

NOTICE OF FEDERAL FUNDING OPPORTUNITY

OVERVIEW

Federal Agency Name: Corporation for National and Community Service

Program Name: Senior Corps

Funding Opportunity Title: Senior Corps Relinquishment Funds Grants:
Retired Senior Volunteer Program (RSVP)

Announcement Type: Initial Announcement

Catalog of Federal Domestic Assistance (CFDA) Number(s): 94.002

Dates: Applications are due May 15, 2012 at 5:00 p.m. Eastern Time. Successful applicants will be notified by September 2012.

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. For more than fifteen years, CNCS—through its Senior Corps, AmeriCorps, Learn and Serve America, and other programs and activities—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. This landmark law not only expands service opportunities, but focuses national service on key outcomes; builds the capacity of individuals, nonprofits, and communities to succeed; and encourages innovative approaches to solving problems.

In alignment with the SAA and the CNCS Strategic Plan, this Senior Corps Notice of Federal Funding Opportunity (*Notice*) will focus grant making for fiscal year 2012 in the six Focus Areas identified by the SAA:

- Education
- Healthy Futures - Independent Living
- Veterans and Military Families
- Environmental Stewardship
- Opportunity
- Disaster Services

In order to carry out the intent of Congress and to maximize the impact of the investment in national service, CNCS seeks to fund programs that can demonstrate community impact.

For the FY 2012 Senior Corps competition, CNCS will prioritize investment in the following areas of its work:

For RSVP Program:

- **New grants to operate in geographic areas where there are no longer projects due to grant relinquishment, as defined below.**
 - **Grant augmentations to existing grantees to incorporate new Veterans, including Department of Labor (DOL) Vets activities and/or other veteran's and military families programming.**

A grant relinquishment is defined as a voluntary choice by a Senior Corps sponsor to discontinue using the Federal funding available to support the Senior Corps volunteers and volunteer services in their community.

In accordance with the Obama Administration's emphasis on open government, CNCS has moved toward greater openness and transparency in grantmaking. This *Notice* includes a description of the application review and selection process in Section V. In addition, the following information pertaining to this competition for new and augmentation applications will be published on the CNCS website at (<http://nationalservice.gov/about/open/grants.asp>), within a period not to exceed 90 business days after all grants are awarded:

- Blank external review template.
- List of all compliant applications submitted.
- Executive summaries of all compliant applications.
- SF424 Facesheet and Program Narrative for successful applications.
- List of external reviewers.
- Summary of external reviewer comments on successful applications.

This *Notice* should be read together with the Senior Corps regulations [[45 CFR Part 2553 \(RSVP Program\)](#)], and the Application Instructions.

Publication of this *Notice* does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funding available.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

1. Purpose of Senior Corps Programs

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In the Edward M. Kennedy Serve America Act (SAA), Congress directed CNCS to focus its efforts in areas where national service can make a major impact, including education, health and independent living, increasing service by and for veterans and military families, energy conservation, economic opportunity for economically vulnerable individuals, and providing disaster services.

In accordance with the SAA, through this Notice of funding Opportunity (*Notice*) and its other activities, CNCS seeks to increase the impact of national service in communities served by Senior Corps supported projects and re-invest in those communities no longer served by Senior Corps supported projects.

Senior Corps awards grants to eligible organizations to engage people age 55 and over in service activities through the following programs:

RSVP- Established in 1971 and now one of the largest senior volunteer programs in the nation, RSVP offers a diverse range of volunteer activities. Volunteers tutor children; renovate homes; assist veterans and military families and victims of natural disasters; provide independent living services; recruit and coordinate other volunteers, and serve their communities in many other ways. RSVP volunteers serve with commitments ranging from a few hours to 40 hours per week. Click [here](#) for RSVP Program Regulations.

Senior Companion Program (SCP) – Established in 1974, SCP helps frail seniors and other adults maintain independence primarily in their own homes. Senior Companions serve between 15 and 40 hours a week assisting between two and four people, with daily living tasks, such as grocery shopping; providing companionship to help alleviate social isolation; alerting doctors and family members to potential problems; and providing respite to family caregivers. Click [here](#) for Senior Companion Program Regulations.

Foster Grandparent Program (FGP) - Established in 1965, FGP provides loving and experienced tutors and mentors to children and youth with special or exceptional needs. Serving one-on-one, between 15 and 40 hours a week, Foster Grandparents provide support in schools, Head Start centers, correctional institutions, and child care centers. Among other activities, they review schoolwork, reinforce values, teach parenting skills to young parents, and care for premature infants and children with disabilities. Foster Grandparents often maintain an ongoing, intensive relationship with the children and youth served for a year or longer. Click [here](#) for Foster Grandparent Program Regulations.

2. Purpose of Senior Corps Funding

Senior Corps funding in this notice is targeted in the following six Focus Areas:

- Education
- Healthy Futures
- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Disaster Services

Examples of activities in CNCS's six Focus Areas relevant to this competition follows.

Healthy Futures:

Activities might include:

- Supporting the ability of homebound, older adults and individuals to live independently.
- Assisting individuals with access to food resources.

Education:

Activities might include:

- Providing support and/or facilitating access to services and resources that contribute to school readiness.
- Providing support that improves academic performance.
- Providing support that improves academic engagement.

Veterans and Military Families:

Activities might include:

- Service that supports veterans, veterans' family members, family members of active-duty military, and military service members.

Disaster Services:

Activities might include:

- Assistance in disaster preparedness, response, recovery, and/or mitigation.

Economic Opportunity:

Activities might include:

- Housing-related assistance for economically disadvantaged people, including homeless individuals.

