

**Learn and Serve America**  
**2010 Grant Application Instructions**  
**Youth Engagement Zone Grants**  
**Table of Contents**

IMPORTANT NOTICES.....	2
Submitting Your Application in eGrants .....	3
Application Contents.....	4
I. Applicant Info .....	4
II. Application Info .....	4
III. Narrative Sections .....	5
A. Executive Summary .....	6
B. Community Needs and Service Activities .....	6
C. Strengthening Communities.....	7
D. Participant Development.....	7
E. Three Year Plan.....	8
F. Organizational Capacity .....	10
G. Budget Adequacy and Cost Effectiveness .....	10
H. Clarification Summary .....	10
IV. Documents.....	11
V. Budget .....	11
Section I. Program Operating Costs .....	12
Section II. Administrative/Indirect Costs .....	14
VI. Review, Authorize and Submit .....	15
VII. Survey on Ensuring Equal Opportunity for Applicants ( <i>Optional</i> ) .....	15
APPENDIX A – FACESHEET (Form SF424).....	16
APPENDIX B - Assurances and Certifications .....	17
APPENDIX C – Budget Worksheet.....	21

## 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](http://www.cns.gov) and at [www.grants.gov](http://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

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](http://www.learnandserve.gov/for_organizations/funding/nofa.asp)

The deadline for this competition is **June 15, 2010 at 5:00 p.m. Eastern Time.**

The Corporation requires that all applicants make every effort to submit their applications electronically utilizing the Corporation's web-based application system, eGrants. 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). All requirements described herein apply to hard copy applications.

Corporation for National and Community Service  
ATT: 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 [YEZ@cns.gov](mailto:YEZ@cns.gov). 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 3 weeks before the deadline and begin pasting your application into eGrants no later than 10 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.

If you have programmatic questions about Learn and Serve America applications, please contact 202-606-7510 or [YEZ@cns.gov](mailto:YEZ@cns.gov).

**Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in these application instructions. The Corporation will not review or return them.**

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

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Documents
- V. Budget
- VI. Review, Authorize, and Submit
- VII. Survey on Ensuring Equal Opportunity for Applicants (Optional)

## Application Contents

### I. 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://nationalserviceresources.org/egrants/egrants>

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 Youth Engagement Zone FY 2010**. 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.

Do not select anything under **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 project or program **Website** if you have one.

### II. 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 3 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 of not more than \$10,000 or imprisonment for not more than five (5) years, or both. (18 U.S.C. Section 1001)

## Application Narrative

### III. Narrative Sections

Sections A-H are text boxes in eGrants. Click on 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 to provide you with an approximate character total. We encourage you to use the **Verify this Grant Application** function under the Authorize and Submit tab to double-check your character counts in advance of submission.

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 evaluate 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 Availability (*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](http://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, Community Needs and Service Activities, Strengthening Communities, Participant Development, Three Year Plan
Organizational Capacity	20%	Organizational Capacity
Budget Adequacy and Cost-Effectiveness	10%	Budget Adequacy and Cost-Effectiveness

**A. Executive Summary**

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

Briefly summarize your proposed program. Include the geographic area of the zone, key partners (the local educational agency, community college and community-based entity, at a minimum) and the community issue that adults and youth will be working together to address. Please indicate whether you will be primarily implementing school-based or community-based service-learning activities and whether the primary outcome for participants will be academic or civic engagement. In your summary, be sure to include: (1) graduation rate(s); and (2) free and reduced price lunch eligibility rate(s) for the secondary school(s) in the zone.

**B. Community Needs and Service Activities**

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

**1. Youth Engagement Zone**

Please begin by providing a detailed description of the concentrated geographic area, or *zone*, where the program will be implemented.

Where is the zone? What is its size? Describe the geographic location and boundaries using relevant descriptive information such as neighborhood, city, state; blocks, square miles or acres.

How many people live in the zone and what are their demographics? Please provide descriptive data that applies to your zone, for example: percentage of the families living at or below the poverty level, ethnic/racial demographics, religious or civic affiliations, population data by age, overall average educational attainment.

