Learn and Serve America

2010 Grant Application Instructions

[Consortium Higher Education Grants]

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Consortium Higher Education Grants

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IMPORTANT NOTICES

These application instructions conform to the Corporation for National and Community Service's (the Corporation) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site www.cns.gov and at www.grants.gov.

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)).

Time Burden: The time required to complete this collection of information is estimated to average 8 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection before submitting.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant.

Privacy Act: Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

Submitting Your Application in eGrants

The deadline for application submissions in *eGrants* is March 9, 2010 at 5:00 p.m. Eastern Time.

Please use the following Application Instructions after carefully reviewing the Notice of Funding Opportunity *(Notice)* that explains eligibility, award amounts, agency priorities and other critical information about this grant competition. The *Notice* and these Application Instructions are available on our website: http://www.learnandserve.gov/for_organizations/funding/nofa.asp

Contact the eGrants Help Desk at 888-677-7849 (talk to an associate or leave a detailed message) or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application.

If you have programmatic questions about Learn and Serve America applications, please contact 202-606-7510 or lsahighered@cns.gov.

Your completed application consists of the following components. Please make sure to complete each one.

- I. Standard Form 424 Facesheet
- II. Applicant Info
- III. Application Info
- IV. Narrative
- V. Performance Measures
- VI. Documents
- VII. Budget
- VIII. Funding/Demographics
- IX. Review and Submit
- X. Survey on Ensuring Equal Opportunity for Applicants *(Optional)*

Application Contents

I. Standard Form 424 Facesheet

The Standard Form-424 facesheet is required for applications submitted for federal assistance. The SF-424 contents are duplicated in eGrants, although the format is different. (Appendix A.)

Note: When completing the application in eGrants, a number of the below boxes will already be completed through the process of setting up an account for the applicant organization and individual program contact.

II. Applicant Info

If you need help establishing a new organization account in eGrants, or a new user account for an existing organization account, please refer to the eGrants Help Desk website: http://www.learnandserve.ogv/egrants/help.asp

After you create your eGrants account, begin by selecting "New" from your Home Page. Select "Learn and Serve America" as the ***Program Area*** and click "Go." You will then be asked to ***select a NOFA***. Choose: **Learn and Serve America Higher Education FY 2010 (NEW)**. Once you create an application, you will be allowed to edit as needed until you are ready to submit.

When you want to return to a previously started application, it will now appear under ***View My Grants/Applicants*** in the status ***For Grantee Edit or Action***. Clicking on this option will allow you to re-enter your application. Do **not** use the ***New*** button again.

Please note that the ***Authorized Representative*** name is blank. You cannot select a name for this field. Instead, the Authorized Representative will need to have his/her own account to click on the Assurances and Certifications at the end of the application.

Under ***Project Information*** select, "enter new" and choose a title for your project. You can enter another address for the project, which may or not be the same as that of the Legal Applicant.

For ***Select a Project Initiative*** select "LSA – Higher Education Consortium" from the drop down menu.

To select an individual as the ***Project Director***, choose a name from the pull-down menu or add a new contact.

Enter your project or program ***Website*** if you have one.

III. Application Info

Areas affected by the project: List only the largest political or municipal entities affected (e.g., counties and cities).

Enter the dates for the *proposed* ***project start and end*** dates. Your project period is up to three years <u>and must begin no later than September 30, 2010.</u>

Intergovernmental Review of Federal Programs: This program is NOT subject to Executive Order 12372.

Delinquent on any federal debt: Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, type your explanation in the text box provided.

State Application Identifier: Enter N/A.

Note: Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than $10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001)

Application Narrative

IV. Narrative Sections

Sections 1-7 are text boxes in eGrants. Click on the heading of each one to enter text, or cut and paste your text from a word processing document into the text field.

Please note that character limits include spaces. When drafting narrative responses, we recommend using word processing software that will check spelling and count characters and spaces. 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, charts, diagrams, and tables will not copy into eGrants.

In evaluating your application, reviewers will assess the program design, organizational capacity, and budget adequacy sections. Reviewers will assess application narratives against the selection criteria described in Section V. of the Notice of Funding Opportunity (*Notice*) and the extent to which the applicant responds to the questions in these instructions. Please read this guidance carefully to ensure that you are fully and appropriately responding to the information requested in the application.

Please refer to the *Notice* for more information on review priorities (www.learnandserve.gov/for_organizations/funding/nofa.asp). The weights assigned to each category and its corresponding narrative sections are listed in the chart below.

Category	Percentage	Narrative Sections
Program Design	70%	Executive Summary, Three Year Plan, Participant Development, Community Needs and Service Activities, Strengthening Communities
Organizational Capability	20%	Organizational Capacity
Budget Adequacy and Cost Effectiveness	10%	Budget Adequacy and Cost Effectiveness

1. Executive Summary

Maximum character limit: 3,000 characters or approximately 1 ½ double-spaced pages, 12-point font

Briefly summarize your proposed program. Please identify which priority area your program will address (i.e. teacher preparation or STEM). Include the projected number of institutions of higher education and number of student participants, your program's major goals, the primary activities and anticipated outcomes.

2. Three Year Plan

Maximum character limit: 18,000 characters or approximately 9 double-spaced pages, 12-point font

In this section, first explain the rationale and approach of your proposed three-year program plan. In a consortium grant, it is expected that the applicant will serve as a convening institution or organization -- selecting and managing other institutions of higher education that, in turn, will participate as subgrantees. Describe the make up of your consortium: who will participate and how the institutions of higher education were/will be selected. Explain both the general program activities that your subgrantees will complete and the training and monitoring activities that you will enact to ensure subgrantees are well prepared, supported, and held accountable. Give at least one example of a community partner you or your subgrantees will work with.

In completing this section of the narrative, you must address the following:

- How you have/will select your subgrantees
- How you will ensure subgrantees have the institutional support necessary to successfully implement and sustain their program
- How your subgrantees' programs will implement service-learning
- Training and technical assistance activities
- Subgrantee monitoring plan
- Evaluation plan
- Branding and promotion of your Learn and Serve America program
- How you and/or your subgrantees will ensure program's activities can be sustained after the three year project period

You may also want to address the following:

- Program development activities (i.e. hiring staff, recruiting students, training participants, etc.)
- Student leadership opportunities or involvement
- Community Partner input or involvement in program planning and implementation
- Technology use (i.e. Web 2.0 tools, data tracking tools, etc.)

Next, please provide a three-year project plan that outlines your major program activities and the estimated time/semester/year by which you hope to accomplish them.

