Funding Year (FY) 2021
Notice Of Funding Opportunity (NOFO): Organizational Capability

Corporation for National and Community Service (CNCS)
and
Georgia Commission for Service and Volunteerism (GCSV)

Georgia® Department of Community Affairs

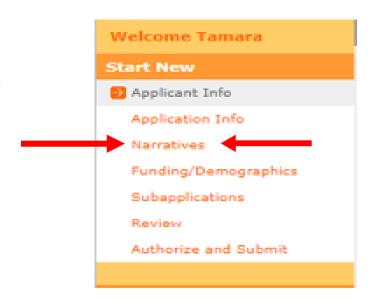11/18/2020

Tam Anthony, GCSV Program Officer

FY 2021-22 NOFO

➢Organizational Capability
- ✓Organizational Background and Staffing
- ✓Compliance and Accountability
- ✓Culture that Values Learning
- ✓Member Supervision
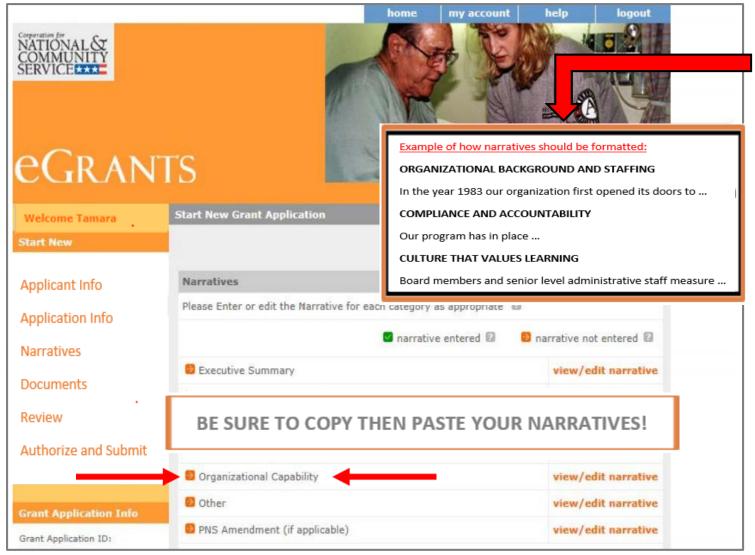
➢Things To Remember
➢Resources

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Organizational Capability (25 percent)

This is your organization's opportunity to convince reviewers that it 1.) meets the selection criteria as outlined in the Notice, and 2.) has the capability and capacity to implement an effective and successful AmeriCorps program.

The subpoints for Organizational Capability will be entered in the Narratives section of the application.

Organizational Capability (25 percent)

Each section should be individually titled, and its narrative should begin on the next line.

Organizational Capability (25 percent)

Do not assume all sub-criteria are of equal value.

All subpoints are not equal, but all are important!
So, NO SKIPPING!!!
These sections will vary in length!
LONG DOESN'T MEAN STRONG AND STRONG DOESN'T MEAN LONG!!

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.

➢ Organizational Background and Staffing (9 points)

➢ Compliance and Accountability (8 points)

➢ Culture that Values Learning (4 points)

➢ Member Supervision (4 points)

Organizational Background and Staffing (9 points)

➢ This section 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.

✓ What is your organizations background (brief history)?

✓ Who's on staff (name and title)?

✓ …and What do they do?

✓ Think Fiscal, Programmatic, Compliance, etc.

✓ Especially, if they're included on the Budget Narrative!

Organizational Background and Staffing (9 points)

Executive Director? Program Director? Program Coordinator? Site Supervisor? Program Assistant? Accountant?

✓ **Fiscal**:

Who is responsible for Accounting?

(budgets, budget modifications, Periodic Expense Reports (PER), etc.)

✓ **Programmatic**:

Who is responsible for Members?

(Member supervision, orientations, hour approvals, trainings, day-to-day operations, etc.)

✓ **Compliance**:

Who is responsible for providing oversight and monitoring?

(National Service Criminal History Checks (NSCHC), prohibited and unallowable activities, etc.)

Compliance and Accountability (8 points)

➢ Your organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

➢ The CNCS-required evaluation report meets CNCS requirements (if applicable).

➢ The CNCS-required evaluation report is of satisfactory quality (if applicable).

Compliance and Accountability (8 points)

> Your 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.

✓ Does your organization have a monitoring and oversight plan? If so, what does it entail?

✓ How will your program enforce compliance at service sites?

✓ Has your program reviewed CNCS rules, regulations, prohibited activities, unallowable activities, and criminal history check policies?

✓ Who is responsible for your program's compliance?

