

NOTICE OF FEDERAL FUNDS OPPORTUNITY OVERVIEW

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: National Providers of Training and Technical Assistance
Announcement Type: Initial Announcement
CFDA No.: 94.007
Dates: Applications are due July 2, 2009
5:00 p.m. Eastern Time.
Applicants will be notified in September of the results.

This is a Notice for the selection of organizations to provide training and technical assistance on behalf of the Corporation to programs receiving assistance under the national service laws and to entities that desire to carry out or establish national service programs, or to apply for assistance under national service laws. **This is not a notice for program grant proposals.**

Funding Opportunity Description: The Corporation for National and Community Service (the Corporation) announces the availability of approximately \$8 million for the first year of potential three-year cooperative agreements to fund organizations to provide training and technical assistance (TTA) to build the capacity of local programs and organizations that use service and volunteering to meet community needs. Funding for years two through three of each agreement is contingent upon the availability of funds and the recipient's demonstrated results and satisfactory progress towards agreed-upon objectives.

This assistance will be awarded and administered under the Uniform Administrative Requirements and OMB's Cost Principles applicable to the entity that receives the award.

Eligibility: State and local government entities, non-profit organizations, institutions of higher education, Indian tribes, and commercial entities are eligible to apply.

Submission Dates and Times: The deadline for applications is **5:00 p.m. Eastern Time on July 2, 2009**. Applications must be submitted using eGrants, the Corporation's integrated, secure, web-based system for grant application and management. To create and submit an application, access eGrants at <http://www.nationalservice.gov/egrants/>

Applications submitted by hard copy, email, or fax will not be accepted. This Notice does not contain all application instructions. Please access the Application Instructions for complete instructions and guidelines on this funding opportunity. Application Instructions are available at:
http://www.nationalservice.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=57 or by e-mailing TTANOF0@cns.gov.

The Corporation will host a technical assistance call to provide potential applicants with an opportunity to ask clarifying questions on the requirements of this funding opportunity. Applicants are encouraged to participate in this call.

Technical Assistance Call Information:

Date: June 9, 2009

Time: 2:00 – 3:00 PM Eastern Time

Dial-In Number: 800-857-3059

Participant Passcode: TA NOFO

Replay Information for the TA Call:

If you are unable to participate in this call, it will also be recorded. Replays are generally available one hour after a call ends. Please email us at TTANOFO@cns.gov for replay number.

FULL TEXT OF ANNOUNCEMENT

This Notice of Federal Funding Opportunity (*Notice*) should be read together with the Application Instructions for Training and Technical Assistance Cooperative Agreements.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Funding Opportunity Description

Since 1993 the Corporation—through the Senior Corps, AmeriCorps, and Learn and Serve America programs—has worked to mobilize new generations of engaged citizens. In 2008, more than 3.8 million individuals of all ages and backgrounds served through Corporation-supported programs to help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies to meet local needs in education, the environment, public safety, disaster services, and other critical areas.

The Corporation anticipates awarding cooperative agreements to organizations with the capacity and demonstrated expertise to deliver **training and technical assistance** (TTA) to grantees and potential grantees, subgrantees, sponsoring organizations and projects, and participants and members in programs administered by the Corporation including AmeriCorps, VISTA, National Civilian Community Corps (NCCC), RSVP, Foster Grandparents, Senior Companions, and Learn and Serve America and in support of other special initiatives of the Corporation.

The recently passed Edward M. Kennedy Serve America Act envisions new and significantly expanded programs and services for the Corporation to implement. Under the Kennedy Serve America Act, the Corporation will be supporting new program models, and expanding current program models. Outcome measurement will also be changing. These changes will affect the future need for training and technical assistance. Therefore, the Corporation is particularly interested in new approaches and cutting edge technologies that will creatively support new initiatives and cost-effectively support expansion of national service and the non-profit sector.

Currently, there are 13 organizations in the national TTA Provider portfolio. Organizations selected through this competition will work with and support the organizations in the current portfolio and organizations that may be selected in the future. Providers use their technical expertise and/or capacity to deliver services primarily through web-based and other distance learning approaches and through targeted face to face training. Information about the current Provider portfolio is available at the Resource Center www.NationalService.gov/resources/consult .