**2. Community Need**

Now describe a specific community challenge and its impact on the residents of the zone. This community challenge is not the needs of the youth participants themselves; rather, it is an issue that the youth will be addressing through their service-learning activities. *(For example, youth who may be at risk of dropping out of school are connected with community college mentors who work with them to develop public education campaigns about healthy eating and reduction of obesity.)* How was this need identified? What is the extent of the problem? Please provide relevant statistics.

**3. Program Activities**

Service-learning activities will serve as the strategy for meeting the need identified in the “Community Need” section. Describe how the program will provide opportunities for youth to become community assets in solving problems stemming from the identified

need, as opposed to just beneficiaries of services addressing the needs of youth. What types of service-learning activities might the youth undertake?

### **C. Strengthening Communities**

*Maximum character limit: 10,000 characters or approximately 5 double-spaced pages, 12-point font*

#### **1. Community Assets:**

Describe both the community partnerships you have in place and those that you intend to develop or expand (see page 4 and 5 of the [NOFA](#)). These community partners are assets for addressing needs within the zone. Describe how you will generate additional adult volunteers to support or help coordinate your efforts. Estimate the number of volunteers you expect to recruit. What will be the role(s) of adult volunteers, community colleges, the LEA (local educational agency), and other partners in organizing and implementing service-learning activities? How does the program build community-wide support through these additional volunteers?

Please be sure to address how these efforts will build enduring capacity within the community by connecting and coordinating a range of different organizations and citizens, including youth. How will this network become more effective at working together and using service as a solution to address pressing challenges?

**Sustainability:** Describe how your program will work to institutionalize service-learning in the zone to ensure that the community can continue to offer youth meaningful opportunities to serve after the grant ends. How will you use existing organizational capacity, community resources, partnerships, and volunteers to implement your approach and ensure its success? What supports (policies, training, resources, etc) will be put in place to encourage the sustainability of service-learning activities beyond the grant period?

### **D. Participant Development**

*Maximum character limit: 7,000 characters or approximately 3 ½ double-spaced pages, 12-point font*

The goal of this program is to ensure youth are connected to their communities and graduate from high school with opportunities to go on to post-secondary education. Service-learning is a strategy to help make these connections.

Please provide information specifically on the youth in the zone. Include information like the rates and/or prevalence of youth volunteerism, service-learning and civic engagement. Provide data on high school graduation rates and percentage of graduates that go on to post-secondary education.

Who is the target youth population? How many youth do you plan to recruit? How will those youth, especially those from disadvantaged circumstances, be recruited and retained?

What is the measurable impact the program will have on youth participants (e.g., increased civic, academic and leadership skills) and how will it be measured? In other words, how will the intervention change the youth?

Describe your plans for involving participants in the program planning (including the development of this proposal) as well as training, supervising, and recognizing participant efforts.

## E. Three Year Plan

*Maximum character limit: 10,000 characters or approximately 5 double-spaced pages, 12-point font*

In the above narrative sections, you described:

- the Zone where the program will be implemented;
- the specific community challenge the Youth Engagement Zone will address;
- the assets the Zone will employ to address the need; and
- how Zone partners will use service-learning to ensure that youth are connected to their communities and graduate from high school with opportunities to go on to post-secondary education.

### 1. Program Outcomes

As described in the [NOFA](#), the desired end outcomes for Youth Engagement Zones are: (1) Improve student achievement, graduation rates and college-going rates; (2) Build capacity within communities for collaborative problem solving, and (3) Become more effective at using service as a solution to address specific community challenges.

Now, set the specific, measurable targets for outputs and intermediate outcomes of the program.

- a. Participant Development Outcomes** – Engaging youth as positive contributors through service-learning to demonstrate the relevance of academic coursework and the value of civic engagement to their educational and personal development.

Specify whether your program will primarily target academic or civic student engagement as intermediate outcomes that lead to greater student connectedness to school and community. *(Please use the following format, customized to your program model. Choose i. if your program will focus on civic engagement or ii. if your program will focus on academic engagement.)*

- Over 3 years, (target #) secondary school students will be engaged in service-learning activities. As measured by (instrument), (target %) will demonstrate increased civic engagement skills and behaviors.
- Over 3 years, (target #) secondary school students will be engaged in service-learning activities. As measured by (instrument), (target %) will demonstrate increased academic engagement.

