

Notice of Funding Availability

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: Martin Luther King Jr. Day of Service Grants FY 2011
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Dates: Applications are due **July 21, 2011** at 5:00 p.m. Eastern Time. Successful applicants will be notified by mid September.

Overview:

This Notice of Funding Availability (*Notice*) announces the availability of funding for fiscal year 2011 awards for the Martin Luther King Jr. Day of Service 2012. The Corporation for National and Community Service (CNCS) provides grants to organizations to plan and carry out projects that bring Americans together to serve in their communities in observance of Martin Luther King Jr. Day. The Martin Luther King Jr. Day of Service is administered by CNCS, whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. As the nation's largest grantmaker for service and volunteering, CNCS plays a critical role in building the capacity of America's nonprofit sector and expanding the reach and impact of volunteers in addressing pressing community challenges. Last fiscal year, CNCS engaged an estimated 5.5 million Americans in service, the largest total in its history. CNCS's core programs are AmeriCorps, Learn and Serve America and Senior Corps.

For this Martin Luther King Jr. Day of Service *Notice of Federal Funding Availability*, CNCS will award grants and work with organizations referred to as "Intermediaries" in this Notice. CNCS especially seeks multi-state, national (10 or more states) or comprehensive regional initiatives (a minimum of ten projects in a multi-state region – for example, the Corporation's clusters)¹.

Grantees must competitively subgrant a portion of the federal funds to eligible organizations to plan and carry out direct service activities on the 2012 Martin Luther King, Jr. Holiday weekend. Activities in your portfolio maybe part of a continuum of year round service and contribute to advancing overall programmatic impact and organizational capacity.

In alignment with CNCS Strategic Plan, applicants are encouraged to identify potential

CNCS is divided into five regional clusters that consist of 9 or more states

1. Southern Cluster (Alabama, Florida, Georgia, Tennessee, Mississippi, North Carolina, South Carolina, Virginia, West Virginia and Kentucky)
2. Atlantic Cluster (Connecticut, Delaware, District of Columbia, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands)
3. North Central Cluster (Iowa, Illinois, Indiana, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin)
4. Southwest Cluster (Arizona, Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas)
5. Pacific Cluster (Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming)

subgrantees that focus on CNCS' strategic areas: Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity and Disaster Services. Service emphasis should be focused in the above listed areas as follows:

- Education: Improve graduation rates for students and improve grade-level performance.
- Healthy Futures: Improve the health and wellness of individuals in the areas of obesity prevention, aging in place and access to health services.
- Environmental Stewardship: Reduce consumption of fossil fuels.
- Veterans and Military Families: Increase economic, education and health opportunities for veterans and military families by leveraging national service, including engaging Veterans and Military Families in activities reflecting the life and teachings of Dr. King
- Economic Opportunity: Improve financial stability, access to affordable housing and employment opportunities for economically vulnerable families.
- Disaster Services: Increase capacity of communities to serve vulnerable populations in the event of a disaster and improve communities in disaster-affected areas.

In the Martin Luther King Jr. competition this year, special consideration will be given to applicants proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King.

CNCS embraces the Obama Administration's emphasis on open government and is moving toward greater openness and transparency in grant making. This *Notice* includes a description of the review and selection process. In addition, the following information pertaining to this competition will be published on CNCS' website at (<http://nationalservice.gov/about/open/grants.asp>), within a period not to exceed 90 business days after all grants are awarded. That information will include:

- A list of all compliant applications submitted.
- Executive summaries of all compliant applications prepared by the applicants as part of the application.
- Copies of the SF424 and Program Narrative submitted by applicants.

All grantees of the Martin Luther King Jr. Day of Service grants will be required to release, at a minimum, the following information about their subgrantee competitions:

- A description of the subgrantee selection process.
- Names of external reviewers.
- For all applicants awarded subgrants, a detailed profile of the organization and the application and/or description of proposed programs that formed the basis of the award.

I. Funding Opportunity Description

A. What is the purpose of the Martin Luther King Jr. Day of Service?

On the third Monday in January, Americans across the country celebrate the national holiday honoring the life and work of Dr. Martin Luther King, Jr. During his lifetime, Dr. King sought to forge the common ground on which people from all walks of life could join together as equals to

address important community issues. Service, he realized, was the great equalizer. As he stated, “Everybody can be great, because everybody can serve.”