✓ What qualifies this person for this role?

✓ What trainings or experiences (if any) have prepared her/him for this role?

✓ Does your program have a system of checks and balances?

If so, what does it look like?

✓ How will individuals be held accountable?

Compliance and Accountability (8 points)

> The CNCS-required evaluation report meets CNCS requirements (if applicable).

> Evaluation plans must include as much information as possible for each of the following:

✓ A short description of the Theory of Change - why the proposed intervention is expected to produce the proposed results

✓ Outcome(s) of interest - clear and measurable outcomes that are aligned with the Theory of Change and will be assessed during the evaluation

✓ Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes

✓ Proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components;

✓ Description of the data sources, sampling methods, measurement tools, and data collection procedures that will be used in the evaluation

✓ Analysis plan that clearly describes the methodology/ies that will be used to analyze the collected data

✓ A timeline for the evaluation that describes how the evaluation will cover at least one year of CNCS-funded activity and will be completed within the three-year timeframe of the grant

✓ Qualifications needed for the evaluator

✓ The proposed budget

Compliance and Accountability (8 points)

> ➢ The CNCS-required evaluation report meets CNCS requirements (if applicable).

➢ If the applicant is competing for the first time, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:

✓ A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant.

➢ If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high-quality system.

✓ A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

Compliance and Accountability (8 points)

> ➢ The CNCS-required evaluation report meets CNCS requirements (if applicable).

…just a heads up!!

✓ The "Evaluation Summary or Plan" field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 20,000 characters.

✓ 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.

Compliance and Accountability (8 points)

> ➤ The CNCS-required evaluation report meets CNCS requirements (if applicable).

Now a word from GCSV's Executive Director!!

Submitting Additional Documents

When submitting additional documents, please follow these instructions:

- **Include the applicant's legal name in the subject line of the email** followed by the **Application ID Number**
  - **XYZ Non-Profit Organization - 20AC123456**
  - **Include the following in the body of the email**
    - Legal Applicant Name and Point of Contact Information
    - Name of the documents that are attached to the email
    - If sending in more than one email, label 1 of 10, 2 of 10, etc.
    - Do not submit items not requested (they will not be read nor returned)
    - Please do not email documents with sensitive information such as social security numbers.

Compliance and Accountability (8 points)

> The CNCS-required evaluation report meets CNCS requirements (if applicable).

➤ For more information about how to write a high-quality evaluation plan, visit the CNCS Knowledge Network's Evaluation Resources:
http://www.nationalservice.gov/resources/evaluation/planning-evaluation

➤ For Evaluation Frequently Asked Questions (FAQs):
http://www.nationalservice.gov/resources/evaluation/cncs-evaluation-policies

➤ For more information about how to develop a high-quality data collection plan, visit the CNCS Knowledge Network:
https://www.nationalservice.gov/resources/americorps/building-effective-data-collection-planspresented-october-12-2017

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.

✓ How is impact/success measured?
✓ What measurement tool(s) does your organization use to collect data?
✓ How is data assessed and used to increase quality of service/programming?

Member Supervision (4 points)

➤ AmeriCorps Members will receive sufficient guidance and support from their supervisor to provide effective service.

➤ AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

✓ Who will Members report directly to?
✓ How often will the Supervisor contact Member(s)?
✓ What trainings/experiences have prepared her/him for this role?
✓ Will she/he be responsible for service-specific trainings, daily oversight, and/or the monitoring of Members' service hours at their site.
✓ Who does this individual report to?

Remember…

✓**Lead from your program's strengths and be explicit.**

Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the Notice.

✓**Be clear and succinct.**

Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.

✓**Avoid circular reasoning.**

The problem you describe should not be defined as the lack of the solution you are proposing.

✓**Explain how.**

Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

Remember…

✓Don't make assumptions.

Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.

✓ Use an impartial proofreader.

Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

✓ Follow the instructions and discuss each criterion in the order they are presented in the instructions.

Use headings to differentiate narrative sections by criterion.

Remember…

✓ Draft your application in a word processing program, then copy and paste it into eGRANTS

✓ Prepare to submit your application well in advance of the application deadline.

✓ Print the application out from eGRANTS to confirm that it does not exceed page limit requirements.

Resources

✓eGRANTS 800-942-2677

✓2021 Georgia Specific NOFO

✓2021 Application Instructions

✓2021 Mandatory Supplemental Guidance

✓GA Applicants may also submit questions directly to the GA Commission at: AmeriCorpsGA@DCA.ga.gov

You can also visit CNCS's Knowledge Network for all things AmeriCorps
https://www.nationalservice.gov/resources