- b. Strengthening Communities Outcomes** – Connect local education agencies (LEAs), community colleges and community and faith-based organizations to provide more opportunities for young people to serve their communities in partnership with adults.

Specify one or both of the following targets to involve an increasing percentage of out-of-school youth and secondary school students in service-learning activities each year. *(Please use the following format, customized to your program model-choose i. or ii.)*

- Currently, (baseline #) secondary schools served by the participating LEA(s) include service-learning in the curriculum. By the end of Year 3 of the YEZ, all of the (total #) secondary schools served by the participating LEA will include service-learning as a part of the curriculum as evidenced by (evidence) *(For example, approved lesson plans and/or district or school-level policies).*

- ii. Currently, (baseline #) of secondary school students are engaged in service-learning. By the end of Year 3 of the YEZ, not less than 90% of the (total in zone #) secondary students will be engaged in service-learning activities as part of the program as evidenced by (evidence) (*For example, formally established youth programs that incorporate service-learning and organizational policies that promote youth engagement*).

- c. **Community Needs and Service Activities Outcomes**– Address a specific community challenge using service-learning activities that will have a demonstrable impact. *REMINDER: This community challenge is not the needs associated with the youth participants themselves; rather, it is an issue that the youth will be addressing through their service-learning activities.*

Please complete the following performance measure(s) in relation to the community need described in Section B. Your narrative may describe a range of service-learning activities addressing a general community need, so in this section you should quantify the number of service-learning activities carried out. (If approved for funding, you will also develop some indicators that demonstrate the impact of those activities.)

By the end of Year 3, (target #) projects that address (specific community need) will be implemented in the Youth Engagement Zone with an increase of (target %) over the baseline year of citizens involved in those service projects.

## 2. Training and Technical Assistance.

Grantee organizations must ensure that partnering organizations, volunteers and participants have the training, including training in service-learning, and support they need to successfully implement the program. Please describe the type and frequency of training and technical assistance that will allow successful implementation of the program with the desired impacts on participants, partners and the community.

## 3. Evaluation Plan.

Please describe an evaluation plan that will document program implementation and track progress toward meeting the desired impacts described above. Applicants are strongly encouraged to allocate resources for program evaluation. Grantees may consider an independent evaluation and/or seeking support from higher education or other experts to help design data collection and evaluation.

## 4. Timeline

Include a detailed first-year plan that outlines the major program activities and the estimated month/date by which you hope to accomplish them. Please add any significant events that will occur in Year 2 or Year 3 at the end of this timeline.

Consider the following major activities in this timeline:

- Program development activities (e.g. hiring staff, recruiting students)
- Service-learning activities
- Partnership strengthening activities
- Training and technical assistance activities
- Evaluation activities

- Branding and promotion of your Learn and Serve America program
- Sustainably and institutionalization activities
- National Days of Service (MLK Day, 9/11)
- Recognition events

## **F. Organizational Capacity**

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

This section refers to the capacity of the lead applicant to manage a federal grant effectively and complete the project plan. Applicants should include the following subheadings in this section of their applications: 1) Program Implementation and Oversight, 2) Federal Grant Experience/Fiscal Oversight Track Record.

- Program Implementation and Oversight.** Applicants must ensure that qualified personnel are responsible for program operations. Describe the demonstrated experience and infrastructure your organization has in managing programs similar to the one proposed in this application. Who are the key staff responsible for program implementation and oversight? Detail the responsibilities and qualifications of each key staff member. Describe your plans and your capacity (current and anticipated) to implement and use self-assessments and continuous improvement systems to provide data and information on the success of this project.
- Federal Grant Experience/Fiscal Oversight Track Record.** Applicants must provide evidence that they have had the experience and/or the capacity to manage federal grants and provide sound fiscal management and oversight. Describe the demonstrated experience and infrastructure your organization has in managing grants. What is your current organizational budget and what percentage of the budget would this grant represent? How will you ensure compliance with Federal requirements?