3. Participant Development

Maximum character limit: 6,000 characters or approximately 3 double spaced pages

Learn and Serve America Higher Education grants aim to engage more college students in service-learning in order to increase academic content knowledge and build an ethic of civic responsibility. Please describe how your subgrantees' program activities will help to achieve these goals. In addition, depending on which priority you are applying for, please explain how your or your subgrantees' program activities will either:

1) Teacher Certification: ensure future or current teachers are ably prepared to implement high-quality service-learning in K-12 classrooms.
2) STEM: ensure college or university students remain engaged in STEM studies and complete their degrees

Your response to this section should correspond with the performance measure you establish for Participant Development (see section V) and your evaluation plan should explain how you and your subgrantees will gather data and report on this measure.

4. Community Needs and Service Activities

Maximum character limit: 6,000 characters or approximately 3 double spaced pages

Please explain the community need that your subgrantees' program activities will address. In your answer, you should clearly indicate how this need was/will be identified within at least one subgrantee community and how that campus will work with community partners to address this need. Please address how your subgrantees' programs will assist in meeting the following goal:

1) Teacher Certification: increase K-12 student academic engagement and progress towards meeting academic standards by implementing service-learning activities in classroom or school-based settings.

2) STEM: to address a specific community-identified need through STEM-focused service-learning activities (e.g. a pressing community health or environmental issue, a community development design need, addressing local K-12 underperformance in STEM disciplines, etc.)

Your response to this section should correspond with the performance measure you establish for Needs and Service Activities (see section V) and your evaluation plan should explain how you and your subgrantees will gather data and report on this measure.

5. Strengthening Communities

Maximum character limit: 6,000 characters or approximately 3 double spaced pages

Learn and Serve America emphasizes the role of higher education institutions serving as civic institutions to meet the human, educational, environmental or public safety needs of their local communities through service-learning. Please explain how your proposed program will strengthen the capacity of your subgrantees' institutions to meet the needs of their local communities. In this section you should also explain what steps you or your subgrantees will take to institutionalize this program on campus and to ensure your program will be sustained when the funding cycle is over.

Your response to this section should correspond with the performance measure you establish for strengthening communities (see section V) and your evaluation plan should explain how you and your subgrantees will gather data and report on this measure.

6. Organizational Capacity

Maximum character limit: 10,000 characters or approximately 5 double spaced pages.

This section refers to the capacity of the applicant to effectively manage both the fiscal and programmatic elements of a federal grant and to effectively train and monitor subgrantees to ensure they complete the proposed project plan.

Please include the following subheadings in this section of your applications: 1) Federal Grant Experience/Track Record, 2) Program/Fiscal Oversight, 3) Staff Roles and Experience, 4) Previous Experience with Learn and Serve America or Corporation grants.

1. **Federal Grant Experience/Track Record**. Applicants must provide evidence they have the experience and/or the capacity to manage a federal grant (i.e., have the systems in place to manage federal funds). Fund management includes the ability to document and report cash and in-kind matching funds. Please briefly describe your organization/institution's experience with federal grants or the systems you will use to that can effectively manage the reporting requirements demanded by federal grants.
2. **Program/Fiscal Oversight.** Applicants must be capable of providing sound programmatic and fiscal oversight to all selected subgrantees. Sound oversight includes the ability to implement ongoing assessment and continuous improvement efforts to your subgrantees as well as to provide or secure needed technical assistance. Please explain your experience with this type of management.
3. **Staff Roles and Experience**. Please list the key personnel who will oversee and implement the program, describe their roles, responsibilities, and their qualifying experience. Applicants must ensure qualified personnel who have appropriate experience in service-learning programming and fiscal management are responsible for program operations.
4. **Previous Experience with Learn and Serve America or Corporation Grants.** If you have received funding from Learn and Serve America and/or other Corporation programs, please describe what was accomplished with the funding. As stated in the NOFO, previous Learn and Serve America Higher Education grantees should describe how the new proposed program will build off those successes and/or how activities in this application are substantially different. If your organization has never received Learn and Serve or Corporation funding, you may indicate N/A.

7. Budget Adequacy and Cost Effectiveness

Maximum character limit: 4,000 characters or approximately 2 double spaced pages

Describe your plans to develop a cost-effective program, including the development of a diverse source of resources and funding at both the grantee and subgrantee level. How will your subgrantees be encouraged/required to leverage resources to support program implementation and sustainability? Also, explain how your subgrantees' programs will build community support at the local, state and/or national levels. Your explanation should include a brief discussion of your planed outreach, promotion, and branding efforts.

Please note: Grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of the budget or budget narrative that do not clearly connect with the project activities, please justify their inclusion in this section. For example, if you have a line item for a personnel member in your budget narrative but do not mention it in your Program Design or Organizational Capacity narrative, please justify the staff member's position here.

8. Clarification Summary

This field is not required. Please enter N/A.

9. Continuation Summary

This field is not required. Please enter N/A.

V. Performance Measures

Performance Measures are the measurable goals you set for your program by which we will gauge your program's success should you be awarded. Each performance measure includes an: 1) output, 2) intermediate outcome, and 3) end outcome. Your performance measure(s) should be clearly linked to the Participant Development, Needs and Service Activities, and Strengthening Communities narrative sections and reflect the goals for the priority you selected. Performance measures should cover the full three year project period and reflect the data you plan to collect through your evaluation plan.

When entering your performance measures in the Performance Measures section, please note:

- Under ***Service Categories,*** first select the Issue Area that represents the core activities of your program (e.g., Education, Environment, Health/Nutrition, etc.). The service category options will be populated based on which issue area you select. Select the service category that best corresponds with your primary service activities (e.g. for Education as an issue area, you might choose Service Learning, Afterschool Programs, or Tutoring and Child (Middle School) Literacy);
- You must provide at least one Performance Measure per category (i.e. participant development, needs and service activities, and strengthening communities). For each Performance Measure Category, you will be asked to complete a Needs Statement and 3 Year Action Plan which asks you to describe the need or issue, explain the activities that will address this need or issue, and describe the anticipated result. All Performance Measure Categories must have an output, intermediate outcome and end outcome measure;
- All measures will have associated pull-downs (population measured, indicator, target and instrument) that must be completed. If you select "Other," you must indicate what that means in the narrative box. If you do not select "Other," anything typed in the narrative box will not be saved. (Note: If you did not select any Issue Areas or Service Categories as described above, there will be no pull-down options available.)

Applicants are strongly encouraged to use a logic model to help align their program activities with their desired impacts, intermediate and end outcomes, and the outputs they will measure. Please refer to the following resources for more information on developing logic models and performance measures:

W.K. Kellogg Foundation's Logic Model Development Guide:
http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf

Information on Program Evaluation and Performance Measurement:
http://www.servicelearning.org/instant_info/fact_sheets/he_facts/tools_methods/index.php

Sample Evaluation Surveys:
http://www.servicelearning.org/instant_info/sample_forms/index.php#category41

VI. Budget

The budget section of your application should reflect one year of operating costs. In eGrants, it is divided into two sections: Budget Section 1. Program Operating Costs and Budget Section 2. Administrative/Indirect Costs. Your budget must provide a full explanation of associated costs including their purpose and the basis of your calculations. Where possible, your calculations should be presented in an equation format, identifying the number of persons or items involved, the per person or unit cost, and/or the annual salary cost.