Applicant proposals should address providing services in the subject category for the program year October 1, 2009 - September 30, 2010, which will be the basis for the initial workplan and funding. As appropriate to the category, proposals should specify learning goals, methods, schedule, numbers of anticipated participants involved, and method for measuring attainment of learning goals. Proposals should

include multiple strategies (e.g., webinars, online courses, materials, social networking). All Providers are expected to collaborate with CNCS staff and other Providers as directed in the creation and/or delivery of joint products and services.

Applicants may apply for more than one category but need to submit a complete proposal in each category. Applicants are encouraged to document issue expertise through previous work, staff expertise, and/or identification of consultants willing to work on a contractual basis in a particular category or issue area.

Category 1 – Technology/Knowledge Management including Specialized Service Learning Services. (Approximately \$2.5 million for year one, including at least \$750,000 for specialized service-learning services)

The purpose of this category is to support the Corporation's business goals of providing high quality online information and services in a broad range of topics of importance to developing the capacity of non-profit organizations, educational institutions and national service programs and make easily accessible to users. The Resource Center (www.NationalService.gov/resources) and the National Service-Learning Clearinghouse (www.ServiceLearning.org) and the Clearinghouse's technical assistance activities for the service-learning field are the primary mechanisms through which the business goals will be addressed. The current services as represented by these websites are the basis from which the Corporation wishes to continue to move forward through the continuous adoption of new technology solutions and online learning approaches.

It is the intent of the Corporation to make one award for services in this category. Applicants are asked to address how the Corporation's investment will result in the following:

- Innovative, cost-effective approaches in learning methods, technologies and management practices for an integrated project;
- State of the art changes in knowledge management during the potential five year term of this agreement;
- Continuous improvement through using customer feedback and monitoring customer interaction with the resources and services;
- The opportunities and costs of transitioning services to a new Provider organization.

The website serves as a platform to host the resources of numerous content providers making the information easily accessible to increase the capacity of nonprofit organizations, educational institutions and others engaged in volunteering and service, including those organizations funded by the Corporation. Our vision is for the Resource Center to be the preeminent aggregator of tools, training and information of greatest use to the nonprofit and service learning sectors. The required roles include the following:

- The Provider is responsible for the comprehensive range of services required to keep the websites in compliance with Section 508 requirements, current in terms of content and methods, providing public awareness of the services and customer service;
- The Provider organization is expected to provide leadership in the role of hosting the platform for all online services being developed by other Providers and delivered through the websites;
- The Provider leverages technologies for the delivery and creation of content and facilitation of communication among the national service, volunteering, and nonprofit sectors;
- For cost effectiveness and consistency provide services to all Providers such as hosting a learning management system, managing the technology to conduct webinars, project management, discussion lists, exhibit space design and management, etc.
- Provide selected services not provided through the website such as a physical lending library and a hardcopy forms collection;
- Monitor and coordinate and link to other organizational sites and clearinghouses in the national service, volunteering and nonprofit sectors.

In addition to the listed websites (www.NationalService.gov and www.ServiceLearning.org), the Provider will also manage the following websites:

- VISTA campus (www.VISTACampus.org)
- The AmeriCorps campus (under development); and
- Other web sites and collections as needed.

Specialized training and technical assistance services are provided for the field of service-learning in support of the content on the National Service-Learning Clearinghouse website and through other methods. Such services include:

- Direct technical assistance to Learn and Serve America grantees and subgrantees including using national organizations serving as Program Advisors to provide focused expertise;
- Conduct needs assessments in the service-learning field, conduct outreach to new audiences, and support partnerships and collaborations across national service;
- Facilitate communications among entities carrying out service-learning programs and service-learning program participants;
- Meet information needs of grantees and the public by collecting, creating and disseminating resources on a wide range of service-learning topics and for multiple audiences (curricula, promising practices, components of successful programs, strategies for working with disadvantaged youth, planning, research, evaluation, etc.)

