

Notice of Federal Funding Availability

Overview

Federal Agency Name:	Corporation for National and Community Service
Funding Opportunity Title:	Volunteer Generation Fund
Announcement Type:	Initial Announcement
CFDA Number:	94.021
Contact:	volunteergeneration@cns.gov .
Dates:	Applications are due on May 18, 2010 by 5:00 p.m. Eastern Time. Successful applicants will be notified by mid-August 2010.

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National and Community Service, a federal agency created in 1993. This *Notice of Federal Funding Availability* implements provisions of this Act.

I. Funding Opportunity Description

What is the purpose of Volunteer Generation Fund Grants?

The Volunteer Generation Fund will increase the number of people who serve in meaningful roles as volunteers dedicated to addressing important needs in communities across America. More specifically, the Fund will support efforts that expand the capacity of volunteer connector organizations to recruit, manage support and retain individuals to serve in high quality volunteer assignments, including those that are aligned with special days of service such as Martin Luther King Jr, Day and the 9-11 Day of Service and Remembrance. The Corporation also expects that programs funded will establish outcomes, including the number of both new and retained volunteers managed and supported by these awards, as well as the types and amounts of activities carried out by such volunteers. Programs will need to collect this information annually. More information on performance measurement requirements is contained later in this *Notice*.

Awards under this *Notice* will be made to State Commissions for National and Community Service (or approved alternative administrative entities) on a competitive basis. Commissions that receive funding under this *Notice* may directly carry out the activities supported under the award, or may carry out the activity by making sub grants to community-based entities.

II. Award Information

How much funding is available?

In FY2010 there is \$4 million available for the Volunteer Generation Fund.

What is the Program Size and Structure?

The geographic scope of programs can be intra-state or statewide; and in the case of applications submitted by a partnership or consortium of more than one state service commission, multi-state. The Corporation expects to award grants of approximately \$75,000 or more under this *Notice*.

III. Eligibility Information

Who is eligible for this funding?

Eligible applicants include state service commissions or partnerships/consortia of state service commissions. ***Please Refer to Section IV for Other Submission Requirements.***

Are there matching requirements for these grants?

Yes. The Corporation's share of the allowable costs of carrying out a Volunteer Generation Fund program (whether the program is carried out directly or through sub grants) may not exceed: 80 percent for the first year; 70 percent for the second year; 60 percent for the third year; and 50 percent for the fourth and any later year in which a recipient receives assistance from the Volunteer Generation Fund.

What is a DUNS number and is it required?

The DUNS number is used as a Universal Identifier. Applications must include a Dun and Bradstreet Data Universal Numbering System (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.

IV. Application and Submission Information

When are applications due?

Applications are due no later than 5:00 p.m. ET on May 18, 2010. Applications must arrive at the Corporation by the deadline in order to be considered.

Where can I request application information?

This *Notice* may be found on the Corporation's website:

http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by sending a request via email at: volunteergeneration@cns.gov.

Are letters of intent to apply required?

If you intend to apply, please send an email to: volunteergeneration@cns.gov by April 30, 2010.

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

How are applications submitted to the Corporation?

The Corporation requires that all applicants make every effort to submit their applications electronically using the Corporation's web-based application system, eGrants.

If technical issues are preventing you from submitting your application in eGrants by the deadline, you must contact the eGrants Help Desk at 888-677-7849 prior to the 5:00 p.m. ET 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 www.nationalservice.gov

How is an application created in eGrants?

Begin by selecting “New” under the *Creating an Application* heading on your Home Page. Choose: Volunteer Generation Fund. Once you create an application, you will be allowed to edit as needed until you are ready to submit.

What must be included in an application?

This *Notice* contains all application instructions and is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp. The application must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. The narrative must cover the full first year of program operations. In evaluating your application, reviewers will assess the narrative on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness.

Application Instructions are approved under OMB Control #3045-0129, Expiration Date 11/30/2011. They are formatted to correspond to fields in eGrants and published as part of 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:

1. Standard Form 424 (SF-424) Facesheet
2. Executive Summary (maximum length, 2,000 characters)
3. Narratives (maximum length – 25,000 characters)
 - a. Program Design
 - b. Organizational Capacity
 - c. Budget/Cost Effectiveness
4. Standard Form 424A Budget
5. Authorization, Assurances, and Certifications
6. Survey on Ensuring Equal Opportunity (*Optional*)

Standard Form 424 Facesheet

The Standard Form-424 Facesheet is required for applications submitted for federal assistance. 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.

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. (Attachment A)

Under *Project Information* select, “Enter New” and choose a title for the proposed project. It is possible to enter another address for the project, which may or not be the same as that of the Legal Applicant.