Summary of statutory budget requirements:

- ♦ You must match with cash or in-kind contributions 100% of total CNCS funding (minimum of a dollar for dollar match). The match may be from public or private sources including state or local government. You may not include funding from other federal programs (including Corporation) as match.
- ♦ Equipment costs must not exceed 10% of the total Corporation (CNCS) funds requested.
- ♦ Administrative/indirect costs must not exceed 5% of the total Corporation (CNCS) funds requested.

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative and all costs should be justified within your application narrative sections. Reviewers will consider this information in their assessment of the Budget Adequacy and Cost-Effectiveness selection criterion.

Follow the detailed budget instructions below to prepare your budget. We recommend using the Budget Worksheet in Attachment C to draft your budget because it mirrors the categories and order of budget items in eGrants. This will save time when you then input the budget information into eGrants.

Once you have entered the information in eGrants you will be asked to validate your budget and eGrants will check your submission for errors. You will be able to print a copy of your budget as a report for your records or for proof reading – this report is referred to as your budget narrative and is automatically generated by eGrants from the information you entered.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Present the basis for all calculations in the form of an equation.
- Please use whole dollar amounts (no cents).
- Do not include unallowable expenses (e.g., entertainment costs).
- All costs must be reasonable and necessary to accomplish the program objectives.

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- 2 CFR 220 - Cost Principles for Educational Institutions (formerly A-21)
- 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments (formerly A-87)
- 2 CFR 230 - Cost Principles for Non Profit Organizations (formerly A-122)

Consistency of treatment: To be allowable under this award, costs must adhere to established policies and procedures. These guidelines apply uniformly to activities paid for by both federal grant funds as well as matching funds. Furthermore, activities must be treated consistently regardless of their funding source. In other words, do not list a budget item at a higher cost in your proposed budget than the item would be in your budgets submitted to other institutions or grant programs.

Programs must comply with all applicable federal laws, and regulations for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over $500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

Source of Match

To find the "Source of Match" field for each budget section, click on "***Enter Source of Matching Funds***". In each section for which you will provide matching funds, enter a brief description – the amount, the approximate amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Private, Other or Not Available). Define any acronyms the first time they are used.

Section I. Program Operating Costs (i.e. Direct Costs)

A. Personnel Expenses

List all staff who will contribute to the project that are being paid by Corporation funds or whose salary will be counted as match. You may include student workers other than participants in this section. Include the portion of staff time attributed directly to the operation of the Learn and Serve America project. List each staff position as a separate line item.
Example: Project Director at $60,100 x 100% usage

B. Personnel Fringe Benefits

Include the proportionate costs of benefit(s) for your project staff. You can identify and calculate each benefit or show costs as a percentage of all salaries. For example, if a staff person is budgeted at 50% of time, the grantee may charge no more than 50% of total fringe benefits to the grant. Fringe benefit rates totaling greater than 30 percent of the relevant salary will require additional explanation/justification.

C. Monitoring and Other Travel

Describe the purposes for travel. Allowable costs include transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Please specify different types of travel expenses as separate line items (e.g., monitoring visits, conference attendance, etc.). Show detailed breakdown of all costs (e.g. Statewide training conference: 2 people x 3 days @ $50 per day for lodging = $300).

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in section E (Supplies) below. Purchase of equipment is limited to 10% of the total CNCS share. Show the unit cost as well as the number of units you request.

E. Supplies

Include the purchase of consumable supplies and materials, including equipment that does not fit the equipment definition of D above. You must individually list any single item costing $1,000 (one thousand) or more.

F. Curriculum Development

Include costs for consultants related to curriculum development (contracts/mini-grants/release time). Payments to individuals for services under this grant may not exceed $617 per day (not including expenses such as travel and supplies). Indicate daily rate for consultants where applicable.

G. Training and Technical Assistance

Include the costs associated with training and technical assistance of faculty and staff, students and community partners associated with the project, especially training that specifically enhances project implementation and professional skills, e.g., project or financial management, or faculty development. Indicate daily rates of consultants, where applicable. Payments to individuals for services under this grant may not exceed $617 per day (not including expenses such as travel and supplies).

H. Evaluation

Include costs for project evaluation activities, data collection against performance measures, including subcontracts or additional staff time you did not budget under Section IA (Personnel Expenses). Include use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. Indicate daily rates of consultants, where applicable. Payments to individuals for services under this grant may not exceed $617 per day (not including expenses such as travel and supplies).

I. Other Operating Costs

Allowable costs in this category include travel to CNCS-sponsored meetings and dissemination. In addition, these costs may include Internet expenses that are specifically used for Learn and Serve America and are not part of the organization's indirect /administrative cost. If shared with other projects or activities, you must prorate the costs. List each item and provide a justification in the budget narrative.

Dissemination – Include costs to publish or disseminate training manuals, evaluation assessment tools, promising practice guides and other successful products of your program.

Required expenses under this line item include:

Travel to CNCS-Sponsored Meetings – Include up to $2,500 per person in this line item to cover the cost of a maximum of two staff members to attend a CNCS-sponsored technical assistance meeting.

J. Subgrants

If you will be awarding subgrants, include them here. Show the number of subgrants you plan to make and the average amount or range of those subgrants. If you have pre-selected your subgrantees, please include their names on different lines. Subgrant funds may cover only costs allowable under Corporation grant guidelines. Include any match that you will require of your subgrantees under the "Grantee Share" column in this category. Note that subgrantees can only claim match for direct costs in this section – do not include indirect/administrative costs.

Note: eGrants will not allow you to submit detailed subgrantee budgets in this section. Please only enter the total amount of the subgrant award you will be making.

Section II. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the funded organization's overall administration of Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 225, and 230.

The CNCS/federal share of administrative/indirect costs is limited by statute to 5% of total federal funds actually expended under this grant.

Please note: the federal limit on administrative/indirect costs (including the 5% that can be charged to the CNCS share) is cumulative. If your grant program includes subgrantees and they wish to include their own administrative/indirect costs (either CNCS share or Grantee share), they must be included in the Section II totals.

Calculation

Applicants can choose to use one of two methods to calculate administrative/indirect costs – a CNCS Fixed Percentage method (Option A) or a Federally Approved Indirect Cost Rate method (Option B). Select **only one** of these options.

