



New Mexico Commission for Community Volunteerism New Mexico AmeriCorps PY18 Grant Review Process

This document summarizes the AmeriCorps Grant Review Process for the New Mexico Commission for Community Volunteerism (NMCCV or the Commission). This document promotes transparency with stakeholders and helps prospective applicants to better understand NMCCV's grant review and recommendation process.

NMCCV receives New, Recompete, and Continuation applications. The review process is generally the same for all applications, with exceptions noted below. Questions about the NMCCV grant review process should be directed to Raul Quintanilla at Raul.Quintanilla@state.nm.us.

Application Review Process

1. Applicant submits a complete proposal (in eGrants and hardcopy in the form of a Proposal Packet) including budget, budget narrative, required narrative sections and all requested supplemental information, per the CNCS Notice of Funding Opportunity (NOFO or Notice) and NMCCV Request for Proposals (*RFP*), following the correct Application Instructions (New, Recompete, and Continuation) and by the published deadline.

2. NMCCV staff conducts a Compliance Review of all the applications received for compliance, eligibility and completeness to ensure that each application has met the minimum qualifications to move to the next stage in the review process. The following required components are reviewed: (1) the Notice of Intent to Apply was submitted by the stated deadline; (2) the full application was submitted by the stated deadline; (3) directions were followed for the appropriate grant type and all narrative sections, budget and budget narrative are completed and included in the application; (4) request a minimum of 20 slots; (5) the applicant, application, and proposed program design meet the grant eligibility criteria; and (6) all required supplemental materials have been properly submitted by the deadline.

Applications may not be considered if any of the aforementioned components of the Compliance Review are not met.

3. Eligible New and Recompeting applications will be reviewed by external peer reviewers. Reviewers will assess applications based on the Program Design and Organizational Capability criteria. Peer reviewers will be recruited and selected based on their knowledge of AmeriCorps programming, and/or the selection criteria and focus areas. All peer reviewers will be screened for conflicts of interest.

4. Concurrent with the Peer Review, NMCCV staff will complete a Technical Review of the performance measures, and budget.

5. After the external peer reviewers complete their assessment, 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 anomalies; or Applications submitted by high-performing current Grantees that received a low score in External Review.

6. Based upon all information collected, NMCCV staff present recommended applications and funding recommendations to the NMCCV Commission Board. The Commission Board members have the opportunity to discuss each application and vote to approve or not approve the recommendations presented.

7. Following the final Commission Board approval of applications, staff may request technical changes to applications. A Clarification Period may occur allowing the applicant to provide additional/clarifying information, if requested.

8. NMCCV submits the approved applications to the Corporation for National and Community Service (CNCS) by the established deadline. The application submission to CNCS is final.

9. Important considerations: (a) compliance with regulations and policies by current grantees does not automatically mean continued funding; (b) noncompliance issues and past performance of current and former grantees are taken into funding consideration; and (c) clarification requests, if applicable, are made of applicants before final recommendations to the NMCCV Commission Board.

External Peer Review

The external peer review is a required element of the New Mexico AmeriCorps competitive application process. The peer review process is used in conjunction with the staff review and provides feedback to applicants. Peer Reviewers do not make decisions whether applications should be funded, but instead provide NMCCV an assessment of the quality of applications as whole and particular aspects of each application. External peer review results are considered in clarification requests and funding recommendations.

For each funding review process, individuals must apply and be selected as a Peer Reviewer. NMCCV solicits applications with the intent of creating a diverse team of reviewers that includes community members and NMCCV commissioners. Selection criteria for peer reviewers includes: a) expertise and knowledge in one or more focus area or funding priority, per the NOFO, b) experience with national service and/or volunteer engagement; c) previous grant writing and/or grant review experience; d) representation from diverse geographic areas and experiences; and e) real or perceived direct or indirect conflict of interest with the applicants.

Once selected, Peer Reviewers are required to attend an orientation and submit a Conflict of Interest Form for each review process. Orientation provides information about the application process, review procedures, Notice of Funding Opportunity and Application Instructions.