

## **FY2017 Training and Technical Assistance – Commission Investment Funds Continuations Notice of Funding Availability and Application Instructions**

**Deadline:** Applications are due by *May 30, 2017 at 5:00 p.m. Eastern Time.*

**Important Notices:** These application instructions conform to the Corporation for National and Community Service (CNCS) online grant application system, [eGrants](#).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 8 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Amy Borgstrom, 1201 New York Avenue, NW, Washington, D.C. 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page 1 are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the these Application Instructions is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Award recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients 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.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and an Employer Identification Number. All award recipients are required to maintain a valid registration with the System for Award Management (SAM), which must be renewed annually.

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## APPLICATION INSTRUCTIONS

### I. Application Resources

To submit a request for continuation funding, select Continuation/Renewal on the eGrants home page. A list of continuable grants will appear. Select the grant to be continued. Do not start a new application. Edit the continuation application as directed in the Continuation Request Instructions below. When complete, click Submit. If you experience problems using eGrants, contact the National Service Hotline at 800-942-2677 or online at <http://www.nationaservice.gov/questions/app.ask>.

Neither publication of this guidance nor the submission of a continuation application obligates CNCS to award any specific number of grants or to obligate any particular amount of funding.

### II. Application Components

#### A. Applicant Info and Application Info

Please update the Applicant Info and Application Info Sections in eGrants as necessary. Note any changes in the Continuation Changes field.

2017 CIF grants will have a project period of up to 18 months, with an end date of December 31, 2018. Please update the project period and budget period in eGrants to reflect a project period with an end date of December 31, 2018.

#### B. Executive Summary

Please update the Executive Summary as needed, maintaining the required format:

*[Name of commission], the [state] Service Commission, will provide the following training and technical assistance activities with the Commission Investment Funds: [insert list of activities selected from choices below]. The [state] commission is requesting \$[total dollar amount] to support training and technical assistance activities.*

### **C. Narratives and Continuation Changes**

The 2016 application will appear in the narrative sections of the application. Do not enter continuation changes in the original narrative fields. Please document 2017 continuation changes in the Continuation Changes section. Create a heading called 2017 Continuation Changes and follow the instructions below:

- 1) Please describe any changes to the previously approved program. Continuation changes may include but are not limited to changes in scope or focus, changes in partnering organizations, and changes in budget. As applicable, requested changes in the budget and performance measures should be noted in Continuation Changes. Any proposed changes must be aligned with the purpose of the FY2017 Training and Technical Assistance – Commission Investment Funds and comply with the Performance Measure requirements. See *Attachment A* for a description of the Purpose of Funding and *Attachment B* for Performance Measure requirements.
- 2) If no changes are proposed, please enter “No Changes.”
- 3) Please describe any challenges from the previous year and how these challenges are being addressed.
- 4) Please describe any major accomplishments from the previous year.

### **D. Performance Measures**

Performance measures are populated from the previous year’s application. Please revise performance measures as necessary to reflect any proposed continuation changes. Note in the Continuation Changes field whether updates have been made to the Performance Measures.

While adjustments may be made to the Performance Measures, CIF applicants are required to use the Performance Measure outputs and outcomes identified in *Attachment B*. CIF applicants are required to use only one Performance Measure identified in Attachment B; however, applicants are strongly encouraged to use more than one measure and encouraged retain the measures selected and used in their first year of CIF funding.

Remember that Performance Measure outputs and outcomes must match the required outputs and outcomes verbatim.

### **E. Budget**

Provide a detailed budget for the upcoming year. The budget from the previous year’s application is copied into the continuation application. Please make necessary changes and note changes in the Continuation Changes section of the narrative.

#### **Use of Unexpended Funds**

In order to maximize funds available, we will allow grantees to carry over the amount of unexpended funds from the previous year’s grant. Commissions will receive an unexpended funds worksheet, which must be completed and returned to CNCS at the time the CIF application is submitted. Commissions should include allowable carryover funds in the budget you submit to be able to expend those funds. CNCS will not implement a Supplemental Funding process for CIF grants during this grant year.