In recognition of that spirit, Congress in 1994 passed the King Holiday and Service Act. Since then, the Corporation, in partnership with the Martin Luther King, Jr. Center for Nonviolent Social Change, Inc. has taken the lead in helping to transform the King Holiday into a day of service to meet community needs. As they have since 1994, thousands of Americans will remember Dr. King by serving in their communities—by making the holiday “A Day On, Not a Day Off.” Service projects will meet a tangible need in the community, such as fixing up a school or senior center, and these projects may, at the same time, also meet a need of community spirit, such as building a sense of community or mutual responsibility. All initiatives should serve as a call to service that continues throughout the year. These service projects will be built on Dr. King’s concepts of strengthening communities, empowering individuals, and bridging barriers. For more information, visit

<http://www.nationalservice.gov/about/initiatives/mlkday.asp> or <http://mlkday.gov/>.

B. What is the purpose of the Martin Luther King Jr. Day of Service grants?

The purpose of these grants is to mobilize more Americans to observe the Martin Luther King Jr. Federal Holiday as a day of service in communities, to encourage those to serve in this holiday to make a long-term commitment to community service, and to bring people together to focus on service to others.

C. How does the Martin Luther King Jr. Day of Service awards work?

In FY 2011, CNCS will award a limited number of Martin Luther King Jr. Day of Service grants to outstanding organizations, referred to in this *Notice* as “intermediaries.” These intermediaries will award and manage subgrants and may also directly support and oversee local projects. Furthermore, the intermediaries will report on project accomplishments.

All grants will support activities that:

- Include one or more of CNCS strategic areas that include: Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity and Disaster Services with special consideration given to applicants proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King.
- Demonstrate opportunities to engage new and diverse groups.
- Identify and invest in community solutions.
- Leverage public-private partnerships.
- Increase the impact of national service on community needs in communities served by CNCS-supported programs.
- Ensure that grant-supported activities focus on the Martin Luther King, Jr. Holiday and provide opportunities to connect to service beyond the Holiday.
- Reflect the life and teaching of Martin Luther King, Jr., and expand the impact of Martin Luther King, Jr. Day of Service activities from one year to the next.
- Provide, support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children of military families.

Throughout this process, subgrantees will be supported and monitored by the intermediaries, who will remain accountable to CNCS for the achievement of the intended results set forth in their proposals.

D. What is the match requirement for this competition?

By statute (42 USC § 12653), the Federal grants we provide for Martin Luther King Jr. Day of Service, together with all other federal funds used to plan or carry out the service opportunity, may not exceed 30 percent of the total project cost. Therefore, applicants must propose to provide **at least 70 percent of the total project cost in cash and/or in-kind match from non-federal sources**. This match ratio will remain in place for years two and three of the agreement, as well. The 70% matching requirement applies to all allowable activities, including administrative costs.

Example: If a total project cost is \$1,000,000, an applicant may request \$300,000 in federal dollars and must have a non-federal match of at least \$700,000 (cash and/or in-kind contributions). The total project cost multiplied by .30 is the maximum amount of money an applicant may request from the Federal government. (Total project cost minus federal dollars requested equals the required match.) It may assist in the calculation to apply the formula as follows:

$$\begin{aligned} \text{Total Project Cost} \times .30 &= \text{Maximum Federal Contribution} \\ \text{Total Project Cost} - \text{Federal Dollars Requested} &= \text{Non-Federal Match} \end{aligned}$$

The non-federal match may include cash and in-kind contributions (including, but not limited to, supplies, staff time, trainers, transportation, facilities, equipment, and services) necessary to plan and carry out the service opportunity. The match can come from funds or resources provided by the grantee, subgrantee, or from state and local government resources.

E. What is the subgranting process and what are the requirements?

As discussed above, this *Notice* seeks applications from organizations to act as intermediaries. Intermediaries must select subgrantees on a competitive basis. The primary functions of Martin Luther King Jr. Day of Service awardees will be to conduct competitive subgrant competitions and administer those subgrants as required by this Notice, and the terms and conditions of the final awards. It is required that 80% of CNCS funds be allocated to subgrants.

Competitive subgrant competitions must be completed within three months of the grant award. CNCS may review the results of subgrant processes for compliance and appropriate outcomes.

Subgrants are to be made in annual amounts of \$1,000 or more, per year. For the FY 2011 Martin Luther King Jr. Day of Service competition, CNCS anticipates Martin Luther King Jr. Day of Service intermediaries awarding larger subgrants to programs that show the higher levels of impact and effectiveness.

F. What constitutes a “competitive subgrant competition”?

As described in this *Notice*, Martin Luther King Jr. Day of Service intermediaries must select their subgrantees through an open and competitive process. Applicants should clearly describe their plan for subgranting in their application narrative.

