

## *Notice of Federal Funding Available*

### *Overview*

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** Learn and Serve America School-Based Indian Tribes and U.S. Territories FY 2010  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.004

**Dates:** Applications are due on **March 9, 2010**, no later than 5:00 p.m. Eastern Time. Successful applicants will be notified by the end of May 2010.

**Contact:** [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@cns.gov) or 202-606-7510

### **I. Funding Opportunity Description**

#### **What is the purpose of Learn and Serve America School-Based Indian Tribes and U.S. Territories Grants?**

Learn and Serve America School-Based grants are designed to involve school-age youth in service-learning projects that simultaneously support student development and meet community needs in areas such as the environment, education, public safety, and other human needs.

The Corporation is offering federal financial assistance on a competitive basis to Indian Tribes and U.S. Territories for the following purposes:

- To support high-quality service-learning sponsored by Indian Tribes and U.S. Territories and enhance the infrastructure in schools and communities to support on-going service-learning programming;
- To support Indian Tribes and U.S. Territories working with schools to expand service-learning into more tribal communities that will involve students in service-learning projects;
- To increase student civic, academic and leadership skills and provide youth with service-learning experiences that motivate them to become more civically engaged and committed to lifelong service; and
- To promote healthy communities and healthy youth by having students engaged in service-learning projects that address one or more of the following issue areas:
  - Health and Wellness
  - Environment
  - Retention of Tribal Language, History, and Culture
  - Community Development/Economic Development
  - Crime Prevention/Violence Prevention

*Note: Applicants may choose to focus on more than one of these issue areas; however, no advantage or disadvantage will accrue to the applicant by doing so.*

#### **What is the background of Learn and Serve America?**

For over fifteen years, the Corporation for National and Community Service—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has mobilized a new generation of

engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve through these programs.

Learn and Serve America fosters collaboration among schools, faith-based and other community organizations, and institutions of higher education to meet immediate community needs and strengthen the capacity of communities to address long-term needs.

Learn and Serve America grants are used to create new programs or replicate existing programs, as well as to provide training and professional development to educators and volunteers. Service-learning programs allow schools, community groups and colleges to combine community service activities with educational, civic, and/or leadership objectives.

### **What is service-learning?**

The Corporation defines service-learning as an educational method that:

- is conducted in and meets the needs of a community;
- is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; and
- helps foster civic responsibility; and that
- is integrated into and enhances the academic curriculum of the students, or the educational components of the community service program in which the participants are enrolled; and
- provides structured time for the students or participants to reflect on the service experience.

## **II. Award Information**

### **How much funding is available?**

The Corporation for National and Community Service (the Corporation) announces the availability of approximately \$650,070 to award Learn and Serve America School-Based Indian Tribes and U.S. Territories grants on a competitive basis. This program is authorized under the National and Community Service Act of 1990 and funded under the Consolidated Appropriations Act, 2010 (P.L. 111-117). Grants will be awarded to an estimated three to five Indian Tribes and U.S. Territories with awards ranging from approximately \$45,000 to \$120,000 annually for a project period of up to three years.

### **When will the grants be awarded?**

Grants will be awarded by the end of June 2010.

## **III. Eligibility Information**

### **Who is eligible for this funding?**

Eligible applicants include any federally-recognized Indian Tribe or “State Educational Agencies” for the following U.S. Territories – Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas Island. Applicants may propose to directly operate service-learning programs, in partnership with local K-12 school(s), that meet the statutory definition of service-learning, or propose to award subgrants to local educational agencies or local

K-12 school(s) which in turn implement service-learning programs that meet the statutory definition of service-learning.

**How does the Corporation define Indian Tribe?**

Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

**Are current or previous Learn and Serve America grantees eligible?**

Previous Learn and Serve America Indian Tribes and U.S. Territories grantees are eligible to apply. However, to be competitive, previous grantees should demonstrate how the current proposal builds upon accomplishments of the previously funded activities.