Environmental Stewardship:

Activities might include:

- Service that improves at-risk acres (land and/or water) in national, state, city or county parks, or other public or tribal lands.

You can find more information about the Focus Areas at:

http://www.nationalservice.gov/pdf/11_0203_cnsc_strategic_plan.pdf

National Performance Measures

The SAA places clear emphasis on measuring the impact of service and focusing on a core set of issues areas. This landmark law is the foundation of the agency's five-year Strategic Plan, which lays out an ambitious wide-ranging set of objectives that support our strategic goals. These strategic goals- as well as consideration of measurability, achievability, usefulness, demonstrated effectiveness, previous investment - guided the determination of sixteen agency-wide Priority Measures. National Performance Measures allow CNCS to demonstrate the aggregated impact of all Senior Corps programs. The adoption of CNCS National Performance Measures will not be required for the successful applicants of the initial year of this competition.

3. Senior Corps Relinquishment Funds FY 2012 Funding Priorities

Subject to the availability of relinquished funds from Senior Corps' RSVP, CNCS expects to direct funding for two types of grants – New Grants and Grant Augmentations, as follows:

New Grants

The funding priorities for **New Grants** in the RSVP program are:

- Geographic service areas, designated in this *Notice*, where there are no longer projects due to relinquishment. **Please see Appendix A for the list of states and geographic service areas covered by this Notice.**
- The six Focus Areas listed in this *Notice*, as applicable.

Grant Augmentations

- The funding priorities for **Grant Augmentations** to RSVP projects to provide service that supports programming focused on:
 - Veterans, including Department of Labor (DOL) Vets activities
 - Veterans' family members
 - Family of military service members (including reserve component), and military service members (including reserve component)

Additional priority considerations for Both New Grants and Grant Augmentations:

- CNCS will pursue a balanced rural and non-rural portfolio.
- Applicants must demonstrate significant programmatic focus, design and impact to receive priority consideration.

II. AWARD INFORMATION

1. Funding Available

The source of federal funding for this opportunity will come from funds that would have been otherwise awarded to RSVP grants that have ceased operating. Subject to the availability of funds, for FY 2012 CNCS anticipates approximately \$3.5 million of such funds. The number of new project grants and grant augmentations will be based on the amount of funding available at the time of award decision-making.

2. Award Amount

For the Senior Corps FY 2012 Relinquished Funds competition, there are no pre-determined levels of funds for the annual awards.

- (a) For new RSVP projects, CNCS expects to award new project grants at an estimated \$105,000 for 300 volunteers each (\$350 per volunteer).
- (b) For augmentations, CNCS expects awards for a minimum total award of \$7,000 each with a minimum number of 20 volunteers (\$350 per volunteer). There is no maximum number of RSVP volunteers.

3. Award Period

A *new project grant* covers a 3-year project period. CNCS generally makes an initial funding award for the first year of operation for multi-year project periods. Grantees are eligible for continuation funding in the second and third years, respectively, contingent upon:

- Satisfactory performance.
- Demonstrated capacity to manage the grant.
- Compliance with grant requirements, including required non-federal share.
- Availability of Congressional appropriations.

Unless otherwise specified, augmentation grants will not change the performance period of a program. However, a grant augmentation would increase the annual funding level for the award.

CNCS reserves the right to adjust the amount of a grant award for subsequent years, or elect not to continue funding, based on the contingencies listed above.

4. Types of Grants

New Grants

New grants will be awarded for the RSVP program as follows:

- New grants to operate in geographic areas where there are no longer projects due to relinquishments. A grant relinquishment is defined as a voluntary choice by a Senior Corps sponsor to discontinue using the Federal funding available to support the Senior Corps volunteers and volunteer services in their community.

Grant Augmentations

- Grant augmentations for existing grantees to incorporate new veteran's programming, including Department of Labor (DOL) veteran's activities and/or other veteran's and military families programming.
- Applications may be for expansion of existing projects either within currently approved or into new geographic service areas.
- Augmentation grants must only be used to supplement and not supplant the number of existing federally supported volunteers.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants for New Grants

Competition for new grants is open to:

- Public agencies (including state and local agencies and other units of government), non-profit organizations (including community-based organizations, both faith-based and secular), institutions of higher education, government recognized veteran service organizations, and Indian Tribes. Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act ([43 U.S.C. §1602](#)), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.
- Existing Senior Corps grantees that are in compliance with all programmatic and fiscal requirements of their grants, including on-time submission of required reports, as determined by CNCS.

Organizations that have been convicted of a Federal crime may not receive assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, [26 U.S.C. 501 \(c\)\(4\)](#) that engages in lobbying activities is not eligible to apply.

Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice*.

2. Eligible Applicants for Augmentations

Competition for grant augmentations is open to:

- All existing Corporation-funded RSVP grantees **that have met all programmatic and fiscal requirements, including on-time submission of required reports.**
 - Eligibility to apply for grant augmentations will be determined by the CNCS Program Officer in consultation with the Grants Officer.
 - Program Officers will complete an Eligibility Assessment Form provided by Senior Corps headquarters. Eligibility is based on the status of the grantee's performance as of the date of the eligibility determination e-mail.
 - Failure to request a determination of eligibility or submission of a grant application after notice of ineligibility is a technical violation of the competition guidelines, and your application will not be considered.

Requesting Determination of Eligibility

All existing grantees that intend to compete for a grant augmentation must e-mail their Program Officer in the State Office by 5:00 PM local time, **March 30, 2012** to request a determination as to whether or not they meet the eligibility criteria established in this

Notice. The submission of this e-mail *does not* commit grantees to proceed to the next stage.

- The subject line of the-mail should state “RSVP 2012 Augmentation Eligibility Determination” and provide your current grant number.
- The main body should request eligibility determination and provide the grantee’s legal applicant name used in eGrants.