Budget Instructions are provided in *Attachment D*.

**F. Authorization, Assurances, and Certifications.**

Authorize and certify your application in eGrants. 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 (*Attachment C*). 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."

## Appendix: Allocations

### 2017 CIF Allocations

State	Funding		State	Funding		State	Funding
AK	\$119,249		CT	\$139,254		AZ	\$159,261
AL	\$119,249		GA	\$139,254		CA	\$159,261
AR	\$119,249		HI	\$139,254		CO	\$159,261
DE	\$119,249		IA	\$139,254		DC	\$159,261
GU	\$119,249		IN	\$139,254		FL	\$159,261
ID	\$119,249		MO	\$139,254		IL	\$159,261
KS	\$119,249		MS	\$139,254		KY	\$159,261
ME	\$119,249		NC	\$139,254		LA	\$159,261
MT	\$119,249		NM	\$139,254		MA	\$159,261
ND	\$119,249		OK	\$139,254		MD	\$159,261
NE	\$119,249		OR	\$139,254		MI	\$159,261
NH	\$119,249		SC	\$139,254		MN	\$159,261
NV	\$119,249		TN	\$139,254		NJ	\$159,261
PR	\$119,249		VA	\$139,254		NY	\$159,261
RI	\$119,249		WV	\$139,254		OH	\$159,261
VT	\$119,249					PA	\$159,261
WY	\$119,249					TX	\$159,261
						UT	\$159,261
						WA	\$159,261
						WI	\$159,261

# ATTACHMENTS

## Attachment A. Purpose of Funding

The FY2017 Training and Technical Assistance (TTA) Commission Investment Fund grants (referred to as TTA grants) expand the capacity (knowledge, skills, and resources) of state commissions and Alternative Administrative Entities in priority performance areas defined by CNCS. These funds support CNCS's overall approach to help commissions implement their duties as required by the National and Community Service Act of 1990, as amended. (See 42 U.S.C. 12638.)

The central and critical question for the TTA grant is 'what service delivery problem is going to be improved or fixed entirely as a result of the investment of the TTA funds?' CNCS is particularly interested in activities that will forge new collaborations and partnerships or develop new skills and knowledge to produce significant and demonstrable improvements within an 18-month grant period. The TTA grants may be used to support: commission staffing and staff development in priority performance areas; training events (topics identified below); and collaborative activities. It is extremely important that these funds are invested in activities that will be sustained beyond the one-year grant period – and in the event that future TTA grants are not available from CNCS.

The TTA grants may **not** be subgranted out to AmeriCorps members, AmeriCorps or other service programs, or other nonprofits for their own training needs or purposes.

To provide consistent staff and program development opportunities, and save time and money, commissions are required to use the existing CNCS core curriculum on performance measurement, evaluation, and data quality control for all activities funded by the TTA grant. In addition, commission staff and/or contract employees are required to attend a one-day training on evaluation capacity building. The training will likely be provided at the annual AmeriCorps State and National Symposium to be held in September 2017. Commissions should budget travel funds for those personnel who will need to attend the CNCS training.

Priority Performance Areas and Activities (commissions are required to address one or more priority areas with proposed TTA activities)

- Priority Performance Area #1: Increase AmeriCorps services in rural or under-served areas of the state

Activities:

- provide in-person training for potential grant applicants
- provide online training for potential grant applicants

- Priority Performance Area #2: Increase collaboration and cross-stream partnerships

Activities:

- coordinate local, state, or regional training events or service projects (involving at least two types of service programs)
- provide local, state, or regional commission or program staff peer exchanges
- Priority Performance Area #3: Strengthen subgrantees' ability to conduct high quality performance measurement and evaluation in order to improve programs and build evidence

It is important for commissions to know that the CNCS Office of Research and Evaluation will have very limited capacity for one-on-one technical assistance in 2017-2018, and CNCS highly encourages commissions to request TTA funds to shore up their staff and subgrantee knowledge and demonstrable skills in the areas of performance measurement and evaluation.