**What are the matching requirements?**

The Grantee share of the total cost (Corporation Share + Grantee Share) of carrying out a Learn and Serve America School-Based Indian Tribes and U.S. Territories program must be at least:

- 20 percent for the first year
- 35 percent for the second year
- 50 percent for the third and any subsequent years

*Note: Learn and Serve America grant recipients who have received a previous three-year grant from Learn and Serve America are required to have a 50 percent match for each year of the grant.*

**May the grantee’s match be either cash or in-kind?**

The grantee’s share of the program cost can be in cash or in-kind, which may include facilities, equipment, or services. The grantee’s share may come from private, state, or non-Corporation federal sources. **Note:** The Corporation’s legislation permits the use of non-Corporation federal funds, except for U.S. Department of Education funding through Title I or the Individuals with Disabilities Education Act, as match for the grantee share of the budget. If you intend to use other Federal funds as match, it may be advisable to discuss with the other federal agency your intention to report expenditures as costs on both grants (matching on the Corporation grant and direct on the other agency’s grant).

**May an applicant request a partial waiver of the required match?**

An applicant may request a partial waiver of the required match by submitting the request to [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@cns.gov) before the application deadline. The partial waiver request must include the following information:

- A statement that you cannot meet your match requirement and a description and explanation of the local conditions that demonstrate a lack of resources at the local level, including trends in unemployment, poverty, foreclosures, etc.;
- A description of the steps you will take to raise match and a description of your future ability and/or inability to raise match;

- A description of the local partnerships you have created in support of your program regardless of whether or not those partnerships result in matching contributions. (This will help us determine the level of community commitment to the program that exists even without financial contributions);
- A statement of how much of the match has been/is expected to be raised;
- A request for a specific amount of match to be waived; and
- Any other information that may be helpful in considering your application.

In accordance with Executive Order 13175 “Consultation and Coordination with Indian Tribal Governments” the Corporation will handle any waiver request from an Indian Tribe in an expedited manner.

**Who is eligible to participate in Learn and Serve America School-Based programs?**

School-Based participants are youth ages 5 to 17 engaged in service through the service-learning program. Participants may also include children with disabilities as defined in section 602 of the Individuals with Disabilities Education Act (20 USC 1401), who receive services under part B of that Act.

**What are some of the restrictions regarding the roles of the participants?**

Learn and Serve America will not fund organizations or groups to: 1) provide religious instruction, conduct worship services or engage in any form of proselytizing; 2) assist, promote, or deter union organizing; 3) finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or 4) impair existing contracts for services or collective bargaining agreements.

**IV. Application and Submission Information**

**When are applications due?**

Applications are due no later than 5:00 p.m. ET on March 9, 2010. Application must arrive at CNCS by the deadline in order to be considered.

**Where can I request application information?**

This Notice can be found on the Corporation’s website:

[http://www.nationalservice.gov/for\\_organizations/funding/nof.asp](http://www.nationalservice.gov/for_organizations/funding/nof.asp)  
or by contacting [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@cns.gov) or 202-606-7510.

**Are letters of intent to apply required?**

If you intend to apply, please send an email to: [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@cns.gov) by February 9, 2010.

Although submission of the notice of intent to apply is not mandatory, your email will help CNCS to plan more efficiently for review. In your email, please include the name of your organization, address, contact person, and phone number.

### **What is a DUNS number and is it required to apply?**

The DUN and Bradstreet Data Universal Numbering System (DUNS) number is used as a Universal Identifier. Applications must include a DUNS number on the Standard Form 424. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (800) 333-0505 or (866) 705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).

The website indicates a 24-hour email turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained for a fee by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers will be rejected.

### **How are applications submitted to CNCS?**

The Corporation requires that all applicants make every effort to submit their applications electronically utilizing its web-based application system, eGrants by the deadline.

The eGrants website is: <https://egrants.cns.gov/espan/main/login.jsp>

If extenuating circumstances make this impossible, send a hard copy of your application to the following address, via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service). Please send a letter with your hard copy application explaining why you were not able to submit your application electronically. All requirements described in this *Notice* apply to hard copy applications.

Corporation for National and Community Service  
Attn: Office of Grants Policy and Operations/LSA Application  
1201 New York Avenue NW  
Washington, DC 20525

Late applications may be accepted only if the applicant submits a letter explaining the extenuating circumstance which caused the delay. Such letter must be sent to the Corporation via email to [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@cns.gov) no later than one business day after the application due date. Late applications are evaluated on a case-by-case basis.

**We strongly recommend that you create your eGrants account and begin your application at least three weeks prior to the final submission deadline and begin pasting your application into eGrants no later than ten days before the deadline.** This will allow you time to address technical issues prior to the deadline.