Example:

Subject: RSVP 2012 Augmentation Eligibility Determination-03SRWAR012

Message: Older Americans for Civic Engagement, Inc., requests the Corporation State Office to determine our eligibility to compete for a 2012 RSVP Augmentation award.

- The Program Officer will provide the grantee with notification of eligibility or ineligibility within 5 working days of receipt of the email request.
 - Upon notification of eligibility, a grantee may formally submit an application in eGrants. Submission of applications to eGrants prior to notification of eligibility will not be considered.
 - If no request for eligibility determination is received, the grantee is deemed ineligible.

3. Programmatic Requirements for All Applicants

The programmatic requirements for the RSVP program are:

PROGRAM	REGULATIONS	PROGRAM REQUIREMENTS
RSVP	45 CFR Sections 2553.11 – 2553.102	RSVP volunteers must be age 55 & older Budgets must reflect a full-time Project Director. Justification for less than a full-time project director must include a full justification in your narrative on project management.

4. Non-federal Share Requirements for All Applicants

- The applicants applying to establish **NEW** RSVP projects are required to budget and raise 10 percent of the total project budget in Year 1, 20 percent in Year 2, and 30 percent in Year 3 and subsequent years, if the grant is renewed beyond three years.
- An existing RSVP grantee applying to **AUGMENT** its current grant must demonstrate in the application that, if the proposed award is received, the resulting new budget (i.e., the current grant budget plus the augmentation budget) will continue to meet its required non-federal share percentage.

5. Financial Requirements – Applicants for New Grants and Grant Augmentations

(a) 1199A Direct Deposit Forms

CNCS uses the Health and Human Services (HHS) “Payment Management System” for the disbursement of grant funds. HHS requires that all CNCS grantees and potential CNCS grantees complete these account set-up forms to be ready to be entered in the “Payment Management System.” *Preparation and submission of the forms in*

coordination with your grant application is encouraged. However, submission of these forms does not guarantee that your application will be approved for funding.

i. Before a grant award can be made, you must complete the following three documents to prepare to set up your “Payment Management System” account:

- Direct Deposit Sign-Up form (SF-1199A);
- Recipient Contact Form; and
- FFR User Form.

Please see Appendix B for the three 1199A Direct Deposit forms and instructions.

ii. Please read the instructions very carefully. Any mistakes that are made on the forms will cause HHS/PMS to reject them including:

- Any alteration of the text of the form;
- Erasure of text;
- Whited out text; or
- Scratched out text.

iii. Please submit original forms only (photocopies will not be accepted) to the address below via traceable mail or courier.

ATTN: 1199A FORMS RSVP
Corporation for National and Community Service
Field Financial Management Center (FFMC)
The Curtis Center
601 Walnut Street
Room 876-E
Philadelphia, PA 19106

(b) Financial Management Survey

The Financial Management Survey (FMS) is required for potential and new grantees. CNCS must ensure that your organization has the capabilities, systems, and controls to properly administer Federal funds. The FMS is one of the tools that CNCS uses to collect this information. CNCS uses this information to determine if we need to complete a pre-award site visit and/or provide technical assistance to your program.

Please submit the following as attachments to your survey:

- A copy of your most recently audited financial statements.
- Your most recently filed Internal Revenue Service Form 990.

Preparation and submission of the forms in coordination with your grant application are encouraged. However, submission of these forms does not guarantee that your application will be approved for funding.

6. Dun and Bradstreet Universal Numbering System (DUNS) and Central Contractor Registration (CCR)

Applications must include a DUNS number and an Employer Identification Number. All applicants must be registered with the CCR.

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 you to begin the CCR registration process immediately in order to avoid any delays in submitting applications. You 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.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

The *Notice* and Application Instructions are available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp and www.grants.gov.

For further information or for a printed copy of related material, call (202) 606-3225 or e-mail 2012SeniorCorps@cns.gov. The TTY number is 800-833-3722.

This *Notice* should be read together with:

- The Senior Corps Program Regulations:
 - [RSVP Program 45 CFR Part 2553](#)
- [The Senior Corps Application Instructions](#)

2. Form of Application Submission for New Grants and Grant Augmentations

Submission in eGrants of New Grants and Grant Augmentation Applications

You must submit applications electronically via CNCS’s web-based application system, **eGrants**. We recommend that you create an eGrants account and begin the application at least three weeks before the deadline. Draft the application as a word processing document, then copy and paste the document into eGrants no later than 10 days before the deadline.

Select the applicable NOFA in eGRANTS, as follows:

APPLICANT	SELECT NOFA IN eGRANTS
New Applicant	“RSVP New 2012”
Current RSVP Grantee – applying for a grant to a relinquished service area (new project or augmentation)	“RSVP New 2012”
Current RSVP Grantee – applying for a grant augmentation	“RSVP Augment 2012”

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. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. ET Monday through Friday. Be prepared to provide the application ID number and organization's name.

If technical issues will prevent you 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, continue working with the National Service Hotline to submit via eGrants.

Recommended Page Limits - New Grants

Your application includes the following:

- Executive Summary – recommended page limit is 1 page.
(Note: Executive Summaries of all compliant applications will be published on the CNCS website following grant notifications.)
- Program Design – recommended page limit is 8 pages.
- Organizational Capability – recommended page limit is 4 pages.
- Cost Effectiveness and Budget Adequacy – no recommended page limit.

We recommend not exceeding 15 double-spaced pages in your Narratives, including the Executive Summary, Work Plans and Cover Page, as the pages print out from eGrants. ***This recommended limit does not include the Cost Effectiveness and Budget Adequacy section.*** You may print out your application from the Review and Submit page, prior to final submission to review the number of pages.