Category 2 – Training Support. (Approximately \$3.5 million for year one)

The purpose of this category is to meet the Corporation's business goal of providing high quality training and other events through innovative and cost effective means. For the Corporation's investment, we expect expert training management services for events including grantee meetings, member training and special events. Innovative and cost effective methods are desired including using non-traditional sites, creative contracting strategies, and other alternatives to hotel-based, cost-plus contracting. Services required include:

- Arranging for training facilities and associated services for VISTA grantee, sponsor and participant development events;
- Full range of meeting planning services for Corporation grantee meetings and other Corporation-sponsored events (venues, online registration, travel arrangements, training materials/aides/audio-visual support, special events, etc.)
- Special support for Corporation programs such as research and delivery of online meeting services and use of online meeting planning and registration tools, etc.

Category 3 – Training and Technical Assistance to AmeriCorps State*National Programs (Approximately \$ 1 million for year one)

The purpose of this category is to support the Corporation's business goal of having state service commissions and national direct grantees effectively perform their roles of selection and oversight for subgrantees and sites and of providing leadership at the state and national levels in the service and civic sectors. Examples of topics that might need to be addressed by training and technical assistance include board development, strategic planning, leadership transitions, new staff development, and change management strategies. Services must be tailored to the unique structure and roles involved in administering AmeriCorps programs and include:

- Assessment of organizational needs and expertise in providing developmental interventions;
- Coaching and peer mentoring;
- Onsite training and technical assistance as appropriate including new staff training, best practices events, monitoring for continuous improvement, grantee meetings, etc.
- Development of online content and learning experiences related to effective management of AmeriCorps programs and commissions;
- Customized support to grantee organizations for problem solving, transition planning, leadership development and other special needs.

These services may be applied to other grantees or potential grantees of the Corporation as the Edward M. Kennedy Serve America Act is implemented and new grant and/or non-profit capacity building activities are undertaken by the Corporation.

Category 4 – Effective Practices in Disability and Inclusion Services
(Approximately \$1 million for year one)

The purpose of this category is to support the Corporation's business goal of demonstrating and identifying effective practices that link service and employment for individuals with disabilities. Activities include but are not limited to:

- Collection and/or demonstration of practices effective in the inclusion of individuals with disabilities in service programs and their transition to work and/or school.
- Analysis of the conditions that create success for the individual and development of materials, training, online learning and other methods for use by national service programs in achieving increased success for participants and members with disabilities.
- Collaboration with the National Service Inclusion Project and the Resource Center in the dissemination of information through online methods, training deliveries and technical assistance.

Category 5 – Return on Investment for Managing Volunteers. (Approximately \$100,000 for year one)

The purpose of this category is to support the Corporation's business goal of helping organizations to measure in monetary terms the value that volunteers add to the organizations; and to calculate the return on their investment to the organizations in achieving their missions from recruiting and managing volunteers. The goal is to provide a tool that organizations can use to make the business case for investing in volunteer recruitment and management and that will result in information for reporting on the return on investment to executives, community partners, and other stakeholders. Activities may include but are not limited to:

- Identification, demonstration and implementation of systems and tools to measure and calculate in dollars the amount of an organization's investment in recruiting and managing community volunteers.
- Identification, demonstration and implementation of systems and tools to measure and calculate in dollars the amount of services provided by volunteers.
- Analysis to calculate the return on investment in recruiting and managing volunteers.
- Assessment of effective practices in calculating the return on the investment in volunteers.
- Analysis, aggregation and reporting of the return on investment across national service programs using the systems and tools.
- Outreach, communications, training and technical assistance to national service programs in using the systems and tools.

The Corporation's intent is to select an organization that has such a tool or the capability to produce such a tool with limited additional investment of time and resources. The first year of the agreement is expected to necessarily involve producing a tool customized to the Corporation's needs and piloting the tool with

selected grantees. Based on successful testing and demonstrated need in the field, subsequent years would involve full scale launch with associated training in the purposes and use of the tool.