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

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

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 planned 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. It is not necessary to copy information that is provided in the Budget Narrative; use this area to provide additional clarifying information about budget items.

## **H. Clarification Summary**

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

#### IV. Documents

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

#### V. 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 Corporation funding requested (minimum of a dollar for dollar match). 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. ***In the case of federal sources, the funds of another agency may only be used as match if the other agency permits such use.***
- Equipment costs must not exceed 10% of the total Corporation funds requested.
- Administrative/indirect costs must not exceed 5% of the total Corporation 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 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 applicable federal cost principles for further guidance related to allowable costs. The Code of Federal Regulations (CFR) is online at:

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.

- 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 (i.e., Cash or In-kind) and Match Source (e.g., State/Local, Private Foundation, etc.). 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.

##### **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 Corporation 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 Corporation-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.

Travel to Corporation-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 Corporation-sponsored technical assistance meeting.

## **Section II. Administrative/Indirect Costs**

### **Definition of Administrative Costs**

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

### **Calculation**

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

#### **A. Corporation Fixed Percentage Method—Option A**

If you choose Option A, you may budget for administrative costs a fixed 5% of the total of the federal funds requested. 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 Corporation Share for administrative costs under Option A, add the subtotals of the Corporation Share column in Section I (A. Personnel Expenses – I. Other Operating Costs) and multiply by .0526. This is the maximum amount you can request as the Corporation share. Enter this amount in the Corporation Share column for Section IIA.
2. To calculate the maximum Grantee Share of administrative/indirect costs, add the subtotals for Section I (both Corporation 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 Corporation 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: Corporation Share + Grantee Share) by 45% (.45).

2. Multiply the subtotal of the Corporation Share column in Section I (A. Personnel Expenses – I. Other Operating Costs) by .0526. This is the maximum amount you can request as Corporation share of indirect costs. Enter this amount in the Corporation 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 Corporation and Grantee Shares under the Total Amount column in Section II B.

## **VI. 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.

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

The survey can be accessed from your eGrants Home Page.

**APPENDIX A – FACESHEET (Form SF424)**

**APPLICATION FOR FEDERAL ASSISTANCE**

		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> 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:																	
<b>5. APPLICANT INFORMATION</b>																			
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)  <table style="width:100%; border:none;"> <tr> <td style="width:50%;">A. State</td> <td style="width:50%;">H. Independent School District</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Private Non-Profit Organization</td> </tr> <tr> <td colspan="2">O. Other (specify) _____</td> </tr> </table>		A. State	H. Independent School District	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Private Non-Profit Organization	O. Other (specify) _____	
A. State	H. Independent School District																		
B. County	I. State Controlled Institution of Higher Learning																		
C. Municipal	J. Private University																		
D. Township	K. Indian Tribe																		
E. Interstate	L. Individual																		
F. Intermunicipal	M. Profit Organization																		
G. Special District	N. Private Non-Profit Organization																		
O. Other (specify) _____																			
8. TYPE OF APPLICATION (Check appropriate box): <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Revision, enter appropriate letter(s) in box(es):  A. AUGMENTATION: <input type="checkbox"/> B. BUDGET REVISION: <input type="checkbox"/> C. NO COST EXTENSION: <input type="checkbox"/> to _____ (enter date) E. OTHER (specify below): <input type="checkbox"/>		7.b. CNCS APPLICANT CHARACTERISTICS  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: <input type="checkbox"/> Yr.2: <input type="checkbox"/> or Yr 3:		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 PROCESS FOR REVIEW ON: REVIEW ON: DATE _____  b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																	
a. FEDERAL	\$																		
b. APPLICANT	\$																		
c. STATE	\$																		
d. LOCAL	\$                    N/A																		
e. OTHER	\$                    N/A																		
f. PROGRAM INCOME	\$                    N/A																		
g. TOTAL	\$																		
16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES    If "Yes," attach an explanation. <input type="checkbox"/> 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:																	

## 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**

*In this worksheet and in eGrants, CNCS Share refers to the federal (Corporation) funds you are requesting.*

**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				

**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							