Do not submit supplementary material such as videos, brochures, letters of support, or any items not requested in this Notice. CNCS will not review nor return them.

Recommended Page Limits - Augmentation Grants

Your application includes the following:

- Executive Summary – recommended page limit is 1 page.
 - Executive Summaries of all compliant applications will be published on the CNCS website following grant notifications.
- We recommend not exceeding 15 double-spaced pages in your Narratives, including the Executive Summary and Cover Page, and Work Plans, as the pages print out from eGrants. ***This recommended limit does not include the Cost Effectiveness and Budget Adequacy section.*** From the Review and Submit page, print out your application prior to final submission to review the number of pages.

Do not submit supplementary material such as videos, brochures, letters of support, nor any items not specifically requested in this Notice. CNCS will not review nor return them.

Late Applications – New Grants and Grant Augmentations

CNCS may consider an application after the deadline, but only if you submit an e-mail

explaining the extenuating circumstance which caused the delay. Send the e-mail to LateApplications@cns.gov within 24 hours of the deadline. CNCS determines the validity of admissibility of late applications on a case-by-case basis.

If extenuating circumstances make the use of eGrants impossible, you may send a hard copy of the application to the address in Section VII. of this *Notice*, via overnight carrier. Please use a non-U.S. Postal Service carrier 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. CNCS does not accept applications submitted via fax or e-mail.

3. Content of Application for New Grants

To be considered, the application must include the following:

- Executive Summary
- Part I: Facesheet (National Senior Service Corps Modified Standard Form 424)
- Part II: Budget (National Senior Service Corps Form 424A)
- Part III: Narratives
 - Program Design
 - Organizational Capacity
 - Cost-Effectiveness and Budget Adequacy
- Part IV: Work Plans (Sections A & B as applicable)
- Attachments
- Assurances (National Senior Service Corps Standard Form 424B)
- Certifications (National Senior Service Corps Form 424C)

With regard to the budget, applicants should take into consideration the following:

- The minimum number of RSVP volunteers for which an applicant must budget is 20, at an average cost of \$350 per volunteer, for a minimum total award of \$7,000.
- Applicants may apply for as many more than the required minimum 20 volunteers as appropriate to address the new community need(s) identified in the grant augmentation application. There is no maximum limit on the number of RSVP volunteers for which an applicant may budget.

Detailed application instructions are available in the Senior Corps Application at http://www.seniorcorps.gov/for_organizations/funding/apply.asp. Please note the instruction section headings correspond to the fields in eGrants.

4. Content of Application for Grant Augmentations

The *RSVP Augment 2012* grant augmentation application is completed in eGrants exactly the same way as a renewal application including:

Executive Summary:

- The Executive Summary is not to exceed one page.
- Applicants for grant augmentations should provide a concise description of the proposed activity:
 - Based on what you know about your community's needs to be served by the new activity;
 - Recruitment and management of volunteers for the new activity; and
 - Your organizational capacity to implement the new activity.

Work Plans and Performance Measures:

In eGrants, augmentation applicants must prepare a separate work plan for the proposed new activity. They must:

- Select the appropriate Service Category;
- State the number of volunteer stations contributing; and
- State the total number of volunteers providing services.

Budget:

The augmentation application only needs to include the budget for the proposed augmentation activity.

- Applicants may apply for as many more than the required minimum 20 volunteers as appropriate to address the new community need(s) identified in the grant augmentation application. There is no maximum limit on the number of RSVP volunteers for which an applicant may budget.
 - The minimum number of RSVP volunteers for which an applicant must budget is 20, at an average cost of \$350 per volunteer, for a minimum total award of \$7,000.
- An appropriate and reasonable amount may be budgeted for Volunteer Support Expenses that directly support the proposed new volunteer activity, including staff and other costs related to incorporating performance measurement for the activity into your ongoing operations. Applicants are encouraged to budget at the full \$350 per volunteer to ensure that strong performance measurement systems are in place. Transportation for volunteers must be included in the budget.
- Please remember that augmentation grant awards increase the annualized base funding level of projects, contingent on the grantee's continued satisfactory performance.
- Please note that non-federal share requirements apply to grant augmentations. Applicants should develop the budget for the augmentation application to ensure that when the proposed augmentation application budget is added to the grant's base funding level, the resulting combined budget will continue to meet the non-

federal share requirement applicable to the current grant (20% in Year 2, and 30% in Year 3 and subsequent years).

5. Submission Dates and Time for New Grants and Grant Augmentations

Your application is due no later than 5:00 p.m. Eastern time on **Tuesday, May 15, 2012**.

Applications must arrive at CNCS by the deadline in order to be considered.

(See Section IV.2., Late Applications for more specifics).

CNCS reserves the right to extend the submission deadline and will post any extended deadline in eGrants.

6. Intergovernmental Review

Applicants under this program are subject to [Executive Order 12372 “Intergovernmental Review of Federal Programs.”](#)

7. Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under [OMB Circulars A-21 \(2CFR Part 220\)](#), [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 \(45 CFR 2543 or 2 CFR Part 21\)](#). See www.whitehouse.gov/OMB/circulars for further information on the Circular(s) that apply to your organization. Also, awards will be subject to the law(s) under which the award is made (e.g., DVSA), as well as specific terms and conditions established in the discretionary grant or defined in Provisions or Special Conditions attached to an award. You will have an opportunity to negotiate conditions prior to acceptance of an award, if necessary.