To ensure that the competition is open, intermediaries should provide sufficient public notice of the availability of Martin Luther King Jr. Day of Service subgrants eligible in network and out of network community organizations. Intermediaries will also want to ensure that the following information is available to all potential applicants:

- What organizations are eligible for funding.
- How to obtain and submit an application.
- The criteria (including appropriate subcriteria) that will be considered in reviewing applications.
- Any relative percentages, weights, or other means used to distinguish among the criteria.

In their application, intermediaries should also describe how their review process will ensure applications are reviewed in a manner consistent with the established criteria and how they will ensure the process is free from any conflicts of interest or the reasonable perception of any such conflict.

G. Do any selection priorities apply?

Priority will be given to applicants that support activities that:

- Include one or more of CNCS strategic areas that include: Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity and Disaster Preparedness with special consideration given to applicants proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King. Focus on the Martin Luther King, Jr. Holiday weekend and provide opportunities to connect to service beyond the Holiday.
- Reflect the life and teaching of Martin Luther King, Jr., and expand the impact of Martin Luther King, Jr. Day of Service activities from one year to the next.
- Strengthen communities engaged in service.

Special consideration will be given to applicants proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King.

II. Award Information

A. How much funding is available?

Based on appropriations for fiscal year 2011, CNCS has a total minimum of \$700,000 to award new grants. CNCS anticipates making an estimate of seven (7) awards to intermediary organizations to support 2012 King Day activities.

B. What is the award amount?

For the FY 2011 Martin Luther King Jr. Day of Service award competition, CNCS expects to make awards ranging in amounts from approximately \$50,000 to \$300,000, to support the first year of these grants.

C. What is the Project/Award period?

The award period is up to three years, with funding provided in annual increments, subject to

availability of annual appropriations. Grantees will be eligible for continuation funding in the second and third years, contingent on the availability of appropriations, compliance with grant conditions, and satisfactory performance, including having secured sufficient matching funds.

III. Eligibility Information

A. Who is eligible for funding?

Eligible applicants include, but are not limited to: nonprofit organizations, state service commissions, volunteer centers, institutions of higher education, national or regional education agencies, educational institutions, and faith-based institutions.

Existing Martin Luther King Jr. Day of Service grantees are eligible to apply under this *Notice*, but their application must seek funding for a program that is distinct from the program currently being funded. An application to expand a current Martin Luther King Jr. Day of Service supported program into different geographical areas will be considered.

In order to be compliant and eligible for review, an applicant must:

1. Meet specific compliance requirements including:

- Include a budget that reflects a federal share of an amount between \$50,000 to \$300,000;
- Include a budget that reflects a plan to distribute at least 80 percent of awarded Federal funds to subgrantees.
- Submit application in a timely manner as provided in this Notice;
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this Notice.

IV. Application and Submission Information

This section is divided into two parts. The first part explains when and how applications should be submitted. The second part provides explicit guidance for the application narratives that must be submitted as a part of an application.

Part 1. Application Submission Information

A. Is a Notice of Intent to Apply required?

Although submission of the Notice of intent to apply is not mandatory, an email to that effect will help CNCS to plan more efficiently for the review. In your email, please include the name of your organization, address, contact person, and phone number. Applicants are strongly encouraged to send an email by **June 24, 2011** to MLKDay@cns.gov, stating intent to apply.

B. When are applications due?

Applications are due no later than 5:00 p.m. Eastern Time on **July 21, 2011**. Applications must arrive at CNCS by the deadline in order to be considered.

C. Where can I request application information?

This *Notice* may be found on CNCS's website:

http://www.nationalservice.gov/for_organizations/funding/nofa.asp

D. What are the DUNS number and the CCR and are they required?

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and all applicants must be registered with the Central Contractor's Registry (CCR). The DUNS number does not replace an Employer Identification Number.

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>.

The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>.

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually.

We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3 to 5 days to finalize CCR registration. To register online go to www.bpn.gov/CCR.

E. How do I submit an application?

CNCS requires that all applicants submit their applications electronically via CNCS's web-based application system, eGrants. Applications must arrive at CNCS by **July 21, 2011** at 5:00 p.m. Eastern Time in order to be considered. CNCS reserves the right to extend the submission deadline. Any notice of such extended deadline will be posted in eGrants.

We recommend that applicants create an eGrants account and begin the application at least three weeks before the deadline and begin pasting your application into eGrants. Applicants should draft the application as a word processing document, then copy and paste the document into eGrants no later than 10 days before the deadline.

Contact the National Service Hotline at 800-942-2677 or via <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the eGrants application ID, organization's name, and the *Notice* to which you are applying. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. Eastern Time Monday through Friday.