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

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 not begin before the award date

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)

Narrative Section

(Maximum character limit: 25,000 characters or approximately 12 double-spaced pages, 12-point font)

1. Program Design

Describe your approach to either directly develop and carry out volunteer programs or make sub grants to support or create new local community-based entities that recruit, manage, support and retain volunteers. The program narrative must describe the program size and structure and how it will be implemented and managed effectively. Your strategy should address the following: What are the proposed project's goals and objectives? What are the expected outcomes and how will you measure them? Your goals and objectives should align with the purpose of the Volunteer Generation Fund on Part I of this *Notice*.

2. Organizational Capacity

Describe your capacity to implement and manage the proposed program. Your description should address the following:

Ability to Provide Program Oversight - Describe the demonstrated experience your organization has in managing programs similar to the one proposed in this application. Who are the key staff responsible for program oversight? Detail the responsibilities 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. What infrastructure have you developed to ensure effective project oversight?

Ability to Provide Fiscal Oversight - Describe the demonstrated experience 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? What infrastructure have you developed to ensure effective fiscal oversight?

3. Budget Adequacy and Cost-Effectiveness

Explain how the proposed program budget aligns with the program's stated goals and structure. How will program funds be used and how will the program ensure that non grant-funded resources are secured to support program success?

Budget - Year One

The budget should describe how grant funds will be used to effectively support activities described in the proposal narrative. The budget should reflect one year of operating costs. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the federal cost principles at:

<http://www.whitehouse.gov/omb/circulars/index.html> for information on allowable costs in Federal grants.

We recommend you prepare your project budget off-line before entering it into eGrants. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter.

Budget Categories are:

- Project Personnel Expenses
- Personnel Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual and Consultant Services (*not to exceed \$617 person/day, excluding expenses*)
- Training
- Evaluation
- Other Support Costs
- Indirect Costs (*Administrative/Indirect Costs are limited, by statute, to 5% of the funds requested*) See Q & A below.

What are the limitations on administrative/indirect costs for a Volunteer Generation Fund award?

By law, no more than 5% of the funds awarded by the Corporation under this *Notice* may be used to pay administrative costs. This 5% cap applies to administrative costs at all levels, whether incurred by the state commission or by any sub-recipient under an award. The limitation will be applied as a cap on the amount of indirect costs (as determined under the applicable OMB cost principles) that will be reimbursed to either the state commission or any sub-recipient. The balance of any indirect costs not reimbursed because of this limitation may be counted as matching costs under the award.

What are the funding restrictions?

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform

Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

Authorization, Assurances and Certifications

Read the Authorization, Assurances, and Certifications carefully (Attachment A). 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.

Equal Opportunity Survey

Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. The survey can be found at: http://www.nationalservice.gov/for_organizations/funding/nofa.asp. Submission of the survey is not required.

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 budget adequacy and cost-effectiveness. 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 guidance carefully to ensure that you are fully and appropriately responding to the information requested in the application.

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

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage
Program Design	35%
Organizational Capability	50%
Budget Adequacy and Cost-Effectiveness	15%

Program Design

The overarching purpose of the Volunteer Generation Fund is to increase the number of volunteers engaged in meaningful roles in meeting community needs. In particular, this expansion of volunteers is to be accomplished through an approach that builds out the capacity and sustainability of volunteer connector organizations as effective delivery systems. Key ingredients of a successful approach should include responsiveness to local priorities, consistency with approved state service plans and alignment with special national days of service such as Martin Luther King, Jr. Day and the 9-11 Day of Service and remembrance.

Within this context, the Corporation will consider the quality of the proposed program design based upon:

- The soundness, relevance and creativity of the applicant's three year plan.
- The applicant's approach to measuring achievement of outcomes and how data collected will be used to modify and improve strategies and services.
- The applicant's approach, expertise and past experience with using technology to advance volunteerism

Organizational Capability

An applicant's capacity to fulfill the requirements of this NOFA will be evaluated based upon the following criteria:

1. Commitment for the long term. The organization employs strategic processes that involve long-term training, support, and monitoring to ensure the impact and durability of their training and services. The organization employs a stable staff with the capacity to achieve the organization's long-term goals.

2. Capacity to attract high quality staff. The organization attracts high-quality staff with capacity-building, consulting, grant making and training expertise. The organization also takes initiative to identify areas in which it lacks internal capacity and to secure outside resources of high quality to support it.

- The organization's staff has a high level of training or higher education in their field.