A. CNCS Fixed Percentage Method—Option A

If you choose Option A, you may charge, for administrative costs, a fixed 5% of the total of the federal funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of a formally approved indirect cost rate.

1. To calculate the maximum CNCS Share for administrative costs under Option A, add the subtotals of the CNCS Share column in Section I (A. Personnel Expenses – J. Subgrants) and multiply by .0526. This is the maximum amount you can request as the CNCS share. Enter this amount in the CNCS Share column for Section IIA.

2. To calculate the maximum Grantee Share of administrative/indirect costs, add the subtotals for Section I (both CNCS Share and Grantee Share columns) and multiply this sum by 10 percent (.10). This is the maximum amount you can claim as grantee share of administrative costs. Enter this amount in the Grantee Share column for Section II A.

3. Enter the sum of the CNCS and Grantee shares under the Total Amount column in Section II A.

B. Federally Approved Indirect Cost Rate Method—Option B

Applicants who choose to use their federally approved indirect cost (IDC) rate to calculate indirect costs should select Option B. Specify the Cost Type for which your organization has current documentation on file (i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate). You will be asked to supply your approved IDC rate (percentage). Whether or not your entire IDC rate is used to calculate indirect costs for this grant is at your discretion. Please show your calculations and indicate, if different than the approved IDC, the rate you have chosen to use.

1. To calculate the total allowable indirect costs for the project, use the method prescribed by your organization (i.e., based on salaries and benefits, total direct costs, or other), and calculate all totals. For example, if University X has a federally approved indirect cost rate of 45% of direct costs, they would multiply the total direct costs (the subtotal of Section I: CNCS Share + Grantee Share) by 45% (.45).

2. Multiply the subtotal of the CNCS Share column in Section I (A. Personnel Expenses – J. Subgrants) by .0526. This is the maximum amount you can request as CNCS share of indirect costs. Enter this amount in the CNCS Share column for Section II B.

3. To calculate the Grantee Share, subtract the amount calculated in step 2 from the amount calculated in step 1. This is the maximum amount the applicant can claim as grantee share for indirect costs. Enter this amount as the Grantee Share column for Section II B.

4. Enter the sum of the CNCS and Grantee Shares under the Total Amount column in Section II B.

VIII. Funding/Demographics
Please enter the approximate number of participants you expect to engage in service-learning activities over the full, three-year project period. (Participants include students, faculty, staff and other community volunteers.)

IX. Review, Authorize and Submit
eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. The person who authorizes the application must be the applicant's authorized representative or his/her designee and must have an active eGrants account to sign these documents electronically. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application.

If someone else is acting in the role of the applicant's authorized representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name will override any that may appear and show on the application as the authorized representative.

X. Survey on Ensuring Equal Opportunity for Applicants *(Optional)*

APPENDIX A – FACESHEET (Form SF424)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:
Application ☒ Non-Construction

2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. a. DATE RECEIVED BY STATE:	3.b. STATE APPLICATION IDENTIFIER:
	4. a. DATE RECEIVED BY CNCS:	4.b. CNCS GRANT NUMBER:

5. APPLICANT INFORMATION

5a. LEGAL NAME:

5b. ORGANIZATIONAL UNIT:

5c. ADDRESS *(give street address, city, county, state and zip code):*

5d. NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION *(give area codes):*

NAME:

TELEPHONE NUMBER: ( ) -

FAX NUMBER: ( ) -

INTERNET E-MAIL ADDRESS:

WEBSITE:

6. EMPLOYER IDENTIFICATION NUMBER *(EIN):*

7.a. TYPE OF APPLICANT: (*enter appropriate letter in box)*

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School District
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Private Non-Profit Organization
O. Other (specify)______________________________

7.b. CNCS APPLICANT CHARACTERISTICS

Enter appropriate code in each blank: ______, ______, ______, ______, ______

8. TYPE OF APPLICATION (Check appropriate box):

☐ NEW ☐ NEW/PREVIOUS GRANTEE
☐ CONTINUATION ☐ AMENDMENT

If Revision, enter appropriate letter(s) in box(es):

A. AUGMENTATION: ☐ B. BUDGET REVISION: ☐

C. NO COST EXTENSION: ☐ to ______*(enter date)*

E. OTHER (*specify below):* ☐

9. NAME OF FEDERAL AGENCY:
Corporation for National and Community Service

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

Name of Program -

11. a. TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(List Cities, Counties, States, etc.):*

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: END DATE:

14. ESTIMATED FUNDING: Check applicable box: Yr 1: ☐ Yr.2: ☐ or Yr 3: ☐

a. FEDERAL	$
b. APPLICANT	$
c. STATE	$
d. LOCAL	$ N/A
e. OTHER	$ N/A
f. PROGRAM INCOME	$ N/A
g. TOTAL	$

15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESSS FOR REVIEW ON:
DATE ______________________________

b. NO. ☒ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES If "Yes," attach an explanation. ☐ NO

17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:

Modified Standards Form 424-(Rev. 4/03 to conform to the CNCS eGrants system)

APPENDIX B - Assurances and Certifications

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
- Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the 45 CFR 2540.200-207 criminal history check requirements for all individuals receiving a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws—regardless of the type of service the individual is performing or the individual's access to vulnerable populations.
- Will comply with the parental involvement requirements 45 CFR 2540.330.
- Will, for school-based grants, make efforts to:

1. ensure that students of different ages, races, sexes, ethnic groups, disabilities, and economic backgrounds have opportunities to serve together;
2. include any opportunities for students, enrolled in schools or programs of education providing elementary or secondary education, to participate in service-learning programs and ensure that such service-learning programs include opportunities for such students to serve together;
3. involve participants in the design and operation of the programs;
4. promote service-learning in areas of greatest need, including low-income or rural areas; and
5. otherwise integrate service opportunities into the academic program of the participants.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a drug-free workplace statement that:
   a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
   b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
   c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The grantee's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
    a. Taking appropriate personnel action against the employee, up to and including termination; or
    b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Appendix C. HIGHER EDUCATION BUDGET WORKSHEET

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title	Qty	Annual Salary	% Time	**Total Amount**	**CNCS Share**	**Grantee Share**
			Totals			

B. Personnel Fringe Benefits

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

C. Monitoring and Other Travel

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

D. Equipment

Item/Purpose	Qty	Unit Cost	**Total Amount**	**CNCS Share**	**Grantee Share**
		Totals			

E. Supplies

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

F. Curriculum Development

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

G. Training and Technical Assistance

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

H. Evaluation

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			

I. Other Program Operating Costs

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Travel to CNCS-Sponsored Meetings				
Dissemination				
Outreach				
	Totals			

J. Subgrants

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
	Totals			
	SECTION I SUBTOTALS			

Section II. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Corporation Fixed Amount				
	Totals			

B. Federally Approved Indirect Cost Rate Method

Cost Type	Basis	Calculation	Rate	Rate Claimed	**Total Amount**	**CNCS Share**	**Grantee Share**
				Totals			

Learn and Serve America
2010 Grant Application Instructions
Individual Higher Education Institution Grants
Table of Contents

IMPORTANT NOTICES

These application instructions conform to the Corporation for National and Community Service's (the Corporation's) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site www.cns.gov and at www.grants.gov.