If technical issues will prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

F. Will late applications be considered?

CNCS may consider an application submitted after the deadline, but only if the applicant submits a letter by email explaining the extenuating circumstance which caused the delay. The letter must be sent to LateApplications@cns.gov within the 24-hour period following the deadline. Late applications are evaluated on a case-by-case basis.

If extenuating circumstances make the use of eGrants impossible, applicants may send a hard copy of the application to the address below in Section VI, Agency Contacts, via overnight carrier. Please use a non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants.

Do not submit supplementary materials such as videos, brochures, letters of support, or any other item not requested in this *Notice*. CNCS will not review or return them.

G. How is an application created in eGrants?

If you need help establishing a new organization account in eGrants, or a new user account for an existing organization account, contact the National Service Hotline at 800-942-2677.

After you create your eGrants account, begin by selecting “New” under the *Creating an Application* heading on your Home Page. Select “Other” as the *Program Area* and click “Go.” You will then be asked to *select a NOTICE*. Choose: Martin Luther King Jr. Day of Service 2012. Once you create an application, you will be allowed to edit as needed until you are ready to submit.

Do not use the *New* button again as this will start a brand new application. Once you have initiated an application, it will be listed in the View My Grants/Applications section of the homepage under the status: *Grantee Edit of Application or Report*. If you exit and then return to eGrants and wish to continue entering or editing your application, please open your saved version by selecting *View My Grants/Applications* in the status *Grantee Edit of Application or Report*.

H. What must be included in an application?

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

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

1. Standard Form 424 (SF-424) Facesheet

2. Narratives

- Executive Summary
- Program Design

- Organizational Capacity
- Cost-Effectiveness and Budget Adequacy

3. Standard Form 424A Budget

4. Authorization, Assurances, and Certifications

5. Survey on Ensuring Equal Opportunity *Survey on Ensuring Equal Opportunity (Optional; OMB Control# 1894-0010, Expiration Date 5/31/2012)*

Part 1

1. Standard Form 424 Facesheet

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

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 may 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.

Enter your program website if you have one.

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. If awarded, your CNCS Program Officer will work with you to finalize your project start date. Your project period is up to three years.

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).

2. Narrative Section

The application narrative comprises four separate sections. Content guidelines for each of these narrative sections, including character limits and content requirements, are provided later in Part 2 of the *Notice*. The four sections include:

1. Executive Summary
2. Program Design
 - A. Goals and Objectives
 - B. Description of Activities
 - C. Community Resources
3. Organizational Capacity
 - A. Ability to Provide Program Oversight
 - B. Ability to Provide Fiscal Oversight
4. Cost-Effectiveness and Budget Adequacy
 - A. Budget and Program Design
 - B. Match Sources

3. Standard Form 424A Budget

Budget - Year One

The budget should describe how grant funds will be used to effectively support activities described in the proposal narrative. 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.

We recommend that 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. For each budget category, you must distribute costs between Federal share and grantee share. The budget must reflect **total** costs being distributed equally between the federal and grantee shares, but individual categories do not have to be equally distributed. Budget categories provided in eGrants are:

Budget Section 1 Categories:

Project Personnel Expenses

Personnel Fringe Benefits

Travel – Please include adequate funding for travel for at least one staff member to 2 CNCS convenings. For the sake of planning purposes, assume that meetings will take place in Washington, DC.

Supplies

Contractual and Consultant Services

Other – Please enter all subgrant costs in the line titled, “Subgrants.” The amount entered for the CNCS share should reflect at least 80% of total requested federal funds. As with other categories, the grantee share of subgrant funds does not need to equal the CNCS share.

Budget Section 2 Categories:

Source of Matching Funds
Federally Approved Indirect Costs

The 70% matching requirement applies to all allowable activities, including administrative costs. You will be prevented from validating your budget and therefore submitting your application in eGrants if your match is not correctly inputted at 70% and you will receive an error message that states, “Grantee share must be greater than or equal to CNCS share.”

Budget Requirements

Applicants must submit a proposed first year budget that includes both federal and match funding as part of their application. If an application is selected for award, CNCS will determine the final amount of the award of federal funds, and will negotiate a final budget. Upon award, compliance with the approved budget will be a material term and condition of the cooperative agreement with the Martin Luther King Jr. Day of Service FY 2011 intermediary.

Proposed and final budgets may only include allowable costs as defined in the applicable cost principles for the award recipient —

- 2 CFR Part 220—Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 225—Cost Principles for State, Local and Tribal Governments (OMB Circular A-87)
- 2 CFR Part 230—Cost Principles for Non-Profit Organizations (OMB Circular A-122).