V. APPLICATION REVIEW INFORMATION

1. Selection Criteria for New Grants and Grant Augmentations

In evaluating applications for funding, reviewers will assess program design, organizational capacity, cost-effectiveness and budget adequacy. The number of CNCS Focus Areas addressed by an application is not a selection criteria. The weights assigned to each category are listed below. Reviewers will assess application narratives against these Selection Criteria and weight them accordingly.

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage	Sub-Category	Percentage
Program Design	50%	Getting Things Done	30%
		Strengthening Communities	10%
		Recruitment and Development of Volunteers	10%
Organizational Capability	25%		
Cost-Effectiveness and Budget Adequacy	25%		

(1) Program Design (50%)

In assessing Program Design, reviewers will examine the degree to which the application demonstrates the following:

- ***Getting Things Done (30%)***
 - Alignment of programming and work plans with clearly defined community(ies) need:
 - Well-documented compelling community need(s) that are reflected in one or more of the Focus Areas.
 - **New Grants** need only respond to one Focus Area.
 - **Augmentation grants** can only respond to the Veterans and Military Families Focus Area.
 - Well-designed activities with measurable outputs and outcomes reflected in work plans that directly address the identified community need(s).
 - Well-defined roles for volunteers that lead to measurable outcomes and impact on meeting the need(s) described.

- ***Strengthening Communities (10%)***
 - Effective involvement of target community (ies) in planning and implementation.
 - Strong community partnerships, including well-defined roles for community partners.
 - Plans for promoting and integrating senior service in other community service programs.
 - Enhanced capacity of community organizations and institutions.
 - Mobilization of community resources, including volunteers.
 - Bringing together people of diverse backgrounds.

- ***Recruitment and Development of Volunteers (10%)***
 - Effective plans for recruiting, developing, training, supervising, and recognizing volunteers.
 - High quality assignments and experience for volunteers, with opportunities such as building new skills, developing leadership potential, reflecting on the meaning of service to the community, and enhancing the quality of their own lives.
 - Well-designed plans for participants to serve together with people of diverse backgrounds.
 - Recruitment of Veterans or Military Family members if appropriate.
 - A broad range of volunteer roles so that volunteers have the opportunity to contribute their skills in the most meaningful ways.
 - A volunteer pool reflective of the demographics of the geographic communities served, including individuals of all races, ethnicities, and degrees of English language proficiency.

- **Work Plans (Work Plan criteria weight is incorporated into the Program Design 50%)**
 - Alignment of programming and work plans with clearly defined community need:
 - Well-documented compelling community need(s) that are reflected in the above Focus Areas.
 - Well-designed activities with measurable outputs and outcomes reflected in work plans that directly address the identified community need(s).
 - Well-defined roles for volunteers that lead to measurable outcomes and impact on meeting the need(s) described.

(2) Organizational Capacity and Management (25%)

In assessing the organizational capacity, reviewers will assess the extent to which the applicant demonstrating that it has:

- The capability and plans to provide sound programmatic and fiscal oversight and day-to-day operational support.
- Effective plans for developing and managing volunteer placement sites and volunteer assignments.
- Well-defined roles for project staff.
- Plans to effectively manage information and data to demonstrate results.
- A sound track record in the issue areas(s) to be addressed by the project, senior service, and in managing volunteers.
- Well-designed plans and systems for self-assessment of project performance, evaluation, and continuous improvement.

(3) Cost Effectiveness / Budget Adequacy (25%)

In evaluating the cost-effectiveness and budget adequacy of your proposed program, the reviewers will consider:

- Whether the budget is adequate and reasonable to support program design.
- The commitment of applicant organization/host agency to securing resources for program implementation and/or sustainability.
- Whether the budget is cost effective.
- The adequacy and sustainability of the applicant's proposed non-federal financial or in-kind contribution.

2. Review and Selection Process for New Grants and Grant Augmentations

CNCS will engage external reviewers with knowledge and expertise in aging issues and seniors and volunteering to provide insight and input with respect to applications for new grants. In addition, CNCS staff will apply their experience and expertise in evaluating applications for both new and augmentation grants. In the end, the review and selection process will produce a balanced set of high quality programs that represent the priorities and selection factors described in this *Notice*.

Specifically, the review and selection process is designed to:

a) Identify eligible applications that satisfy the following considerations:

- Meets or significantly exceeds the selection criteria.
- Addresses the priorities outlined in Section I.3. above.

- Addresses relative risk and opportunity.
- Achieve alignment of programming and work plans with a clearly defined community need.

b) Compile a balanced portfolio based on the following characteristics:

In addition to the Application Requirements and Application Evaluation Criteria, to distinguish among high quality competitive proposals CNCS will ensure that its portfolio of funded proposals achieves balances of:

- Geographic representation.
- Rural and non-rural communities.
- Focus Area representation.
- Strategic Characteristics:
 - Organizations that build capacity for individuals, nonprofits, and communities to solve problems.
 - Organizations and/or program models that recruit and engage traditionally underrepresented populations in service and expand opportunities for both youth and adults to serve; particularly for new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans, and people with disabilities.
 - Organizations that embrace innovative approaches to solving problems.

3. Stages in the Review and Selection Process

a) Compliance Review (All Grant Applicants)

CNCS staff will review all applications to determine compliance with deadline, eligibility, and completeness requirements identified in this *Notice*. The compliance review does not involve reading the entire application. Applications that are submitted by the deadline, that are complete, and submitted by eligible types of organizations will advance beyond the compliance review. Applications that do not meet all compliance criteria will not be considered.

b) Blended Review (Applicable for New Grants only)

Panels of External and CNCS staff reviewers will assess applications for new grants based on the Program Design, Organizational Capability, Budget Adequacy and Cost Effectiveness criteria. Each application for a new grant will be reviewed by up to two external reviewers and one CNCS staff reviewer. Reviewers will be recruited and selected on the basis of demonstrated expertise in Senior Corps programming, expertise in senior service and aging, and/or the understanding of the roles and strengths of senior volunteers. All external reviewers are screened for conflicts of interest.

c) Post Blended Review Quality Control for New Grants (Quality Control)

Following the blended review process, CNCS staff will review the results for fairness and consistency. At this stage, some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess:

- Applications with identified discrepancies during blended review.
- Applications for which there are significant blended review panel anomalies.
- Applications submitted by high-performing current grantees that received a low score in blended review.