Activities:

- training must make use of existing CNCS training resources (e.g. Performance Measurement Core Curriculum, Evaluation Core Curriculum, etc.). Funds may not be used to develop new performance measurement or evaluation training resources.
- technical assistance should be designed to strengthen subgrantees' ability to collect and use data to improve programs and build evidence. Technical assistance may be provided on an individualized basis or to groups of subgrantees with similar needs and capacities. Activities may include:
  - developing or refining logic models
  - developing or improving data collection systems
  - developing and testing data collection instruments
  - conducting evaluability assessments
  - developing evaluation plans and conducting evaluations
- evidence review process: funds may be used to conduct an evidence review that is part of the commission's AmeriCorps State and National grant review process provided that the results of the evidence review are used to provide applicants that receive funding technical assistance that meets the above requirements. Funds may not be used to support any other part of the commission's grant review process.

Commissions receiving funds for any of the above activities are required to budget funds for the lead staff member or contractor to attend at least one CNCS-sponsored training per year. This training will likely be provided in conjunction with the AmeriCorps Symposium to be held in September 2017.

Commissions are encouraged to consider the following activities:

- develop and coordinate a network of local evaluation experts to provide training and technical assistance
- combine resources with other commissions to achieve economies of scale in the delivery of technical assistance requiring specialized expertise (e.g., quasi-experimental or experimental evaluation design) or targeting a common group of subgrantees (e.g., small programs, rural programs, or multi-focus intermediaries)

- Priority Performance Area #4: Promote a positive AmeriCorps member experience and life-long commitment to service

Activities:

- provide local, state, or regional professional development/training events or service projects
- Priority Performance Area #5: Improve commission capacity to design, deliver, and measure the effectiveness of training and technical assistance

Activities:

- hire commission staff in TTA role
- hire contract employees or establish partnerships with local experts to provide TTA to commission and/or subgrantee staff
- upgrade or purchase information management system
- train commission staff and/or subgrantees on information management system

## **Attachment B: Performance Measure Requirements**

Unless otherwise noted below, Commissions must use the PM outputs and outcomes listed below verbatim as applicant-determined measures.

CIF applicants are required to use only one Performance Measure identified in Attachment B; however, applicants are strongly encouraged to use more than one measure and encouraged to retain the measures selected and used in their first year of CIF funding.

### **a. Priority Performance Area #1: Increase AmeriCorps services in rural or under-served areas of the state**

Required output:

-Number of organizations receiving training for potential grant applicants

Required outcome:

-Number of organizations receiving training that applied for AmeriCorps grant

### **b. Priority Performance Area #2: Increase collaboration and cross-stream partnerships**

Required aligned output and outcome:

-Number of local, state or regional training events or service projects and number of commission or program staff participating in training events or service projects that improved their knowledge of the national service network

Required aligned output and outcome:

-Number of commission or program staff participating in peer exchanges and number of commission or program staff participating in peer exchanges that implemented a new resource or solution acquired from colleagues

### **c. Priority Performance Area #3: Strengthen subgrantees' ability to conduct high quality performance measurement and evaluation in order to improve programs and build evidence**

#### Performance Measurement

Commissions using grant funds to strengthen subgrantees' performance measurement practices through training and/or technical assistance must select at least one of the required outputs below. Each required output must be paired with at least one of the corresponding optional outcomes or a high quality applicant-determined outcome developed by the commission. All performance measures must: 1) align with the commission's theory of change; 2) demonstrate logical alignment of outputs and outcomes for the proposed activities in the theory of change; 3) contain outcomes that represent significant changes in the condition of the subgrantee organization that are measurable at the end of a one-year funding period.