Applicants who have not previously applied for federal grant funds should understand that “allowable costs” under federal awards do not necessarily include all costs that the organization will incur in order to perform their awards. For example, the costs of raising funds in order to meet the nonfederal share of the budget (“matching funds”) are not allowable costs under OMB cost principles. The cost principles implement long standing government-wide policy decisions on the use of federal grant funds and applicants should ensure that they are fully aware of requirements in the applicable OMB circular while preparing their budgets.

The proposed and final budgets may only include actual expenditures by the applicant organization. **The value of any in-kind goods or services provided to the applicant can be included in the proposed and final budgets.** The budgets will allocate allowable costs to either the federal or non-federal share of the total budget. At least 80 percent of the federal share must be awarded to subgrantees; the balance may go toward the intermediary’s program support costs and Martin Luther King Jr. Day of Service FY 2011 implementation.

There is no requirement that the non-federal share of the budget “mirror” or be allocated on the same basis as the federal share of the budget. For example, it is not required that 80% of the grantee’s share of funds be allocated to subgrants, as is required for the **federal** share. However,

CNCS is particularly interested in applicants that raise additional dollars to be provided to the subgrantees, and in applicants that propose to award greater proportions of their matching funds to subgrantees through their competitive subgrant selection process.

As described in the OMB cost principles, applicant budgets (other than the amounts budgeted for subgrants) will include a combination of direct or indirect costs. Applicants with approved indirect cost rates for federal grants must use those rates for any indirect costs they include in their budgets. CNCS will work with applicants selected for award who do not have approved federal indirect cost rates to help them develop and obtain approval for their rates.

Matching Funds

By statute (USC Title 42 Section § 12653), the Federal grants we provide for this project, together with all other federal funds used to plan or carry out the service opportunity, may not exceed 30 percent of the total project cost. Therefore, cash and/or in-kind **match from non-federal sources must be at least 70 percent of the total project cost**. This match ratio will remain in place for years two and three of the agreement, as well. The 70% matching requirement applies to all allowable activities, including administrative costs.

4. Authorization, Assurances, and Certifications

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

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

Read the Authorization, Assurances, and Certifications carefully (Appendix 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. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. 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 his/her eGrants account to proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have

their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants account? Create an account.”

5. Survey on Ensuring Equal Opportunity (Optional)

Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. The survey can be found in Appendix B. Submission of the survey is not required.

6. Is this funding opportunity subject to intergovernmental review?

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

Part 2. Application Narrative Guideline

The following guidelines should be used to draft the narrative section of the application. These instructions form the basis for the review criteria and will be used by reviewers to evaluate your application.

1. What are the character limits for the narrative section?

The completed application will consist of the following components:

1. Standard Form 424 Facesheet
2. Executive Summary (maximum length – 2,000 characters)
3. Narratives: (maximum length for combined narratives – 41,000 characters)
4. Program Design
5. Organizational Capacity
6. Budget/Cost Effectiveness
7. Detailed Budget
8. Authorization, Assurances, and Certifications
9. Survey on Ensuring Equal Opportunity for Applicants (Optional)

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 character count includes all letters, punctuation, and spaces in a document. One double spaced 12 point font page equals approximately 2,000 characters.

2. What should be included in the Executive Summary?

Provide a concise overview of the proposed project that summarizes the need, the proposed strategy for addressing the need, anticipated outcomes and accomplishments, how the outcomes will be achieved and measured, and the estimated length of time needed to complete the project.

3. What should be included in the Program Design section?

A. Goals and Objectives

In this section, applicants should identify and describe the key objectives of their Martin Luther King Jr. Day of Service, and overall approach to selecting and supporting subgrantees they are proposing in order to achieve their objectives.

Applicants must be capable of carrying out multi-state, national focused (10 or more states), or comprehensive regional initiatives are eligible for funding. (Regional initiatives are multiple states in a region, such as the Corporation's clusters.) The Corporation is particularly interested in applications from organizations with experience in fostering service on Martin Luther King, Jr. Day.

The application must:

- Describe the target community, state or region that you propose to serve.
- Focus on one or more of CNCS strategic areas that include: Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity and Disaster Services with special consideration given to applicants proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King. Provide statistics on the needs related to the issue area(s) within the specific local geographic area.
- Describe the specific measurable outcomes you propose to improve.
- Describe the availability of relevant data and your approach to assess whether your investments caused improvement in the proposed measurable outcomes.