An application identified for additional assessment will receive a quality control review. The quality control reviewer provides an assessment of the application's key strengths and weaknesses to determine whether the application should proceed to the next review stage.

d) Program Staff Review (Applicable for Grant Augmentations only)

CNCS staff reviewers will assess applications for grant augmentations based on the Program Design, Organizational Capability, Budget Adequacy and Cost Effectiveness criteria. Each application for a grant augmentation will be reviewed by three CNCS staff reviewers. Reviewers will be recruited and selected on the basis of demonstrated expertise in Senior Corps programming, expertise in senior service and aging, and/or the understanding of the roles and strengths of senior volunteers.

e) Selection of Applications for Senior Staff Review

CNCS staff will determine which applications will advance to Senior Staff Review based on the results of the Blended Review and Quality Control, consideration of the priorities and balancing characteristics identified in this announcement, and in the interest of fairness and consistency.

f) Senior Staff Review

For New Grants:

CNCS senior staff will assess the applications based on the results of the Blended Review, particularly focusing on:

- Programming in geographic service areas, designated in this *Notice*, where there are no longer projects due to relinquishment.
- Programming in the relevant six Focus Areas listed in this *Notice*.
- Alignment of programming and work plans with clearly defined community need:
 - Well-documented compelling community need(s) that are reflected in the above Focus Area.
 - Well-designed activities with measurable outputs and outcomes reflected in work plans that directly address the identified community need(s).
 - Well-defined roles for volunteers that lead to measurable outcomes and impact on meeting the need(s) described.
- Consultation of priorities and balancing characteristics identified in the *Notice*.

For Grant Augmentations:

CNCS senior staff will assess the applications based on the published selection criteria, particularly focusing on:

- The incorporation of new Veterans Corps and/or other veterans' and military families programming.
- Alignment of programming and work plans with clearly defined community need:
 - Well-documented compelling community need(s) that are reflected in the above Focus Areas.
 - Well-designed activities with measurable outputs and outcomes reflected in work plans that directly address the identified community need(s).
 - Well-defined roles for volunteers that lead to measurable outcomes and impact on meeting the need(s) described.

g) Clarification Process

Following staff assessment, you may receive requests to provide clarifying information, resolve questions and issues, negotiate performance measures, or revise the budget as part of the Clarification process. 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. Be prepared to provide documentation of eligibility criteria and other support documentation described in the narrative.

Corporation staff will determine which applications to recommend for selection based on the results of Review, Senior Staff Review, and Clarification; and the priorities, balancing characteristics, additional considerations, and strategic characteristics listed above.

Note: *CNCS reserves the right to change the review model depending on the number of applications received and other unanticipated factors.*

h) Selection for Funding

The Chief Executive Officer or designee will select the final portfolio based on the results of the review and selection process as described in Section V.2. and 3.

4. Feedback to Applicants

Following grant awards, CNCS will make feedback from the review available to applicants. Feedback will be based on the review of the original application and will not reflect any information that may have been provided during clarification.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by September 2012. CNCS anticipates the awards will be issued by late September 2012. CNCS, or any other agency, is not obligated to make any award as a result of this *Notice*.

2. Administrative and National Policy Requirements

The Notice of Grant Award (NGA) will be subject to and incorporate the requirements of the provisions of the Domestic Volunteer Service Act of 1973, as amended. The NGA will also incorporate, as part of the binding commitments under any award, the approved application, budget, and special condition requiring all RSVP grantees to adopt the CNCS National Performance Measures in fiscal year 2013.

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.
- [45 CFR Part 2545](#)—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).

3. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to 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.

4. Reporting

Grantees are required to provide annual progress reports and bi-annual financial reports through the CNCS web-based grants management system, eGrants. All grantees must provide quarterly expenses reports through the Payment Management System at the U.S. Department of Health and Human Services.

In addition, at the end of the grant period, grantees must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements of the CNCS Office of Grants Management. The final reports are due 90 days after the end of the agreement.

VII. AGENCY CONTACTS

- This *Notice* and Application Instructions are available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp.
- The TTY number is (800) 833-3722.
- All notices, updates, FAQs, technical assistance items regarding this *Notice* will be posted on the Senior Corps website at: http://www.seniorcorps.gov/for_organizations/funding/index.asp
- For further information, questions or for a printed copy of this *Notice*, call (202) 606-3225 or e-mail 2012SeniorCorps@cns.gov.

- For technical questions and problems with the eGrants system, call 800-942-2677 or use the following link: <https://questions.nationalservice.gov/app/ask>. Be prepared to provide the 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.
- For application submission material, when applicable, the mailing address is:
 Corporation for National and Community Service
 ATT: Office of Grants Policy and Operations/Senior Corps Relinquished Funds Application
 1201 New York Avenue NW
 Washington, DC 20525

VIII. OTHER INFORMATION

1. Technical Assistance Calls

CNCS will host technical assistance calls and/or workshops to answer your questions about this funding opportunity, including submitting the application through eGrants, CNCS's web-based application system. You are strongly encouraged to participate in these sessions.