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)).

Time Burden: The time required to complete this collection of information is estimated to average 10 hours per applicant.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. In this case, it will not be possible to consider granting funds to the applicant.

Privacy Act: Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

Submitting Your Application in eGrants

The deadline for application submissions in *eGrants* is March 9, 2010 at 5:00 p.m. Eastern Time.

Please use the following Application Instructions after carefully reviewing the Notice of Funding Opportunity *(Notice)* that explains eligibility, award amounts, agency priorities and other critical information about this grant competition. The *Notice* and these Application Instructions are available on our website: http://www.learnandserve.gov/for_organizations/funding/nofa.asp

Contact the eGrants Help Desk at 888-677-7849 (talk to an associate or leave a detailed message) or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application.

If you have programmatic questions about Learn and Serve America applications, please contact 202-606-7510 or lsahighered@cns.gov.

Your completed application consists of the following components. Please make sure to complete each one.

I. Standard Form 424 Facesheet

II. Applicant Info

III. Application Info

IV. Narrative

V. Performance Measures

VI. Documents

VII. Budget

VIII. Funding/Demographics

IX. Review and Submit

X. Survey on Ensuring Equal Opportunity for Applicants *(Optional)*

Application Contents

I. Standard Form 424 Facesheet

The Standard Form-424 facesheet is required for applications submitted for federal assistance. The SF-424 contents are duplicated in eGrants, although the format is different. (Appendix A)

Note: When completing the application in eGrants, a number of the below boxes will already be completed through the process of setting up an account for the applicant organization and individual program contact.

II. Applicant Info

If you need help establishing a new organization account in eGrants, or a new user account for an existing organization account, please refer to the eGrants Help Desk website:

http://www.learnandserve.ogv/egrants/help.asp

After you create your eGrants account, begin by selecting "New" from your Home Page. Select "Learn and Serve America" as the ***Program Area*** and click "Go." You will then be asked to ***select a NOFA***. Choose: **Learn and Serve America Higher Education FY 2010 (NEW)**. Once you create an application, you will be allowed to edit as needed until you are ready to submit.

When you want to return to a previously started application, it will now appear under ***View My Grants/Applicants*** in the status ***For Grantee Edit or Action***. Clicking on this option will allow you to re-enter your application. Do **not** use the ***New*** button again.

Please note that the ***Authorized Representative*** name is blank. You cannot select a name for this field. Instead, the Authorized Representative will need to have his/her own account to click on the Assurances and Certifications at the end of the application. (Part IX)

Under ***Project Information*** select, "enter new" and choose a title for your project. You can enter another address for the project, which may or not be the same as that of the Legal Applicant.

For ***Select a Project Initiative*** select "LSA – Higher Education Individual" from the drop down menu.

To select an individual as the ***Project Director***, choose a name from the pull-down menu or add a new contact.

Enter your project or program ***Website*** if you have one.

III. Application Info

Areas affected by the project: List only the largest political or municipal entities affected (e.g., counties and cities).

Enter the dates for the *proposed* ***project start and end*** dates. Your project period is up to three years <u>and must begin no later than September 30, 2010.</u>

Intergovernmental Review of Federal Programs: This program is NOT subject to Executive Order 12372.

Delinquent on any federal debt: Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, type your explanation in the text box provided.

State Application Identifier: Enter N/A.

Note: Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than $10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001)

Application Narrative

IV. Narrative Sections

Sections 1-7 are text boxes in eGrants. Click on the heading of each one to enter text, or cut and paste your text from a word processing document into the text field.
Please note that character limits include spaces. When drafting narrative responses, we recommend using word processing software that will check spelling and count characters and spaces. 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, charts, diagrams, and tables will not copy into eGrants.
In evaluating applications for funding, reviewers will assess the program design, organizational capacity, and cost-effectiveness and budget adequacy sections. Reviewers will assess application narratives against the selection criteria described in Section V. of the Notice of Funding Opportunity (*Notice*) and the extent to which the applicant responds to the questions in these instructions. Please read this guidance carefully to ensure that you are fully and appropriately responding to the information requested in the application.
Please refer to the *Notice* for more information on review priorities (www.learnandserve.gov/for_organizations/funding/nofa.asp). The weights assigned to each category and its corresponding narrative sections are listed in the chart below.

Category	Percentage	Narrative Sections
Program Design	70%	Executive Summary, Three Year Plan, Participant Development, Community Needs and Service Activities, Strengthening Communities
Organizational Capacity	20%	Organizational Capacity
Budget Adequacy and Cost-Effectiveness	10%	Budget Adequacy and Cost-Effectiveness

1. Executive Summary

Maximum character limit: 3,000 characters or approximately 1 1/2 double-spaced page, 12-point font

Briefly summarize your proposed program. Please identify which priority area your program will address (i.e., teacher preparation or STEM). Include the projected number of participants, service project goals, and key activities and anticipated outcomes.

2. Three Year Plan

(Maximum character limit: 18,000 characters limit or approximately 9 double-spaced pages, 12-point font)

In this section, first explain the rationale and approach of your proposed three-year program plan. Please describe your program's major goals, program activities, and the community partners you will be working with.

In completing this section of the narrative, you must address the following:

- How your program will implement service-learning
- Training and technical assistance activities
- Evaluation plan
- Branding and promotion of your Learn and Serve America program
- How you will ensure your program's activities can be sustained after the three year project period

You may also want to address the following:

- Program development activities (i.e. hiring staff, recruiting students, training participants, etc.)
- Student leadership opportunities or involvement
- Community Partner input or involvement in program planning and implementation
- Technology use (i.e. Web 2.0 tools, data tracking tools, etc.)

Next, please provide a three-year project plan that outlines your major program activities and the estimated time/semester/year by which you hope to accomplish them.

3. Participant Development

Maximum character limit: 6,000 characters or approximately 3 double-spaced pages

Learn and Serve America Higher Education grants aim to engage more college students in service-learning in order to increase academic content knowledge and build an ethic of civic responsibility. Please describe how your program activities will help to achieve these goals. In addition, depending on which priority you are applying for, please explain how your program activities will either:

1) Teacher Certification: ensure future or current teachers are ably prepared to implement high-quality service-learning in K-12 classrooms.
2) STEM: ensure college or university students remain engaged in STEM studies and complete their degrees

Your response to this section should correspond with the performance measure you establish for Participant Development (see section V) and your evaluation plan should explain how you will gather data and report on this measure.