B. Performance Measures and Accountability

The Corporation is committed to accountability and to measuring performance of all its grantees. The Corporation has a standard methodology for counting and reporting on outputs from TTA activities and for measuring customer satisfaction. For purposes of this proposal, the Corporation is interested in a brief discussion of any methodology the applicant has used or is using to measure return on investment of any learning strategies particularly for web-based or distance learning strategies.

C. Authority

Support for the activities described in this Notice is authorized under Section 125 of Subtitle C and Section 198 of Subtitle H, both within Title I of the National and Community Service Act of 1990 (42 USC 12575 and 12653, respectively), and under the provisions of the Domestic Volunteer Service Act of 1973 (42 USC 4950, et seq.). Funding for the first year of a cooperative agreement awarded under this Notice will be provided from appropriations made available under the Omnibus Appropriations Act, 2009 Public Law 111-8. Effective October 1, 2009 the Corporation's authority for these activities will be under Section 198 O of Subtitle H and Subtitle J, both with Title I of the National and Community Service Act of 1990 as amended by the Serve America Act, Public Law 111-13.

II. AWARD INFORMATION

A. Number of Awards and Award Amount

In making funding decisions, the Corporation may award cooperative agreements for work in multiple categories, as well as one or more agreements in individual categories.

B. Award Period and Future Funding

The successful applicants will receive a three-year award with funding under this notice for the first year of the award. While the Corporation has no obligation to provide funds beyond the initial one-year performance period and award amount, additional funding may be made available pending satisfactory performance and availability of appropriations for subsequent years of this award. Additional funds may also be provided for initiatives and activities that fall within the scope of an agreement awarded under this *Notice*, but that were not funded during the initial period or subsequent continuation periods.

C. Type of Funding Instrument

The funding instrument is a cooperative agreement, which will allow the successful applicant and the Corporation to design and deliver training and technical assistance through collaborative development of plans and activities.

D. Selection Criteria

In awarding this cooperative agreement, the Corporation will consider:

- **Program Design (35%)**
- **Organizational Capacity (50%)**
- **Budget/Cost Effectiveness (15%)**

The Corporation will make all final decisions concerning awards and may require revisions to the application in order to achieve the objectives under this Notice.

1. Program Design

The Corporation will consider the quality of the proposed design based on:

- a) The soundness, relevance and creativity of the applicant's plan for the first year;
- b) The applicant's approach, expertise and demonstrated experience with using technology to advance service and volunteerism;
- c) The applicant's process for ongoing monitoring and assessment of all services to affect continual improvement;
- d) Plan to provide training and technical assistance services nationwide as evidenced by staffing, partnerships, use of technology and demonstrated experience relevant to the programs to be served; and
- e) Innovative solutions to address customer needs, particularly using web-based technologies.

2. Organizational Capacity

The Corporation will consider the capacity of the applicant to deliver the proposed services based on:

- a) Experience and expertise of key staff and consultants in delivering training and technical assistance of the type proposed and in the subject matter of the category as appropriate;
- b) Highly satisfactory past performance, within the previous three (3) years, in delivering the types of training and technical assistance proposed; and
- c) Ability to manage a federal grant or apply sound fiscal management principles to grants, as evidenced by previous grants management experience.

3. Budget/Cost Effectiveness

The Corporation will consider the budget based on:

- a) Cost-effectiveness of the proposed training and technical assistance activities in relation to the scope of the services proposed (i.e., the number of participants and proposed activities); and
- b) The clarity and completeness of the budget and budget narrative relative to the applicant's proposed plan.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants are state and local government entities, non-profit organizations, institutions of higher education, Indian tribes, and commercial entities. A national organization that currently operates a Corporation-funded program or is applying for other Corporation funding is eligible to apply.

B. Cost Sharing or Matching

Applicants in the Disability Inclusion category must demonstrate their commitment to providing at least 25 percent of the total allowable costs of the operation of the program in non-federal matching funds. Match may be achieved through cash and/or in-kind contributions.