New Grants Applicants:

The first call – to review the NOFO - will be held on **Monday, March 26, 2012 at 2:00p.m.** Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at http://www.seniorcorps.gov/for_organizations/funding/index.asp.

The second call – to provide general information and technical assistance - will be held on **Monday, April 9, 2012 at 1:00p.m.** Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at http://www.seniorcorps.gov/for_organizations/funding/index.asp.

The third call – to provide general information and technical assistance - will be held on **Wednesday, April 11, 2012 at 1:00p.m.** Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at http://www.seniorcorps.gov/for_organizations/funding/index.asp.

Augmentation Grant Applicants:

The first call – to review the Notice - will be held on **Tuesday, March 27, 2012 at 2:00p.m.** Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at http://www.seniorcorps.gov/for_organizations/funding/index.asp.

The second call – to provide general information and technical assistance - will be held on **Tuesday, April 10, 2012 at 2:00p.m.** Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at http://www.seniorcorps.gov/for_organizations/funding/index.asp.

The third call – to provide general information and technical assistance - will be held on **Thursday, April 12, 2012 at 2:00p.m.** Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at http://www.seniorcorps.gov/for_organizations/funding/index.asp.

2. Frequently Ask Questions

- Frequently Asked Questions will be collected from these calls, documented and made available to all applicants via the CNCS Web site.
- **All notices, updates, FAQs and technical assistance items regarding this *Notice* will be posted on the Senior Corps website at:**
http://www.seniorcorps.gov/for_organizations/funding/index.asp

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

4. 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 No. 3045-0035 Senior Corps Grant Application, Expiration Date: 06/30/2014.

APPENDIX A: States and Geographic Service Areas Covered By This Notice

State	Service Areas Covered by the Grant
AK	Fairbanks, Juneau
AL	Talladega County
AZ	Graham, Greenlee, Cochise, and Santa Cruz counties
CA Grant Opportunity #1	Unincorporated East Los Angeles & Montebello
CA Grant Opportunity #2	City of Ojai, unincorporated area of Meiners Oaks, Mira Monte, Oak View, Casitas Springs
CA Grant Opportunity #3	San Jose, Santa Clara, Campbell, Saratoga, Los Gatos, Monte Sereno, Cupertino
CA Grant Opportunity #4	Los Angeles communities served: Hollywood, Los Feliz, Crenshaw, Hancock Park, Mid-City, Westlake, Koreatown, Baldwin Hills, Lennox, and the following cities: West Hollywood, Hawthorne, Inglewood.
CO Grant Opportunity #1	Jefferson County, Colorado
CO Grant Opportunity #2	Kit Carson County: Burlington, Bethune, Stratton, Vona, Seibert, Flagler Lincoln County: Arriba, Genoa, Limon, Hugo, Karval
FL Grant Opportunity #1	Volusia County includes 16 cities and 67 unincorporated entities.
FL Grant Opportunity #2	Vero Beach, Sebastian, Wabasso, Fellsmere, Gifford, Orchid, Indian River Shores, Indian River County
FL Grant Opportunity #3	Seminole County consists of seven municipalities (Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Winter Springs and Sanford) and several unincorporated villages (Chuluota, Fern Park, Forest City and Geneva).
FL Grant Opportunity #4	Escambia County composed of Escambia County Cities and Towns(Barrineau Park, Barth, Bay Springs, Beach Haven, Bellview, Beulah, Bluff Springs, Bogia, Bohemia, Bratt, Brent, Brickton, Brownsville, Byrneville, Cantonment, Century, Cottage Hill, East Pensacola Heights, Enon, Ensley, Farm Hill, Ferry Pass, Fort Pickens, Gaberonne, Gandyville, Gonzalez, Goulding, Gulf Beach Heights, Happy Valley, McDavid, McKinnon, Millview, Molino, Molino Crossroads, Muscogee, Myrtle Grove, Navy Point, Oak Grove, Olive, Paradise Beach, Pensacola, Pensacola Beach, Perdido Bay, Perdido Heights, Perdido Key, Pine Barren, Pine Forest, Pineville, Pleasant Grove, Quinavista, Quintette, Ramsey Beach, Riverview, Sanders Beach, Seaglades, Tenile, Treasure Hill Park, Villa Sabine, Walnut Hill, Warrington, West Pensacola, and Yniestra)
FL Grant Opportunity #5	Osceola County
FL Grant Opportunity #6	Alachua County (Gainesville, Newberry, Alachua, High Springs, Archer, Cross Creek, Hague, Hawthorne, LaCrosse, Melrose, Micanopy, Rochelle, Sante Fe, Traxler, Waldo and Windsor)
FL Grant Opportunity #7	Clay County, Nassau County
FL Grant Opportunity #8	St. Lucie County

State	Service Areas Covered by the Grant
GA	Bartow, Catoosa, Chattooga, Dade, Floyd, Gordon, Haralson, Paulding, Polk And Walker Counties
IA Grant Opportunity #1	Webster County
IA Grant Opportunity #2	Pottawattamie and Mills Counties
IA Grant Opportunity #3	Hamilton & Wright Counties
IL Grant Opportunity #1	Ford, Grundy, Iroquois, Kankakee, Kendall, Will and part of South Suburban Cook Counties
IL Grant Opportunity #2	Chicago
IL Grant Opportunity #3	Hancock, Brown, Calhoun, Pike and Schuyler Counties Illinois
IN	Lake, La Porte, Starke Counties
LA Grant Opportunity #1	Caddo & Bossier Parishes
LA Grant Opportunity #2	Rapides and Avoyelles Parishes
LA Grant Opportunity #3	Ascension Parish, Livingston Parish, and Tangipahoa Parish, East Feliciana Parish, West Feliciana Parish, St. Helena Parish, and Washington Parish
LA Grant Opportunity #4	East Baton Rouge
MD Grant Opportunity #1	Carroll County
MD Grant Opportunity #2	Frederick County
MO Grant Opportunity #1	Ray County, Lafayette County, Carroll County
MO Grant Opportunity #2	St. Louis City & St. Louis County
MO Grant Opportunity #3	Benton, Cedar, Henry, Hickory, St. Clair Counties
MO Grant Opportunity #4	St. Charles County
MS Grant Opportunity #1	Simpson County
MS Grant Opportunity #2	Lowndes County
MT Grant Opportunity #1	Hill County
MT Grant Opportunity #2	Roosevelt, Daniels, & Sheridan Counties
MT Grant Opportunity #3	Fallon County, Carter County
NC Grant Opportunity #1	Caldwell County
NC Grant Opportunity #2	Wayne County
NE Grant Opportunity #1	Lincoln, Lancaster County