3. Focus on outcomes. In addition to training and technical assistance, the organization collaborates with each local partner organization it serves to ensure that the funding or services provided result in improved performance.

- The organization employs a logic model that includes inputs, activities, outputs, indicators, and outcomes.
- The organization ensures that all of its outcomes are aligned with its goals and with the goals of the funder.
- The organization collects, analyzes, and reports its outcome data, and uses the data to improve services.

4. Maintenance of standards. The organization creates and adheres to organizational and fiscal plans, and it maintains excellent records.

- The organization uses a budget and financial tracking system to allocate all expenses.
- The organization has a record of securing and properly managing public grants.

5. Ability to sustain new initiatives. The organization has a track record of starting new initiatives and maintaining them beyond the period of initial funding. It develops realistic plans to sustain new initiatives and use various funding methods to support projects before the end of the grant period. The organization possesses the creative vision and entrepreneurship to launch and fund new initiatives.

- The organization has a track record of both attracting and maintaining new initiatives.
- The organization develops sustainability plans for new initiatives.
- The organization can draw from diverse revenue sources to maintain an initiative.

6. Productive partnerships. The organization has a track record and culture of collaboration and partnership. It understands the value of strong, effective provider networks, as well as strong organizations. It knows how to form and sustain partnerships to achieve shared goals.

- The organization has partnership goals and has achieved outcomes.
- The organization collaborates with partners in other sectors.
- The organization actively participates in community task forces, coalitions and planning groups.

Budget Adequacy/Cost Effectiveness

Applications will be evaluated based on the extent to which they describe how federal funds will be expended in a way that maximizes resources and ensures program success.

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

During the review process, your past performance in managing Corporation programs and funds will be taken into consideration.

VI. Award Administration Information

When will applicants be notified of awards?

The Corporation will award grants following the grant selection announcement. We anticipate announcing the results of this competition in mid August 2010. **The project start date may not occur prior to award date.**

What is the Project/Award Period?

The Corporation generally makes grant awards for three years, with funding in annual increments. Grantees will be eligible for continuation funding in the second and third year contingent on the availability of appropriations, compliance, and satisfactory performance.

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. 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.

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. Performance Measures

Are performance measures required for the Volunteer Generation Fund? What are they?

Yes, performance measures will be required for all applicants. Specifically, there are two categories of performance measurements that must be reported upon annually; these include:

1. Volunteers and Volunteer Activities:

Applicants must provide the following:

- Evidence of a technology-based system for tracking volunteers and volunteer activities.
- The number of new volunteers recruited and placed, and the activities that they perform
- The total number of volunteers managed or supported and the activities that they perform

2. Strengthening the Capacity and Infrastructure of Volunteer Connector Organizations:

In addition to expanding the number of volunteers who are serving, a key metric of the Volunteer Generation Fund is to build and sustain the capacity of volunteer connector organizations so they can recruit, retain, manage and support increased numbers of volunteers who serve in high-impact assignments in their communities. Applicants must provide evidence that volunteer connector organizations have enhanced their capacity to fulfill the following requirements:

- Assess the current landscape of volunteerism in their communities

- Engage local partner organizations that use volunteers in a collaborative process of planning and implementation for increasing the impact of volunteers in meeting critical needs.
- Provide relevant, competency-based volunteer roles and opportunities that attract and retain high caliber volunteers.
- Develop the internal operational systems and financial management systems that will provide organizational sustainability.
- Create or access the technology-based tracking systems necessary to collect and report data that demonstrates results

Can I self-nominate more performance measures to report on in addition to the required ones?

Yes. Applicants will be allowed to self-nominate additional performance measures. Specific additional performance measures will be negotiated during the pre-award process.

VIII. Additional Information

Are there technical assistance calls for potential applicants?

Yes. The Corporation will host a technical assistance call during to provide potential applicants with an opportunity to ask clarifying questions on the requirements of this funding opportunity. Applicants are encouraged to participate in one of these calls. Dates and times and details on how to participate in these calls, access replays will be posted at http://www.nationalservice.gov/for_organizations/funding/index.asp by March 30, 2010. In addition, following the calls, a list of Frequently Asked Questions (FAQ), with answers, will be posted at this same website.

IX. Agency Contact

This *Notice* is available at http://www.nationalservice.gov/for_organizations/funding/index.asp. The TTY number is 202-606-3472. For further information or for a printed copy of this *Notice*, send an email to volunteergeneration@cns.gov. For technical questions and problems with the eGrants system, contact the eGrants Help Desk at 888-677-7849 or email egrantshelp@cns.gov.

Attachment A

Authorization, Assurances, and Certifications

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.

Attachment A

- 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.