C. Other Eligibility Requirements

Lobbying: Any 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.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Submission of the Application

Applications must be submitted using eGrants, the Corporation's integrated, secure, web-based system for grant application and management. To create and submit an application, access eGrants at <http://www.nationalservice.gov/egrants/>.

This Notice and the Application Instructions, available at <http://www.nationalservice.gov> under "New Funding Opportunities," constitute the guidance for preparing and submitting an application.

B. Content and Form of Application Submission

1. Content of Application

The required content, structure and length of the application sections are contained in the Application Instructions. Should there be any inconsistency between the Notice and the Application Instructions, this *Notice* takes precedence.

The sections in the application narrative are as follows:

- Executive Summary
- Summary of Accomplishments and Outcomes
- Training and Technical Assistance Strategy and Delivery Plan
- Organizational Capacity
- Budget/Cost Effectiveness

Special Instructions:

In the section "Summary of Accomplishments and Outcomes", the Corporation is particularly interested in the use of technology to advance service and volunteerism

and in accomplishing change through training and technical assistance of the type proposed.

In the section on “Organizational Capacity,” the Corporation is particularly interested in the organization’s:

- Experience using web-based technologies to meet goals;
- Experience convening conferences, training events and meetings and any relevant evaluation results for these meetings; and
- Expertise in the subject matter of the category.

2. Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. 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 at www.dnb.com. The Web site indicates a 24-hour email turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers are subject to potential rejection.

3. Using eGrants:

- We suggest that you first prepare and save your application as a word processing document, then copy and paste the document into eGrants.
- We **strongly encourage you to create your eGrants account and begin your application at least two weeks prior to the final submission deadline and begin pasting your application into eGrants no later than seven days before the submission deadline.** This will allow you time to address any technical issues prior to the deadline. Technical issues are more likely to be considered as a factor in allowing a late submission if you began entering your application within this timeframe.
- Use only UPPERCASE letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting are not available in eGrants.
- Charts, diagrams, and tables will not copy into eGrants (use text only).
- Adhere to all the character limits indicated in the Application Instructions. Characters include all the letters, punctuation, and spaces in your document.

Technical Difficulties with eGrants: Contact the eGrants Help Desk at 1-888-677-7849 or [email egrantshelp@cns.gov](mailto:egrantshelp@cns.gov) immediately if a problem arises while you are creating your account, preparing, or submitting your application. If you think you may be unable to submit your application by the deadline due to technical issues,

contact the eGrants Help Desk prior to the 5:00 p.m. Eastern Time deadline to explain your technical issue and get a ticket number.

If your issue is not resolved within the next 24 hours, you are expected to submit a hardcopy application according to the instructions below. You will be required to provide the ticket number in the event that technical problems prevent you from accessing the system or submitting your application in eGrants by the deadline.

If you are unable to access eGrants at all, please submit a hard copy application and a copy of your application on disk or CD. Submit these items via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service) or hand delivery to the address below. Your hard copy application must be received no later than 5:00 p.m. Eastern Time on the published deadline. Make sure your carrier stamps the package with the date and time sent.

Submit required information to:

Corporation for National and Community Service
Box T&TA
1201 New York Avenue, N.W.
Washington, DC 20525

In the event you are asked to submit a hardcopy application, it must be typed, double-spaced in Times New Roman, 12-point font with one-inch margins. Please adhere to all the character limits indicated in the Application Instructions. Submit one unbound, single-sided original paper application. The electronic version on disk or CD must be an exact duplicate of the paper original and will be used to copy and paste your application information into eGrants. If there are differences between the paper application and the disk or CD, we will use the disk or CD version.

In the event of prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. A notice will be posted in eGrants and on <http://www.nationalservice.gov>.

C. Submission Dates and Times

The deadline for applications is 5:00 p.m. Eastern Time on July 02, 2009. Applications submitted by hardcopy or fax will not be accepted.

If you intend to apply, please send an e-mail stating your intent to apply to TTANOFO@cns.gov three (3) weeks before the submission deadline. This is not required, but helps to plan the review of the applications.