Contact the eGrants Help Desk at 888-677-7849 (talk to an associate or leave a detailed message) or e-mail [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov) immediately if a problem arises while you are creating your account, preparing, or submitting your application. Be prepared to provide your application ID. If technical issues are preventing you from submitting your application in eGrants by the deadline, you must contact the eGrants Help Desk prior to the 5:00 p.m. Eastern Time deadline to explain your technical issue and get a ticket number. If your issue cannot be resolved by the deadline, you must continue working with the eGrants Help Desk to submit your application.

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

### **How is an application created in eGrants?**

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.gov/egrants/help.asp>

After you create your eGrants account, begin by selecting “New” under the Creating an Application heading on 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 Indian Tribes & US Territories FY 2010 (NEW). Once you create an application, you will be allowed to edit as needed until you are ready to submit.

**Do not use the New button again** as this will start a brand new application.

Once you have initiated an application, it will be listed in the View My Grants/Application or Report. If you exit and then return to eGrants and wish to continue entering or editing your application, please open your saved version by selecting *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.

### **What must be included in an application?**

This *Notice* contains all application instructions and is available at:

[http://www.learnandserve.gov/for\\_organizations/funding](http://www.learnandserve.gov/for_organizations/funding)

The application must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. In evaluating your application, reviewers will assess the narrative on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness.

The School-Based Application Instructions are approved under OMB Control #: 3045-0045, Expiration Date 9/30/2011. They are formatted to correspond to fields in eGrants and clarified through this *Notice*.

**Please note that character limits include spaces.** When drafting narrative responses, we recommend using word processing software that will check spelling and count characters. 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.

The completed application will consist of the following components, described in detail below.

- A. Applicant Info
- B. Application Info
- C. Narratives
  - 1. Executive Summary
  - 2. Three Year Plan
  - 3. Participants Development
  - 4. Community Needs and Service Activities
  - 5. Strengthening Communities
  - 6. Organizational Capacity

7. Budget Adequacy and Cost Effectiveness

D. Performance Measures

E. Budget

F. Review, Authorize, and Submit

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

**A. 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)

Please note that the SF-424 is automatically generated by completing the data elements in the eGrants system. When completing the application in eGrants, many of the fields will be populated with information entered during the organization's registration process.

**B. Applicant Info**

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, "create a 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.

You do not need to select anything for *Project Initiative*.

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

Enter your program website if you have one.

**C. 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 and must begin no later than September 30, 2010.

**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 or imprisonment for not more than five (5) years, or both. (18 USC § 1001)

## **D. Narrative Section**

We recommend that you review the elements of successful programs described in Section V as you draft your responses.

### **1. Executive Summary**

*(Maximum character limit: 3,000, or approximately 1 ½ double-spaced pages, 12 point font.)*

Briefly summarize your proposed program in a few paragraphs. Think of this summary as your “elevator speech” in which you briefly summarize the key aspects of your proposed program.

The summary must include:

- The name of the grant applicant and the name of the local K-12 school(s) that will implement the service-learning program;
- Anticipated number of student participants engaged over the three-year period;
- Participant development emphasis area (academic, civic engagement, or reduction of risky behaviors);
- The community problems and/or needs to be addressed by student service-learners;
- The major objectives and strategy of the program;
- Notable and unique features; and
- The number of subgrantees (LEAs or schools) if you plan to subgrant.

### **2. Three-Year Plan**

*(Maximum character limit: 6,000, or approximately 3 double-spaced pages, 12 point font.)*

All applicants must submit a three-year plan that includes:

- What office in your organization will administer the service-learning program;
- Major milestones, key tasks and corresponding dates for the development and management of your proposed program (e.g. training events, conferences, recognition events, memorandum of agreements with partners, and start dates for various projects);
- How you will keep the tribal council and other tribal leaders aware of your service-learning program and its accomplishment; and
- If applicable, subgrant information, including: anticipated number of subgrants, size (in dollars) of subgrants, whether the subgrants are competitive, and whether the subgrants are single or multi-year.
- **Evaluation Plan.** The evaluation plan should contain the strategy you will use to track progress toward meeting goals, objectives, and performance measures; assessing the program for continuous improvement, and documenting program impact. Applicants are strongly encouraged to allocate ample resources for program evaluation. Grantees and subgrantees may consider an independent evaluation and/or seeking support from higher education institutions or other experts to help design data collection and the evaluation system.

Your plan should describe how evidence will be gathered on the program's effects on schools, community conditions, and students' academic or civic engagement or the reduction of students' risky behaviors.