B. Description of Activities

Subgranting

In this section of the narrative, applicants must describe the overall approach and the process by which they will identify and competitively select their nonprofit community organization subgrantees in their targeted geographies. Specifically, applicants must describe how their competitive subgrant selection process will ensure a portfolio of high-quality subgrantees. Applicants should explain how their subgrant selection process meets the definition of a competitive subgrant competition as defined in this *Notice*. The plan should also include:

- The estimated number or range of subgrant awards that will be made.
- The estimated range of subgrant award amounts.
- A description of:
 - How and on what basis the amount of each subgrant award will be determined.
 - How key subgrant eligibility criteria required by this *Notice* will be determined.
 - The proposed review and selection process.

Please note, the proposed subgrant plan and timeline must demonstrate that it can be completed within three months of grant award.

Please note that, pre-selected subgrantees will not be accepted. All subgrantees must be selected through the open competitive processes referenced in this *Notice*.

Technical Assistance and Support

Applicants must include in their application information describing how they will provide technical assistance and support (other than financial support).

In this section of the narrative, you should:

- Describe your plan for subgrantee monitoring;
- Explain what resources and support you will provide to build subgrantee capacity in key areas, such as leadership development, financial management, data management, strategic planning, and communications;
- Describe your proposed approach to accountability for subgrantees and yourself.
- Describe your plan to report back on project accomplishments. Therefore, up to 20 percent of the federal funds awarded may be used for administrative costs.

C. Community Resources

How will you use existing community resources, such as other service or community organizations and community volunteers, to implement your approach? How will the proposed program bring additional beneficial resources to the community?

4. What should be included in the Organizational Capacity section?

A. Ability to Provide Program Oversight

Applicants must establish that they have the skills and capacities required to effectively manage programs of the nature they are proposing, including a track record of selecting, and supporting subgrantees.

- Describe the kinds of resources (e.g., data systems; staff) you have available to assist with subgrantees.
- Describe your ability to support and oversee multiple programs at different locations.
- Identify the key program positions within your organization relevant to your proposed grant program. Describe the relevant background and experience of key staff members and their respective roles, or your plans to recruit, select, train, and support additional staff, and their proposed roles.

B. Ability to Provide Financial Oversight

Applicants should describe the extent to which your organization has key personnel with the knowledge, skills, abilities, and experience to provide fiscal oversight of subgrantees. Additionally, applicants should describe any specific experience in providing fiscal oversight of subgrantees of federal funds.

In this section of the narrative you should:

- Describe the experience and infrastructure your organization has in managing grants from other entities.
- Identify your current organizational budget.
- Identify what percentage of the budget this grant would represent and address the

implications for your organization.

- Describe how you will ensure compliance with Federal requirements.

5. What should be included in the Cost-Effectiveness and Budget Adequacy section?

A. Budget and Program Design

In this narrative section, applicants should:

- Demonstrate how your program has or will obtain diverse non-Federal resources for program implementation and sustainability.
- Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and how it is linked to your desired outputs and outcomes. Specifically, describe and quantify in detail the costs associated with your proposed competitive subgrant selection process, program evaluation plans, and technical assistance to subgrantees, including costs that may be paid for with resources other than Federal or matching funds.
- Discuss plan to commit at least 50% of the funds in year one to subgrants or projects outside of the applicant’s network.

B. Match Sources

At the time of award, applicants must demonstrate either cash or in-kind-on-hand or commitments (or a combination thereof) toward meeting 70 percent their first year matching funds.

V. Application Review Information

A. What are the Selection Criteria for these grants?

In evaluating applications for funding, reviewers will assess program design, organizational capacity, and cost-effectiveness and budget adequacy. The weights assigned to each category are listed in Table 1 below. Reviewers will assess application narratives against these Selection Criteria and weight them accordingly.

Table 1: Application Review Criteria

Category	Percentage	Sub-Categories
Part I. Program Design	50%	Goals and Objectives
		Description of Activities
Part II. Organizational Capacity	30%	Ability to Provide Program Oversight
		Ability to Provide Fiscal Oversight
Part III. Cost-Effectiveness and Budget	20%	Budget and Program Design

Part I. Program Design (50%)

In assessing Program Design, expert reviewers will examine the degree to which the applicant clearly describes and convincingly addresses the narrative guidelines provided in Section V. Their analysis will include the following:

1. Goals and Objectives

To what extent does the applicant address the following points?

- Clearly identifies the geographies which they will serve and the target issue(s) their programming will focus on.
- Provides persuasive evidence (i.e. statistical information) as to the identified need within the geographic area(s) listed.
- Makes a persuasive case for the need related to the issue area(s) identified (i.e. providing statistical information).
- Makes a compelling case for their ability to successfully support the focus, goals, and approach they propose.
- Ensures that grant-supported activities focus on the Martin Luther King, Jr. Holiday weekend and provide opportunities to connect to service beyond the Holiday.
- Reflects the life and teaching of Martin Luther King, Jr., and expand the impact of Martin Luther King, Jr. Day of Service activities from one year to the next.