Other Submission Information

Applicants are asked to complete the Survey of Ensuring Equal Opportunity for Applicants. You might complete the survey in eGrants while preparing your application for submission or contact the Corporation to obtain a copy.

D. Intergovernmental Review

Applicants under this program are not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs.”

E. Funding Restrictions

Grants under this program are subject to the applicable OMB Cost Principles (see 2 CFR part 230; OMB Circulars A-122, A-87 or FAR 31.2 at www.whitehouse.gov/OMB/circulars/).

V. APPLICATION REVIEW INFORMATION

Corporation staff, and independent reviewers, if needed, will review all proposals using the selection criteria described in this *Notice* and the Application Instructions . During the review process, Corporation staff may request supporting documentation from the applicant.

VI. AWARD ADMINISTRATION INFORMATION

A. Anticipated Announcement and Award

The Corporation plans to award grants immediately following the grant selection announcement. Corporation program officers may call applicants to seek clarification, resolve questions and issues, negotiate performance measures, and request revised budgets as part of the pre-award review process. Failure to respond to requests for information in a timely fashion may result in the removal of applications from consideration.

We anticipate announcing the results of these competitions in September, 2009.

Awards made under this Notice will be in the form of a cooperative agreement.

Cooperative agreements require substantial involvement on the part of the government which includes frequent and regular communication with and monitoring by the Corporation, development of training and other material in collaboration with Corporation staff, and when appropriate, training of Corporation staff so that they can better support the information, knowledge and practices being advanced by the Provider to our grantees. The Corporation’s cognizant program officer will confer with the award recipient on a regular basis to review service delivery and project status, including work plans, budgets, periodic reports, materials developed, preparation for and implementation of training events, targeting of Provider services, and Provider effectiveness.

B. Administrative and National Policy Requirements

The applicable regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA also incorporates the approved application and budget as part of the binding commitments under this grant.

The award recipient must comply with the following requirements:

1. Access for Persons with Disabilities

All grant recipients will ensure that all training and technical assistance services and resources including Web sites are accessible to persons with disabilities, as required by law.

- Notify potential participants that reasonable accommodations will be provided upon request.
- Provide sign language interpreters, special assistance, and documents in alternate formats.
- Use accessible locations for training events.
- Use accessible technology, captioning videos. Avoid non-voice-over formats and, when indicating a telephone number, include a non-voice telephone alternative such as TTY or e-mail.
- Provide materials that are accessible to persons with disabilities, and incorporate into all activities planning for needs of clients without Internet access, by using accessible technology, providing materials in alternate formats upon request.

2. Code of Conduct

Entities that are subject to 45 CFR part 2543 are required to develop and maintain a written code of conduct (See Section 2543.42). The code of conduct must prohibit real and apparent conflicts of interest that may arise among employees, officers, or agents; prohibits the solicitation and acceptance of gifts or gratuities by your officers, employers and agents for personal benefit in excess of minimal value; and outlines administrative and disciplinary actions available to remedy violations of such standards. Self-recusal will not eliminate a potential or apparent conflict of interest. At a time designated by and prior to entering into a grant agreement with the Corporation, the applicant will be required to submit a copy of its code of conduct and describe methods it will use to ensure that all officers, employees, and agents of the organization are aware of the code of conduct.

3. Financial Management Systems

Applicants selected for funding must provide documentation demonstrating that the applicant's financial management system satisfies applicable requirements. Consistent with the requirements of the Single Audit Act Amendments of 1996 (31 U.S.C.7501-07), if the applicant expended \$500,000 or more in federal awards in its most recent fiscal year, such documentation must include a certification form or most recent audit by the applicant's independent public accountant that the applicant maintains internal controls over federal awards, complies with applicable laws, regulations and contract or grant provisions, and prepares appropriate financial statements. If approved for funding, applicants will be notified by the Corporation of any additional documentation to be provided. The applicant will have at least 30 calendar days to respond to this requirement. If an applicant does not respond within the prescribed time or responds with insufficient documentation, then the Corporation may determine that the applicant has not met this requirement and may withdraw the grant.