- **Sustainability Activities.** Indicate clear plans for sustainability, including how you will institutionalize service-learning in participating youth serving organizations. Describe plans for publicizing and co-branding your program and supporting Learn and Serve America national identity.

### **3. Participant Development**

*(Maximum character limit: 8,000, or approximately 4 double-spaced pages, 12 point font.)*

Recent research support using a six-step process to increase the likelihood that service-learning will have positive outcomes: (1) investigating community issues, (2) planning a project, (3) acting to address a problem, (4) reflecting on their experiences and the process, (5) demonstrating their work to a wider audience, and (6) celebrating. This process is abbreviated IPARDC.

While the IPARDC process clarifies what service-learning is, the new K-12 Service-Learning Standards for Quality Practice spell out in detail what it takes to provide students with high quality service-learning experiences. A crucial part of a grantee's role is to understand the IPARDC process and how to deliver it in a high-quality manner. For more information on the quality practice standards: [http://www.nylc.org/pages-resourcecenter-downloads-K\\_12\\_Service\\_Learning\\_Standards\\_for\\_Quality\\_Practice?emoid=14:803&si=2&null=1262618866533](http://www.nylc.org/pages-resourcecenter-downloads-K_12_Service_Learning_Standards_for_Quality_Practice?emoid=14:803&si=2&null=1262618866533)

In this section, please describe how you will use service-learning to achieve the following goals:

- Help participants use the knowledge and skills learned in the classroom to address one or more community needs or problems;
- Ensure participants are involved in program planning, that their efforts are recognized, and that they and their teachers receive needed preparation and training;
- Ensure participants are academically and/or civic engaged or refrain from risky behavior;
- Develop a Training and Technical Assistance strategy to assist teachers and others who will work with student participants to use the IPARDC process to increase civic and/or academic engagement or reduce engagement in risky behavior;
- Engage and/or serving disadvantaged youth in your program; and
- Bring participants from different backgrounds (such as ethnicity, race, religion, socio-economic status, age, grade levels, and physical and academic ability) together to address shared community needs and community problems.

### **4. Community Needs and Service Activities**

*(Maximum character limit: 5,000, or approximately 2 ½ double-spaced pages, 12 point font.)*

In this section, please describe the following:

- The target community (ies) where the service will occur, including basic demographic and socioeconomic information.
- One or more critical community problems or community needs that your program will address from the following list – Health and Wellness, Environment, Retention of Tribal Language, History, and Culture, Community Development/Economic Development, and Crime Prevention/Violence Prevention. Focus on how your program benefits people other than the service-learners and makes communities healthier places to live.
- The general rationale for choosing your focus area with evidence and statistics to support your decision.
- Why youth service through schools is an appropriate strategy for addressing the need.
- Your proposed service-learning activities and how they support the strategy.

## **5. Strengthening Communities**

*(Maximum character limit: 5,000, or approximately 2 ½ double-spaced pages, 12 point font.)*

This section deals with the impact of service-learning on institutions such as partner organizations, schools, adult volunteers, and tribal elders. It also focuses on how you plan to institutionalize your service-learning program. In this section, please describe the following:

- Your partner organizations and their roles and responsibilities;
- The written documents you will use to formalize partnerships (e.g. memorandum of agreement);
- How the tribal nation will coordinate the service-learning program with the partner school(s);
- The estimated number and process for generating adult volunteers to support or help coordinate your efforts;
- How tribal elders will be involved in your program, such as part of the adult volunteers or as sources to provide guidance, advice, or training for the program; and
- How your program will work to institutionalize service-learning at the grantee level and, if appropriate, at the subgrantee levels (e.g., service-learning policies, creation of teachers and officials trained to continue practicing service-learning, development of training and technical assistance documents).

## **6. Organizational Capacity**

*(Maximum character limit: 9,000, or approximately 4 ½ double-spaced pages, 12 point font.)*

This section refers to the capacity of the applicant to manage a federal grant, effectively lead a group of subgrantees (where applicable), and complete the project plan.

Include the following subheadings in this section of the application: a) Federal Grant Experience/Track Record, b) Program/Fiscal Oversight, c) Previous Experience with Learn and Serve America (or Corporation) Grants, and d) Staff Roles and Experience.