2. Description of Activities

A. Direct Activities

To what extent does the applicant?

- Provide a clear and comprehensive plan for carrying out a competitive subgrant selection process.
- Describe a subgrant plan that has a reasonable chance of success at identifying potential subgrantees that meet the requirements described in section IV of this *Notice*.
- Propose a reasonable and feasible timeline for major activities under the grant.
- Demonstrate opportunities to engage new and diverse groups.

B. Technical Assistance and Support

To what extent does the applicant?

- Provide a compelling plan for providing technical assistance and support for their selected subgrantee portfolio.
- Describe a clear plan for supporting subgrantee capacity development.
- Provide a sound plan for monitoring subgrantees.

C. Community Resources

To what extent does the applicant use existing community resources, such as other service or community organizations and community volunteers, to implement your approach? How does the proposed program bring additional beneficial resources to the community?

Part II. Organizational Capacity (30%)

In assessing the organizational capacity section, expert reviewers will assess to what extent the applicant:

- Describes a sound organizational structure including experienced staff.
- Cites specific examples of the effectiveness of their past investment approach.
- Has experience or the capacity to successfully implement their proposed program (i.e. subgrant plan, technical assistance, and monitoring).
- Has experience or the capacity to successful implement a federal grant.

Part III. Cost-Effectiveness and Budget Adequacy (20%)

A. Budget and Program Design

In evaluating the cost effectiveness and budget adequacy section, expert reviewers will assess:

- Whether your program is cost-effective based on:
 - The extent to which the program demonstrates diverse, non-Federal resources for program implementation and sustainability.
 - The extent to which the applicant is proposing to provide more than the minimum required share of the costs of the program.
 - Whether the reasonable and necessary costs of the program or project are higher because the applicant is proposing to serve areas that are significantly philanthropically underserved.
- Is the budget is adequate to support your program design?

B. Match Sources

At the time of award, applicants must demonstrate either cash and/or in kind and “on-hand and/or commitments (or a combination thereof) to meet the required 70 percent match of their first year matching funds, based on the amount of Federal grant funds applied for.

B. What additional considerations will CNCS take into account during the review process?

In selecting applicants to receive awards under this *Notice*, CNCS will endeavor to include:

- Applicants that support proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King.
- Applicants who propose to serve areas that are underserved.
- A diverse set of applicants, in terms of geography and priority issue area.

C. What are the stages in the review and selection process?

1. Compliance Review

Corporation staff will review all applications to determine compliance with eligibility, deadline, completeness and other requirements identified in Section III.A.1 of this *Notice*. Applications that are submitted by the deadline, that are complete, and meet the other requirements identified in Section III A will then advance to Internal Staff Review.

2. Internal Staff Review

CNCS staff will assess Program Design, Organizational Capacity; and Cost Effectiveness and Budget Adequacy. Following staff assessment, some applicants may receive requests to provide clarifying information. Clarification information is used by CNCS staff in making final recommendations. A request for clarification does not guarantee a grant award. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration.

CNCS staff will determine which applications to recommend for selection based on the results of Internal Staff Review and Clarifications, balancing characteristics, and additional considerations, including CNCS's strategic priorities.

3. Selection

The Chief Executive Officer will select the final portfolio based on staff recommendation, and consideration overall quality, and strategic priorities.

D. What feedback will applicants receive?

Following grant awards, each applicant will receive the results of internal reviews pertaining to their application.

VI. Award Administration Information

A. Award Notices

CNCS anticipates announcing the results of this competition by mid September 2011. The government is not obligated to make any award as a result of this *Notice*.

B. Administrative and National Policy Requirements

The NGA will also incorporate the approved application and budget as part of the binding commitments under any award. Awardees will be subject to the following (as applicable):

- 2 CFR Part 175—Award term for trafficking in persons.
- 2 CFR Parts 180 and 2200—Nonprocurement Debarment and Suspension.
- 2 CFR Part 215 and 45 CFR Part 2543—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110).
- 2 CFR Part 220—Cost Principles for Educational Institutions (OMB Circular A-21).
- 2 CFR Part 225—Cost Principles for State, Local and Tribal Governments (OMB Circular A-87).
- 2 CFR Part 230—Cost Principles for Non-Profit Organizations (OMB Circular A-122).
- 45 CFR Part 2541—Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments.
- 2 CFR 182, 2245—Government wide Requirements For Drug-Free Workplace (Financial Assistance).
- 45 CFR Part 2555—Nondiscrimination On The Basis Of Sex In Education Programs Or Activities Receiving Federal Financial Assistance.
- The Single Audit Act (31 U.S.C. Chapter 75) and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (Available at:

http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf).