4. Community Needs and Service Activities

Maximum character limit: 6,000 characters or approximately 3 double-spaced pages

Please explain the community need your program activities will address. In your answer, you should clearly indicate how this need was identified and how your campus will work with community partners to address this need. Please describe how your program will assist in meeting your selected priority's goals:

1) Teacher Certification: increase K-12 student academic engagement and progress towards meeting academic standards by implementing service-learning activities in classroom or school-based settings.
2) STEM: address a specific community-identified need through STEM-focused service-learning activities (e.g. a pressing community health or environmental issue, a community development design need, addressing local K-12 underperformance in STEM disciplines, etc.)

Your response to this section should correspond with the performance measure you establish for Needs and Service Activities (see section V) and your evaluation plan should explain how you will gather data and report on this measure.

5. Strengthening Communities

Maximum character limit: 6,000 characters or approximately 3 double-spaced pages.

Learn and Serve America emphasizes the role of higher education institutions serving as civic institutions to meet the human, educational, environmental or public safety needs of their local communities through service-learning. Please explain how your proposed program will strengthen the capacity of your institution to meet the needs of local communities. In this section you should also explain what steps you will take to institutionalize this program on campus and to ensure your program will be sustained when the funding cycle is over.

Your response to this section should correspond with the performance measure you establish for Strengthening Communities (see section V) and your evaluation plan should explain how you will gather data and report on this measure.

6. Organizational Capacity

Maximum character limit: 10,000 characters or approximately 5 double-spaced pages.

This section refers to the capacity of the applicant to effectively manage both the fiscal and programmatic elements of a federal grant as well as complete the proposed project plan.

Please include the following subheadings in this section of your applications: 1) Federal Grant Experience/Track Record, 2) Program/Fiscal Oversight, 3) Staff Roles and Experience, 4) Previous Experience with Learn and Serve America or Corporation grants.

1. **Federal Grant Experience/Track Record**. Applicants must provide evidence they have the experience and/or the capacity to manage a federal grant (i.e., have the systems in place to manage federal funds). Fund management includes the ability to document and report cash and in-kind matching funds. Please briefly describe your institution's experience with federal grants or the systems you will use to that can effectively manage the reporting requirements demanded by federal grants.
2. **Program/Fiscal Oversight.** Applicants must be capable of providing sound programmatic and fiscal oversight. Sound oversight includes the ability to implement ongoing self-assessment and continuous improvement efforts as well as to provide or

3. **Staff Roles and Experience**. Please list the key personnel who will oversee and implement the program, describe their roles and responsibilities, and their qualifying experience. Applicants must ensure qualified personnel who have appropriate experience in service-learning programming and fiscal management are responsible for program operations.
4. **Previous Experience with Learn and Serve America or Corporation Grants.** If applicants have received funding from Learn and Serve America and/or other Corporation programs, please describe what was accomplished with the Corporation funding. As stated in the *Notice*, previous Learn and Serve America Higher Education grantees should describe how the new proposed program will build off those successes or how activities in this application are substantially different. If your organization has never received Learn and Serve America or Corporation funding, you may indicate N/A.

7. Budget Adequacy and Cost Effectiveness

Maximum character limit: 4,000 characters or approximately 2 double-spaced pages.

Describe your plans to develop a cost-effective program, including the development of diverse sources of resources and funding. How will your proposed program leverage resources to support program implementation and sustainability? Also, explain how your proposed program builds community support for the program at the local, state and/or national levels. Your explanation should include a brief discussion of your planed outreach, promotion, and branding efforts.

Please note: Grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of the budget or budget narrative that do not clearly connect with the project activities, please justify their inclusion in this section. For example, if you have a line item for a personnel member in your budget narrative but do not mention it in your Program Design or Organizational Capacity narrative, please justify the staff member's position here.

8. Clarification Summary

This field is not required. Please enter N/A.

9. Continuation Summary

This field is not required. Please enter N/A.

V. Performance Measures

Performance Measures are the measurable goals you set for your program by which we will gauge your program's success should you be awarded a grant. Each performance measure includes an: 1) output, 2) intermediate outcome, and 3) end outcome. Your performance measure(s) should be clearly linked to Participant Development, Community Needs and Service Activities, and Strengthening Communities narrative sections and focus on the particular issue(s) or need(s) that you identified. Performance measures should cover the full three year project period and reflect the data you plan to collect through your evaluation plan.

When entering your performance measures in the Performance Measures section, please note:

- Under ***Service Categories,*** first select the Issue Area that represents the core activities of your program (e.g., Education, Environment, Health/Nutrition, etc.). The service category options will be populated based on which issue area you select. Select the service category

- You must provide at least one Performance Measure per category (i.e. participant development, needs and service activities, and strengthening communities). For each Performance Measure Category, you will be asked to complete a Needs Statement and 3 Year Action Plan which asks you to describe the need or issue, explain the activities that will address this need or issue, and describe the anticipated result. All Performance Measure Categories must have an output, intermediate outcome and end outcome measure;
- All measures will have associated pull-down menus to select the population measured, indicator, target and instrument. If you select "Other," you must indicate what that means in the narrative box. If you do not select "Other," anything typed in the narrative box will not be saved. (Note: If you did not select any Issue Areas or Service Categories as described above, there will be no pull-down options available.)

Applicants are strongly encouraged to use a logic model to help align their program activities with their desired impacts, intermediate and end outcomes, and the outputs they will measure. Please refer to the following resources for more information on developing logic models and performance measures:

W.K. Kellogg Foundation's Logic Model Development Guide:
http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf

Information on Program Evaluation and Performance Measurement:
http://www.servicelearning.org/instant_info/fact_sheets/he_facts/tools_methods/index.php

Sample Evaluation Surveys:
http://www.servicelearning.org/instant_info/sample_forms/index.php#category41

VI. Documents

We cannot accept any attachments with this application. Any documents you send will not be reviewed.

VII. Budget

The budget section of your application should reflect one year of operating costs. In eGrants, it is divided into two sections: Budget Section 1. Program Operating Costs and Budget Section 2. Administrative/Indirect Costs. Your budget must provide a full explanation of associated costs including their purpose and the basis of your calculations. Where possible, your calculations should be presented in an equation format, identifying the number of persons or items involved, the per person or unit cost, and/or the annual salary cost.

Summary of statutory budget requirements:

- You must match with cash or in-kind contributions 100% of total CNCS funding (minimum of a dollar for dollar match). The match may be from public or private sources including state or local government. You may not include funding from other federal programs (including Corporation) as match.
- Equipment costs must not exceed 10% of the total Corporation (CNCS) funds requested.