4. Use of Materials

To ensure that materials generated with Corporation funding are available to the public and readily accessible to grantees and sub-grantees, the Corporation reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the agreement, including data, and to authorize others to do so. The Provider must agree to make such publications and materials available to the national service field, as identified by the Corporation, at no cost or at the cost of reproduction through the Corporation's Resource Center. All materials developed for the Corporation must be consistent with Corporation editorial and publication guidelines and must be accessible to individuals with disabilities to the extent required by law.

5. Limitation on Consultant Fees.

Funds may not be used to pay or to provide reimbursements for payment of the salary of a consultant at more than the daily equivalent rate of \$540.00.

C. Reports and Other Requirements

All grant recipients will be required to report to the Corporation on a semi-annual basis.

1. Customer Satisfaction

The award recipient for this competition must identify the critical outcomes of the work, indicators of success in this work, and how progress can be judged or measured. The recipient will be required to report semi-annually on agreed upon performance measures. Specific guidance on the collection of data against these standardized measures will be provided upon award. The Corporation may also require an independent assessment of grantee performance.

2. Planning and Progress Reports

a) Budget and Performance Measurement Report (BPMR)

The BPMR is used to report workload and budget projections for a specified budget period, showing projected training and technical assistance activities, numbers of participants, and estimated costs. The BPMR is also used to report actual outputs semi-annually.

b) Progress Reports

A semi-annual narrative progress report is due thirty days after completion of each six-month performance period. The report will include:

- Budget report for the completed budget period.
- Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source.
- Progress towards performance goals and any supporting data and methodology.
- Analysis of client feedback with aggregations of training-participant evaluations.
- Discussion of any problems observed or experienced and recommended solutions.

3. Financial Reports

Federal Financial Reports (FFRs) must be submitted semi-annually. The reports are cumulative and must be submitted on the Corporation's web-based grants management system, eGrants, no later than 30 days after the close of each reporting period.

4. Final Reports

In addition to semi-annual reports the award recipient completing an agreement period will be required to submit a final report that is cumulative over the entire award period and consistent with the close-out requirements of the Corporation's Office of Grants Management. The final report is due 90 days after the end of the agreement.

In lieu of the last semi-annual FFR, a final FFR must also be submitted. The final FFR is due 90 days after the end of the agreement.

5. Other Data-collection Requirements

The award recipient must:

a) Submit copies of all curricula, handouts, and other materials developed to the Resource Center and the National Service Learning Clearinghouse, the Corporation's knowledge management Providers;

b) Identify and document effective practices in its topical area of expertise and submit them to the Corporation's effective practices database at the Resource Center and relevant discussion lists as appropriate;

c) As directed, use the Corporation's brand for all Corporation supported training and technical assistance activities and use provided graphic templates for materials production;

d) Meet as necessary with the cognizant program officer, or other staff or consultants designated by the Corporation to review work plans and budgets, monitor progress, and exchange ideas and information concerning training and technical assistance;

e) Keep current the listing of any upcoming activities with dates and locations posted on the Corporation's training calendar at the Resource Center;

f) Submit special reports as may be reasonably requested by the cognizant program officer.

VII. AGENCY CONTACTS

This Notice and other information related to this funding opportunity are available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp. For further information or for a printed copy of this Notice or the Application Instructions, call the TTA NOFA Hotline at 202-606-7515, or send an e-mail to TTANOFO@cns.gov. The TTY number is 202-606-3472.

VIII. ADDITIONAL INFORMATION

Disclaimer: Publication of this announcement does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof as a result of this *Notice*.

Information Security Requirements: As a federal agency, the Corporation is subject to and complies with the security requirements of the Federal Information Security and Management Act (FISMA) and the Privacy Act of 1974. The Provider shall ensure that services and products provided under the cooperative agreement resulting from this competition shall comply with the Corporation's information security program and privacy program policies, and the security requirements available at http://www.nationalservice.gov/home/security_and_privacy_policy/index.asp

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control #: 3045-0105 (Expiration Date: 09/30/2011).