State	Service Areas Covered by the Grant
NE Grant Opportunity #2	Buffalo and Kearney Counties
NE Grant Opportunity #3	Bingham, Clinton, Ellsworth, Gordon, Hay Springs, Lakeside, Rushville & White Clay in Sheridan County
NJ Grant Opportunity #1	Union County: Township of Berkeley Heights, Township of Clark, Township of Cranford, City of Elizabeth, Borough of Fanwood, Borough of Garwood, Township of Hillside, Borough of Kenilworth, City of Linden, Borough of Mountainside, Borough of New Providence, City of Plainfield, City of Rahway, Borough of Roselle, Borough of Roselle Park, Township of Scotch Plains, Township of Springfield, City of Summit, Township of Union, Town of Westfield, Township of Winfield
NJ Grant Opportunity #2	Essex, Hudson Counties
NM	Grants County
NY	Franklin County
OH Grant Opportunity #1	Montgomery, Greene Counties
OH Grant Opportunity #2	Scioto County
OH Grant Opportunity #3	Crawford, Marion and Morrow Counties
OH Grant Opportunity #4	Meigs County
OR	Deschutes County
PA Grant Opportunity #1	Allegheny County, City of Pittsburgh, Pennsylvania
PA Grant Opportunity #2	Lancaster & Lebanon
PA Grant Opportunity #3	Lehigh, Northampton and Carbon Counties
PA Grant Opportunity #4	Blair and Huntingdon Counties
PA Grant Opportunity #5	Washington, Greene, and Fayette Counties of Western Pennsylvania
SD	Beadle, Hand, Hyde, Jerauld, Kingsbury, Lake, Miner, Moody, Sanborn Counties
TN Grant Opportunity #1	City of Memphis, Shelby County
TN Grant Opportunity #2	Benton County, Carroll County, Weakley County
TX	Hockley County, including cities of Levelland, Ropesville, Smyer and Sundown.
UT Grant Opportunity #1	Emery County
UT Grant Opportunity #2	Davis County, Tooele County
UT Grant Opportunity #3	San Juan County
VA Grant Opportunity #1	Loudoun County
VA Grant Opportunity #2	Alexandria County (including City of Alexandria), Arlington County, Falls Church, Fairfax City, and Fairfax County

State	Service Areas Covered by the Grant
VA Grant Opportunity #3	Accomac County, Northampton County
WA	Walla Walla County, Columbia County
WY	Converse County, Natrona County, Fremont County, Sheridan County, Weston County

APPENDIX B: 1199 Forms and Instructions and Financial Management Survey

INSTRUCTIONS FOR COMPLETING THE SF 1199A (Direct Deposit Form)

(PLEASE READ THIS CAREFULLY!)

Section 1 (To be completed by Payee)

- A. Type or print your organization's name, address and telephone number. Do NOT enter an individual's name. Forms containing changes made with whiteout or handwritten changes to the payee name are unacceptable.
- B. Leave **BLANK or enter name of the organization**. Do NOT put an individual's name in this field. **Section B of the 1199A (Direct Deposit form) cannot contain the name of an individual**. Such forms will be rejected. This was not an issue previously but it definitely is now. **Forms with nothing in Section B will be accepted; however, HHS prefers the institution's name appear there**.
- C. **MANDATORY FIELD** – The form can not be processed without this information. Enter your **Federal** Employer Identification Number (EIN). This is your 9-digit tax ID number, issued by the IRS. Do NOT enter a tax exempt number in this field.
- D. Check type of Bank account “Checking” or “Savings.”
- E. The account number to which the funds will be “Direct Deposited” at your financial institution. Do NOT use whiteout or make handwritten changes to the account number.
- F. Check box, “Other” and type the name of the awarding Federal agency.
Ex: CNCS-FFMC.
- G. Leave blank.

Sign and date, using the name(s) of individual(s) having signature authority over the account to which funds are to be deposited. NOTE: the date of your signature must be **before** the date of the bank signature.

HHS is also concerned about original signatures on the form. As it is sometimes very difficult to distinguish a signature in black ink from a photocopy, I suggest that a **signature in blue ink, or some other color, will help prevent any delay in processing**.

Section 2 (Return completed “Govt. Agency” copy to the address below)

Corporation for National & Community Service
FFMC Grants Management
The Curtis Center – 601 Walnut Street
Suite 876E
Philadelphia, PA 19106

Section 3 (To be completed by your financial Institution)

The bank’s representative MUST sign the form and provide a telephone number for contact purposes. The depositor account title MUST be filled in and should MATCH the payee name from Section A in most cases. Maintain the payee’s copy for YOUR records.

NOTE:

Please remove the carbon sheets when submitting. Routine handling in transit causes the bottom two copies to get marked up and become relatively illegible.