours).

State: The State of Wisconsin.

State Commission: A State Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law. Wisconsin's State Commission is the Wisconsin National and Community Service Board (WNCSB), a 21-member citizen body appointed by the Governor and staffed by five state employees.