- ♦ Administrative/indirect costs must not exceed 5% of the total Corporation (CNCS) funds requested.

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative and all costs should be justified within your application narrative sections. Reviewers will consider this information in their assessment of the Budget Adequacy and Cost-Effectiveness selection criterion.

Follow the detailed budget instructions below to prepare your budget. We recommend using the Budget Worksheet in Attachment C to draft your budget because it mirrors the categories and order of budget items in eGrants. This will save time when you then input the budget information into eGrants.

Once you have entered the information in eGrants you will be asked to validate your budget and eGrants will check your submission for errors. You will be able to print a copy of your budget as a report for your records or for proof reading – this report is referred to as your budget narrative and is automatically generated by eGrants from the information you entered.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Present the basis for all calculations in the form of an equation.
- Please use whole dollar amounts (no cents).
- Do not include unallowable expenses (e.g., entertainment costs).
- All costs must be reasonable and necessary to accomplish the program objectives.

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- 2 CFR 220 - Cost Principles for Educational Institutions (formerly A-21)
- 2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments (formerly A-87)
- 2 CFR 230 - Cost Principles for Non Profit Organizations (formerly A-122)

Consistency of treatment: To be allowable under this award, costs must adhere to established policies and procedures. These guidelines apply uniformly to activities paid for by both federal grant funds as well as matching funds. Furthermore, activities must be treated consistently regardless of their funding source. In other words, do not list a budget item at a higher cost in your proposed budget than the item would be in your budgets submitted to other institutions or grant programs.

Programs must comply with all applicable federal laws, and regulations for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over $500,000 in federal funds, as required in OMB Circular A-133.

Detailed Budget Instructions

Source of Match

To find the "Source of Match" field for each budget section, click on "***Enter Source of Matching Funds***". In each section for which you will provide matching funds, enter a brief description – the amount, the approximate amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Private, Other or Not Available). Define any acronyms the first time they are used.

Section I. Program Operating Costs (i.e. Direct Costs)

A. Personnel Expenses
List all staff who will contribute to the project that are being paid by Corporation funds or whose salary will be counted as match. You may include student workers other than participants in this section. Include the portion of staff time attributed directly to the operation of the Learn and Serve America project. List each staff position as a separate line item.
Example: Project Director at $60,100 x 100% usage

B. Personnel Fringe Benefits
Include the proportionate costs of benefit(s) for your project staff. You can identify and calculate each benefit or show costs as a percentage of all salaries. For example, if a staff person is budgeted at 50% of time, the grantee may charge no more than 50% of total fringe benefits to the grant. Fringe benefit rates totaling greater than 30 percent of the relevant salary will require additional explanation/justification.

C. Monitoring and Other Travel
Describe the purposes for travel. Allowable costs include transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Please specify different types of travel expenses as separate line items (e.g., monitoring visits, conference attendance, etc.). Show detailed breakdown of all costs (e.g. Statewide training conference: 2 people x 3 days @ $50 per day for lodging = $300).

D. Equipment
Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of $5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in section E (Supplies) below. Purchase of equipment is limited to 10% of the total CNCS share. Show the unit cost as well as the number of units you request.

E. Supplies
Include the purchase of consumable supplies and materials, including equipment that does not fit the equipment definition of D above. You must individually list any single item costing $1,000 (one thousand) or more.

F. Curriculum Development
Include costs for consultants related to curriculum development (contracts/mini-grants/release time). Payments to individuals for services under this grant may not exceed $617 per day (not including expenses such as travel and supplies). Indicate daily rate for consultants where applicable.

G. Training and Technical Assistance
Include the costs associated with training and technical assistance of faculty and staff, students and community partners associated with the project, especially training that specifically enhances project implementation and professional skills, e.g., project or financial management, or faculty development. Indicate daily rates of consultants, where applicable. Payments to individuals for services under this grant may not exceed $617 per day (not including expenses such as travel and supplies).

H. Evaluation
Include costs for project evaluation activities, data collection against performance measures, including subcontracts or additional staff time you did not budget under Section IA (Personnel Expenses). Include use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. Indicate daily rates of consultants, where applicable. Payments to individuals for services under this grant may not exceed $617 per day (not including expenses such as travel and supplies).

I. Other Operating Costs
Allowable costs in this category include travel to CNCS-sponsored meetings and dissemination. In addition, these costs may include Internet expenses that are specifically used for Learn and Serve America and are not part of the organization's indirect /administrative cost. If shared with other projects or activities, you must prorate the costs. List each item and provide a justification in the budget narrative.

Dissemination – Include costs to publish or disseminate training manuals, evaluation assessment tools, promising practice guides and other successful products of your program.

Required expenses under this line item include:

Travel to CNCS-Sponsored Meetings – Include up to $2,500 per person in this line item to cover the cost of a maximum of two staff members to attend a CNCS-sponsored technical assistance meeting.

J. Subgrants
If you will be awarding subgrants, include them here. Show the number of subgrants you plan to make and the average amount or range of those subgrants. If you have pre-selected your subgrantees, please include their names on different lines. Subgrant funds may cover only costs allowable under Corporation grant guidelines. Include any match that you will require of your subgrantees under the "Grantee Share" column in this category. Note that subgrantees can only claim match for direct costs in this section – do not include indirect/administrative costs.

Note: eGrants will not allow you to submit detailed subgrantee budgets in this section. Please only enter the total amount of the subgrant award you will be making.

Section II. Administrative/Indirect Costs

Definitions

Administrative costs are general or centralized expenses of the funded organization's overall administration of Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in 2 CFR 220, 225, and 230.

The CNCS/federal share of administrative/indirect costs is limited by statute to 5% of total federal funds actually expended under this grant.

Please note: the federal limit on administrative/indirect costs (including the 5% that can be charged to the CNCS share) is cumulative. If your grant program includes subgrantees and they wish to include their own administrative/indirect costs (either CNCS share or Grantee share), they must be included in the Section II totals.

Calculation

Applicants can choose to use one of two methods to calculate administrative/indirect costs – a CNCS Fixed Percentage method (Option A) or a Federally Approved Indirect Cost Rate method (Option B). Select **only one** of these options.

A. CNCS Fixed Percentage Method—Option A

If you choose Option A, you may charge, for administrative costs, a fixed 5% of the total of the federal funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of a formally approved indirect cost rate.

1. To calculate the maximum CNCS Share for administrative costs under Option A, add the subtotals of the CNCS Share column in Section I (A. Personnel Expenses – J. Subgrants) and multiply by .0526. This is the maximum amount you can request as the CNCS share. Enter this amount in the CNCS Share column for Section IIA.