- a. **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. Applicant must submit a statement that the Tribal Nation or the U.S. Territory is not banned from receiving federal funds or in receivership by the Bureau of Indian Affairs.
- b. **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, provide or secure needed technical assistance, monitor service-learning activities, and submit required fiscal and programmatic reports in a timely manner. If relevant, applicants should also describe their capacity to adequately support, assess and monitor subgrantees.
- c. **Previous Experience with Learn and Serve America (or Corporation) Grants.** If applicants have received funding from Learn and Serve America and/or other Corporation for National and Community Service programs, please describe what was accomplished with the Corporation funding. Previous Learn and Serve America grantees should describe how the proposed program will build off previous successes 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.
- d. **Staff Roles and Experience.** Applicants should list the key personnel who will oversee and implement their program, describe their roles and responsibilities, and experience administering federal grants. Applicants must ensure qualified personnel who have appropriate experience in service-learning or community-service programming and fiscal management are responsible for program operations.

## **7. Budget Adequacy and Cost Effectiveness**

*(Maximum character limit: 4,000, or approximately 2 double-spaced pages, 12 point font.)*

Describe plans to develop a cost-effective program, including development of diverse resources and how the program will leverage resources to support program implementation and sustainability. Explain how the proposed program will build community support for the program at the local, state and/or national levels.

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.

## **8. Clarification Summary**

Please enter N/A.

## E. Performance Measures

Applicants must create a complete performance measure for Participant Development that spells out how many student participants you will involve and the specific positive effect you expect the service-learning program to have on student academic engagement, civic engagement or risk behaviors. Participants are youth engaged in service-learning activities – not service beneficiaries.

eGrants will prompt you to create a complete measure as follows. After clicking on “Create a performance measure,” you will:

Select the Issue Area and Service Categories that represents the core activities of the proposed program (e.g., Environment, Disaster Response, Education, etc.). The Service Category options will be populated based on which Issue Area you select.

Enter the requested information for the Participant Development measure as prompted by the text box labels. Specify your output, intermediate outcome, and end outcome:

1. Output – estimated # of student participants over 3 years
2. Intermediate Outcome – X% of these students you expect to improve in academic engagement or civic engagement or X% of these students that will show a reduction in risky behavior (whichever you chose as the focus for this measure).
3. End Outcome – Aspirational statement of longer term benefit to participants (e.g., % of students graduating from high school). You must enter an end outcome even though you will not be required to collect this data.

## F. Budget

*The budget section of your application should reflect one year of operating costs.* Your budget narrative must provide a full explanation of associated costs including their purpose, justification, 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 provide match with cash or in-kind contributions from public or private sources, including state or local public or private funds. You may not include U.S. Department of Education funding from Title I or IDEA as match. If your matching funds come from another federal program, you must first check with that program to ensure that this use is allowable.
- Equipment costs must not exceed 10% of the total Corporation (CNCS) funds requested.
- Administrative/indirect costs must not exceed 6% 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. Reviewers will consider this information in their assessment of the Cost-Effectiveness and Budget Adequacy 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 Code of Federal Regulations (CFR) on allowable costs for further guidance. The CFR is online at:

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?selectedYearFrom=2009&page.go=Go.%20>

- 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 an item in your grant budget at a higher cost than the item would be in budgets submitted to other institutions or grant programs. This requirement applies to both CNCS and matching funds.

Programs must comply with all applicable federal law and regulations for grant management, allowable costs, and audits, including providing audits to the Federal Audit 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 the section heading. 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. Project Personnel Expenses**

List all staff who will contribute to the project and 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% of the relevant salary will require additional explanation/justification.

### **c. 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. Contractual and Consultant Services**

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**

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 Support Costs**

Allowable costs in this category must include travel to CNCS-sponsored meetings and may include 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.

Required expenses under this category include:

***Travel to CNCS-Sponsored Meetings*** – Include up to \$2,500 per person in this line item to cover the costs for a staff member to attend 2 CNCS-sponsored technical assistance meetings. Your budget must include funds to attend the annual Learn and Serve America Grantee Training and an Annual Indian Tribes Conference.

Additional items you may include under this category:

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

#### Subgrants (if applicable)

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.

## **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 Office of Management and Budget Circulars 2 CFR 220, 225, and 230.

The CNCS/federal share of administrative/indirect costs is limited by statute to 6% of total federal funds actually expended under this grant.

Please note: the federal limit on administrative/indirect costs (including the 6% 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.

## **Calculations**

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 6% of the total of the federal funds expended. In order to charge this fixed 6%, 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.

To calculate the maximum CNCS Share for administrative costs under Option A, add the subtotals of the CNCS Share column in Section I. Other Supporting Costs) and multiply by .0638. This is the maximum amount you can request as the CNCS share. Enter this amount in the CNCS Share column for Section IIA.