C. Use of Materials

To ensure that materials generated with Corporation funding are available to the public and readily accessible to grantees and sub-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so.

D. Reporting Requirements

Grantees are required to provide an interim report by **December 16, 2011** listing subgrants, the anticipated number of volunteers, and the estimated number of volunteer hours that will be served. For the second and third program years, grantees will submit this interim report on a date to be determined. For each year's Day of Service activities, grantees must ensure all project sites report on the projects funded, the number of volunteers who served on that day, the number of service hours accomplished over the course of the Holiday service projects, and any other notable accomplishments.

To ensure accurate and consistent service information, grantees will distinguish between direct volunteers and indirect volunteers. Grantees will also ensure that any reported counts of direct and indirect volunteers are unduplicated. Below are characteristics that grantees will use to distinguish between direct and indirect volunteers:

- **Direct volunteer**
 - A person who serves unpaid in response to a solicitation from an official representative of, or official communication from, an event sponsor. For example, a person who is invited to serve at an event by its official organizer.
 - A person who serves unpaid and is officially recognized as a volunteering representative of a sponsoring organization.

- **Indirect volunteer**
 - A person who serves unpaid in response to a solicitation from someone other than an official representative of, or official communication from, an event sponsor. For example, a person who is invited by a friend to serve at an event.

If a grantee determines the characteristics above to be insufficient, the grantee may submit in its progress reports other criteria used to make the distinction between direct and indirect volunteers.

E. Federal Funding Accountability and Transparency Act: If you receive an award, you will be required to report at www.FSRS.gov on all subawards over \$25,000 and may be required to report on executive compensation for your organization and for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

F. Performance Progress Reports (PPR)

A semi-annual narrative progress report must be submitted using CNCS's web-based grants

management system, eGrants, no later than 30 days after the close of each reporting period. The report will include:

- Budget report for the completed budget period.
- Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source.
- Analysis of sub-application progress.
- Discussion of any problems observed or experienced and recommended solutions.

G. Federal Financial Reports

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

H. Other Data-Collection Requirements

CNCS will require Martin Luther King Jr. Day of Service grantees to develop final, detailed plans for selecting their subgrantees.

The subgrant selection plan must include the following:

- The estimated number or range of subgrant awards that will be made;
- The estimated range of subgrant award amounts;
- A description of:
 - How key subgrant eligibility criteria required by this Notice will be determined (particularly the level of subgrantee evidence);
 - The proposed review and selection process; and
 - Who will review subgrant applications and how the process will ensure appropriate conflict of interest policies are in place.

It is important for grantees to allocate budget funds to cover background checks/criminal history checks for individuals with access to vulnerable populations paid any kind of stipend or salary from grant funds.

VII. Agency Contacts

This *Notice* is available at http://www.nationalservice.gov/for_organizations/funding/Notice.asp. The TTY number is 800-833-3722. For further information or for a printed copy of this *Notice*, call (404) 965-2102 or send an e-mail to MLKDay@cns.gov.

VIII. Other Information

A. The Corporation will host a technical assistance call to answer applicant questions about this funding opportunity. The technical assistance call will take place on **Thursday, June 30, 2011** at 1:30 p.m. Eastern Time. The call-in number is (866) 705-1874 and the passcode is 7103609. Applicants are strongly encouraged to participate in the technical assistance call. A Frequently Asked Questions document will be posted at http://www.nationalservice.gov/for_organizations/funding/Notice.asp (click on Martin Luther King, Jr. Day of Service Grants).

B. For additional information on the Edward M. Kennedy Serve America Act, go to:
http://www.nationalservice.gov/pdf/09_0331_recovery_summary.pdf.

C. Public Burden Statement: The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control #: 3045-0129 (CNCS Universal Application. (Expiration Date: 11/30/2011)).

Appendix 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.
- 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.

Appendix B:



SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB NO. 1894-0010 EXP 5/31/2012

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:

Applicant's DUNS Number:

Federal Program:

CFDA Number:

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant secular organization?

Yes No

4. Does the applicant have 501(c) (3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? *(Check only one box.)*

3 or Fewer 15-50
 4-5 51-100
 6-14 over 100

7. What is the size of the applicant's annual budget? *(Check only one box.)*

Less Than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicant

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c) (3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0010**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Amy Borgstrom, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.**