#### **Aligned PM 1:**

Required Output:

- Number of subgrantee organizations receiving performance measurement training and/or technical assistance

Optional Outcomes (Choose the following or propose an applicant-determined outcome):

- Number of subgrantee organizations that improved performance measures as a result of training and/or technical assistance

Note: Common areas of improvement for performance measures include:

- Logical alignment between performance measure outputs/outcomes and the program's theory of change
- Relevance/significance of performance measure outcomes in relation to the program's theory of change
- Data collection plan (including proposed instrument) that will yield valid and reliable data for the outputs/outcomes
- Compliance with Performance Measure Instructions and other CNCS performance measure guidance

Commissions should use the CNCS Performance Measures Checklist to assess performance measure quality.

**Aligned PM 2:**

Required Output:

- Number of subgrantee organizations receiving training and/or technical assistance on data collection practices

Optional Outcome (Choose one of these outcomes or propose an applicant-determined outcome):

- Number of subgrantee organizations that improved data collection plans
- Number of subgrantee organizations that satisfactorily implemented approved data collection plans

Evaluation

Commissions using grant funds to strengthen subgrantees' evaluation practices through evaluation training and/or technical assistance (including technical assistance that incorporates the findings of evidence reviews conducted during the commission's grant review process) must select at least one of the required outputs below. Each required output must be paired with at least one of the corresponding optional outcomes or a high quality applicant-determined outcome developed by the commission. All performance measures must: 1) align with the commission's theory of change for the performance area; 2) demonstrate logical alignment of outputs and outcomes for the proposed activities in the theory of change; 3) contain outcomes that represent significant changes in the condition of the subgrantee organization that are measurable at the end of a one-year funding period.

**Aligned PM 1:**

Required Output:

- Number of subgrantee organizations receiving evaluation training and/or technical assistance

Optional Outcome (Choose one or more of these outcomes or propose an applicant-determined outcome):

- Number of subgrantee organizations with an approved plan to improve their position on the evidence continuum, either by moving up a step or by strengthening evidence at their

current level

- Number of subgrantee organizations that improved their logic model as result of training and/or technical assistance. (Note: An improved logic model is one that more accurately reflects actual program processes and/or outcomes, or the program's overall theory of change. A logic model that is an accurate reflection of program theory and practice is a critical component for a successful evaluation.)
- Number of subgrantee organizations with an approved evaluation plan in place (for an evaluation that will meet CNCS or State Service Commission Formula requirements for the grant)

**d. Priority Performance Area #4: Promote a positive AmeriCorps member experience and life-long commitment to service**

Do not complete a performance measure in eGrants for this priority area. Commissions will report the output data in a demographic field provided in the Grantee Progress Report. The demographic field will capture the number of members participating in events or service projects. CNCS will use data collected from the Member Exit Survey to measure the outcome of this performance area.

**e. Priority Performance Area #5: Improve commission capacity to design, deliver, and measure the effectiveness of training and technical assistance**

Required output:

- Number of commission staff receiving training

Required outcome:

- Number of staff demonstrating increased knowledge and ability to deliver high quality TTA to subgrantees and community organizations

# Attachment C. Certifications and Assurances

## Certifications and Assurances

### Instructions

**By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.**

**a) Inability to certify**

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

**b) Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**c) Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**d) Definitions**

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

**e) Assurance requirement for subgrant agreements**

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

**f) Assurance inclusion in subgrant agreements**

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

**g) Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

**h) Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**i) Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

## *ASSURANCES*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Uniform guidance at 2 CFR 200 and CNCS's implementing regulations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

## ***CERTIFICATIONS***

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### **Certification – Drug Free Workplace**

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - a. Taking appropriate personnel action against the employee, up to and including termination; or
  - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

**Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

**Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

**ASSURANCES AND CERTIFICATIONS**

**NOTE: Sign this form and include in the application.**

**ASSURANCE SIGNATURE**

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

**Organization Name:**

**Program Name:**

**Name and Title of Authorized Representative:**

**Signature:**

**Date:**

**NOTE: Sign this form and include in the application.**

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**CERTIFICATION SIGNATURE**

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- Certification: Debarment, Suspension and Other Responsibility Matters
- Certification: Drug-Free Workplace
- Certification: Lobbying Activities

**Organization Name:**

**Program Name:**

**Name and Title of Authorized Representative:**

**Signature:**

**Date:**

## Attachment D: Budget Instructions

**Before You Begin:** In *eGrants*, the preparation of a detailed budget provides the data that creates the summary budget and the budget narrative. Your detailed budget should provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost.

Use the Budget Worksheet as a guide as you prepare your budgets.

### SECTION I

**Source of Funds.** While match is not required for this section, if including a match for the grant, enter a brief description of the match. Describe the grantee match contribution for Section I by clearly indicating the source(s), the type of contribution (cash/in-kind), the amount (or estimate), and if the match is proposed or secured. You may enter this information in any category in the Purpose-Calculation field.

- A. Project Personnel Expenses** – Include the portion of principal staff time attributed directly to the operation of the project. List each staff position and a brief statement of responsibilities for each in the ‘Position/Title’ field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant. A staff member’s time may not be allocated more than 100% across the commission’s combined portfolio of grants.
- B. Personnel Fringe Benefits** – Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. If a fringe benefit amount is over 30%, please list separately.
- C. Project Staff Travel** - Describe the purposes for staff travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement rate should not exceed the federal mileage rate unless a result of the commission’s policy and justified in the budget narrative.

We expect all commission applicants to include funds in this line item for travel for the lead staff member or contractor to attend at least one CNCS-sponsored training per year.

- D. Equipment** – Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in **E. Supplies** below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting.
- E. Supplies** – Include the funds for the purchase of consumable supplies and materials that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more.

- F. Contractual and Consultant Services** - You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in **H. Evaluation** below. Where applicable, indicate the daily rate for consultants.
- G. Training** – You may include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Indicate daily rates for consultants, where applicable.
- H. Other** – These costs may include office space rental, utilities, and telephone and Internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organization's indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget.
- I. Indirect Costs**

### **1. Definitions**

Indirect costs are an allowable budget item in CNCS grants. IAW 2 CFR §200.414 Indirect (F&A) costs, grantees have the option of using an indirect cost rate which has been negotiated with, and approved by, their cognizant federal agency; or a non-federal entity, except those receiving more than \$35 million in direct federal funding, which has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Grantees may also charge certain administrative costs directly as outlined in 2 CFR §200.413 Direct costs. IAW § 2517.710 AmeriCorps Programs under Subtitle C, cap administrative costs for grantees who do not have a negotiated indirect cost rate at 5% of allowable federal costs. Grantees under those programs may use match funds up to an additional 10% for indirect costs.

### **2. Calculating Administrative/Indirect Costs**

#### **Federally Approved Indirect Cost Rate Method**

If you have a federally approved indirect cost (IDC) rate and choose to apply it, such a rate will constitute documentation of your administrative costs. Please record your indirect cost rate or method of claiming administrative costs in eGrants under the Organizational tab. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage). It is at your discretion on each award whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

As specified in your indirect cost rate agreement, apply your rate against the direct in your budget, including both the CNCS and Grantee's shares (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

# Budget Worksheet

## A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

## B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

## C. Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

## D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

## E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

## F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G. Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Other Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Indirect Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Budget Total: Validate this budget Required Match Percentages:</b>	<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>

**Source of Funds**

Source(s), Type, Amount, Intended Purpose				
	Private	State and/or Local	Federal	Sources
<b>In-kind</b>	\$	\$	\$	
<b>Cash</b>	\$	\$	\$	
<b>Total</b>	\$	\$	\$	