2. To calculate the maximum Grantee Share of administrative/indirect costs, add the subtotals for Section I (both CNCS Share and Grantee Share columns) and multiply this sum by 10 percent (.10). This is the maximum amount you can claim as grantee share of administrative costs. Enter this amount in the Grantee Share column for Section II A.

3. Enter the sum of the CNCS and Grantee shares under the Total Amount column in Section II A.

B. Federally Approved Indirect Cost Rate Method—Option B

Applicants who choose to use their federally approved indirect cost (IDC) rate to calculate indirect costs should select Option B. Specify the Cost Type for which your organization has current documentation on file (i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate). You will be asked to supply your approved IDC rate (percentage). Whether or not your entire IDC rate is used to calculate indirect costs for this grant is at your discretion. Please show your calculations and indicate, if different than the approved IDC, the rate you have chosen to use.

1. To calculate the total allowable indirect costs for the project, use the method prescribed by your organization (i.e., based on salaries and benefits, total direct costs, or other), and calculate all totals. For example, if University X has a federally approved indirect cost rate of 45% of direct costs, they would multiply the total direct costs (the subtotal of Section I: CNCS Share + Grantee Share) by 45% (.45).

2. Multiply the subtotal of the CNCS Share column in Section I (A. Personnel Expenses – J. Subgrants) by .0526. This is the maximum amount you can request as CNCS share of indirect costs. Enter this amount in the CNCS Share column for Section II B.

3. To calculate the Grantee Share, subtract the amount calculated in step 2 from the amount calculated in step 1. This is the maximum amount the applicant can claim as grantee share for indirect costs. Enter this amount as the Grantee Share column for Section II B.

4. Enter the sum of the CNCS and Grantee Shares under the Total Amount column in Section II B.

VIII. Funding/Demographics

Please enter the approximate number of participants you expect to engage in service-learning activities over the full, three-year project period. (Participants include students, faculty, staff and other community volunteers.)

IX. Review, Authorize and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully (Appendix B). Complete each section of the Assurances and Certifications. The person who authorizes the application must be the applicant's authorized representative or his/her designee and must have an active eGrants account to sign these documents electronically. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application.

If someone else is acting in the role of the applicant's authorized representative, that person must log into their eGrants account and proceed with Authorize and Submit by clicking on the "I Agree" buttons. After signing off on the Authorization, Assurances, and Certifications, that individual's name will override any that may appear and show on the application as the authorized representative.

X. Survey on Ensuring Equal Opportunity for Applicants (Optional)

APPENDIX A – FACESHEET (Form SF424)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:
Application ☒ Non-Construction

2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. a. DATE RECEIVED BY STATE:	3.b. STATE APPLICATION IDENTIFIER:
	4. a. DATE RECEIVED BY CNCS:	4.b. CNCS GRANT NUMBER:

5. APPLICANT INFORMATION

5a. LEGAL NAME:

5b. ORGANIZATIONAL UNIT:

5c. ADDRESS *(give street address, city, county, state and zip code):*

5d. NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION *(give area codes):*
NAME:
TELEPHONE NUMBER: ( ) -
FAX NUMBER: ( ) -
INTERNET E-MAIL ADDRESS:
WEBSITE:

6. EMPLOYER IDENTIFICATION NUMBER *(EIN):*

7.a. TYPE OF APPLICANT: (*enter appropriate letter in box)*

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School District
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Private Non-Profit Organization
O. Other (specify)____________________________________

7.b. CNCS APPLICANT CHARACTERISTICS

8. TYPE OF APPLICATION (Check appropriate box):

☐NEW ☐NEW/PREVIOUS GRANTEE
☐CONTINUATION ☐AMENDMENT

If Revision, enter appropriate letter(s) in box(es):

A. AUGMENTATION: ☐ B. BUDGET REVISION: ☐
C. NO COST EXTENSION: ☐ to ______ *(enter date)*
E. OTHER (*specify below):* ☐

9. NAME OF FEDERAL AGENCY:
Corporation for National and Community Service

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

Name of Program ____-

11. a. TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(List Cities, Counties, States, etc.):*

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: ______ END DATE: _____

14. ESTIMATED FUNDING: Check applicable box: Yr 1: ☐ Yr.2: ☐ or Yr 3:

a. FEDERAL	$	
b. APPLICANT	$	
c. STATE	$	
d. LOCAL	$	N/A
e. OTHER	$	N/A
f. PROGRAM INCOME	$	N/A
g. TOTAL	$	

15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESSS FOR REVIEW ON:
DATE ___________________________________

b. NO. ☒ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES If "Yes," attach an explanation. ☐ NO

17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:

Modified Standards Form 424-(Rev. 4/03 to conform to the CNCS eGrants system)

APPENDIX B - Assurances and Certifications

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
- Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.
- Will, prior to the placement of a participant, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the program, to prevent the displacement and protect the rights of those employees.
- Will comply with the 45 CFR 2540.200-207 criminal history check requirements for all individuals receiving a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws—regardless of the type of service the individual is performing or the individual's access to vulnerable populations.
- Will comply with the parental involvement requirements 45 CFR 2540.330.
- Will, for school-based grants, make efforts to:
    1. ensure that students of different ages, races, sexes, ethnic groups, disabilities, and economic backgrounds have opportunities to serve together;

2. include any opportunities for students, enrolled in schools or programs of education providing elementary or secondary education, to participate in service-learning programs and ensure that such service-learning programs include opportunities for such students to serve together;
3. involve participants in the design and operation of the programs;
4. promote service-learning in areas of greatest need, including low-income or rural areas; and
5. otherwise integrate service opportunities into the academic program of the participants.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters
This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace
This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a drug-free workplace statement that:
   a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
   b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
   c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:
   a. The dangers of drug abuse in the workplace;
   b. The grantee's policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation, and employee assistance programs; and
   d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
   a. Taking appropriate personnel action against the employee, up to and including termination; or
   b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities
As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

APPENDIX C – Budget Worksheet

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Totals				

C. Monitoring and Other Travel

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Totals				

D. Equipment

Item/Purpose	Qty	Unit Cost	**Total Amount**	**CNCS Share**	**Grantee Share**
Totals					

E. Supplies

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Totals				

F. Curriculum Development

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Totals				

G. Training and Technical Assistance

Item/Purpose	Calculation	**Total Amount**	**CNCS Share**	**Grantee Share**
Totals				

H. Evaluation

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

I. Other Program Operating Costs

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Travel to CNCS-Sponsored Meetings				
Dissemination				
Outreach				
Totals				

J. Subgrants

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				
SECTION I SUBTOTALS				

Section II. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount				
Totals				

B. Federally Approved Indirect Cost Rate Method

Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Totals							