### **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 Organization X has a federally approved indirect cost rate of 25% of direct costs, they would multiply the total direct costs (the subtotal of Section I: CNCS Share + Grantee Share) by 25%.
2. Multiply the subtotal of the CNCS Share column in Section I by .0638. 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.

## **G. Funding/Demographics**

Please enter the approximate number of participants (K12 youth) and adult volunteers you expect to engage in service-learning activities over the full, three-year project period.

## **H. Authorization, Assurances and Certifications**

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.

### **What are the funding restrictions?**

Grants under this program are subject to the Cost Principles under 2 CFR part 220, 2 CFR part 230, or 2 CFR part 225 and the Uniform Administrative Requirements for grants under 45 CFR part 2541 or 45 CFR 2543.

## **V. Application Review Information**

### **What is the selection process and criteria for these grants?**

In evaluating applications for funding, reviewers will assess program design, organizational capacity, and cost-effectiveness and budget adequacy. The weights assigned to each category are listed in the chart below. Reviewers will assess application narratives against these criteria and the extent to which the applicant responds to the questions in this *Notice*. Please read this document carefully to ensure that you are fully and appropriately responding to the information requested in the application. (This document is available at: [www.learnandserve.gov](http://www.learnandserve.gov))

**Basic Selection Criteria: Categories and Respective Weights**

<b>Category</b>	<b>Percentage</b>
Program Design	70%
Organizational Capacity	20%
Cost-Effectiveness and Budget Adequacy	10%

**What other considerations will be taken into account during the review process?**

In making Learn and Serve America School-Based Indian Tribes and U.S. Territories grant decisions, the Corporation will take into consideration whether the applicants will serve communities with social and economic challenges, such as high unemployment and high dropout rates, violence, and drug abuse. Thus, applicants should cite such statistics in their application. The Corporation also will take into consideration geographic diversity, balancing grantees on a state and/or regional basis, the ratio of new and past/existing grantees.

**What other special considerations will be given to grant applications?**

For past and existing grantees, past grant performance will be taken into consideration in making funding decisions.

**Are there other review requirements?**

Corporation program officers may call applicants to seek clarification, resolve questions and issues, negotiate performance measures, and request revised budgets as part of the pre-award review process. Applicants must satisfactorily resolve any questions or issues identified during review. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration.

**VI. Award Administration Information**

**When will applicants be notified of awards?**

We anticipate notifying applicants by June 2010. Applicants may be asked for clarification as part of the review process.

**What is the Project/Award Period?**

Grant awards may be for up to three years and can range from one to three years.

**What documents govern the grant?**

Grant provisions are incorporated in the Notice of Grant Award (NGA). The NGA also includes the approved application as part of a binding commitment under the grant.

**What are the reporting requirements for these grants?**

Grantees are required to supply annual performance and bi-annual financial reports. The performance report includes implementation level data collection. All grantees provide expense reports to the U.S. Department of Health and Human Services via the Payment Management System.

The Grantee must cooperate fully, and must compel their subgrantees to cooperate fully, with all Corporation evaluation activities, such as the collection of participant data, subgrantee information or performance forms and other information required by the Corporation.

**When are background checks required?**

A criminal history check is required 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.

**What types of activities are prohibited under this grant program?**

Prohibited activities under this grant program are set out in the applicable regulations, grant provisions and any special conditions that may apply to a particular award. Examples include:

***Political Activities***

Any effort to influence legislation; organizing or engaging in protests, petitions, boycotts or strikes; assisting, promoting or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office; and participating in, or endorsing, events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

***Religious Activities***

Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

***Non-Domestic Service Activities/Beneficiaries***

Generally, grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.

***VII. Agency Contact***

This *Notice* is available at [http://www.learnandserve.gov/for\\_organizations/funding/nofa.asp](http://www.learnandserve.gov/for_organizations/funding/nofa.asp). The TTY number is 202–606-3472. For further information or for a printed copy of this *Notice*, send an email to [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@cns.gov) or call (202) 606-7510.

For technical questions and problems with the eGrants system, contact the eGrants Help Desk at 888-677-7849 (talk to an associate or leave a detailed message) or e-mail [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov).



## 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-1 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. Project 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. 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. Contractual and Consultant Services**

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**G. Training**

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**H. Evaluation**

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**I. Other Support Costs**

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

**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							