ANNOUNCEMENT OF FEDERAL FUNDING AVAILABILITY

Federal Agency Name:	**Corporation for National and Community Service**
Funding Opportunity Title:	FY 2016 Training and Technical Assistance—Regional Training Conferences
Announcement Type:	Initial Announcement
CFDA Number:	94.009

Important Dates

- Applications are due June 16, 2016, by 5:00 p.m. Eastern Time.
- Successful applicants will be notified by August 15, 2016.
- **Disclosure**: Publication of this Notice of Federal Funding Availability (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of cooperative agreements or to obligate any particular amount of funding.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of the Training and Technical Assistance—Regional Training Conferences Funding

The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

This Notice announces the availability of funding for planning and delivering regional training conferences that focus on strengthening and building the capacity of AmeriCorps programs and Senior Corps projects across the country. CNCS acknowledges the need for flexibility in determining the regions where the conferences will be delivered. Regions may align with each of CNCS's five regional clusters, or applicants may choose to propose, with justification, one or more geographic region(s) different from the existing CNCS regional clusters.

The primary target audiences for training at these regional training conferences are AmeriCorps State and National programs and Senior Corps projects. These regional training conferences are a critical component of CNCS's training and technical assistance (TTA) strategy for 2016-2017, and CNCS intends for these conferences to build on and leverage previous investments to increase the capacity for national service resources to impact communities.

While AmeriCorps State and National programs and Senior Corps projects are the primary audiences, it is expected that other national service programs will be invited to participate such as AmeriCorps Indian Tribes programs, AmeriCorps VISTA programs (especially multi-site projects), Social Innovation Fund recipients, Operation AmeriCorps grant recipients and

AmeriCorps National Civilian Community Corps (NCCC) staff. Although the entire agenda of these conferences may not be specific to these programs, having broad representation from CNCS programs increases the potential for strong and integrated community impact.

CNCS Regional Clusters
Applicants choosing to use the existing CNCS clusters as their geographic guide should use the following list. The regional clusters are:

- Pacific (AK, American Samoa, CA, Guam, HI, ID, MT, Northern Mariana Islands, NV, OR, UT, WA, and WY)
- Southwest (AR, AZ, CO, KS, LA, MO, NM, OK, and TX)
- North Central (IA, IL, IN, MI, MN, ND, NE, OH, SD, and WI)
- Southern (AL, FL, GA, KY, MS, NC, SC, TN, VA, and WV)
- Atlantic (CT, DC, DE, MA, ME, MD, NH, NJ, NY, PA, Puerto Rico, RI, US Virgin Islands, and VT).

2. Funding Priorities
In evaluating applications for this Notice, CNCS will give substantial weight to the demonstration of the following:

Delivering a Positive Conference Experience for Participants, Including

- Securing meeting facilities, associated meals, and lodging as appropriate, at a reasonable cost for attendees
- Conducting outreach and marketing targeted primarily to AmeriCorps programs and Senior Corps projects in the applicant's defined region. Outreach will also include the full CNCS program network (e.g., Social Innovation Fund, AmeriCorps National Direct, AmeriCorps Indian Tribes, AmeriCorps VISTA, and AmeriCorps NCCC)
- Designing and carrying out an accessible and easy registration process
- Providing event support, planning, production, and materials design and production
- Understanding the rules and regulations that apply to conferences funded with federal funds
- Ensuring reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act of 1990 and section 508 of the Rehabilitation Act of 1973
- Collecting and reporting on CNCS designated performance reporting criteria, including evaluation of customer satisfaction with the conference experience using CNCS approved survey instruments, and basic conference outputs (numbers of attendees, national service program affiliation, etc.). See section F. Federal Award Administration Information for more information.

Conducting an Inclusive Conference Planning Process

- Establishing and implementing a planning process for developing the final conference outcomes, agenda, content, and dates for delivery that includes reasonable representation of AmeriCorps programs and Senior Corps projects on a regional planning committee (as well as other national service programs and partner organizations in the region as appropriate).

- Ensuring that proposed conference dates will not conflict with any national service events or other activities that are critical to the national service field (e.g., Mayor's Day, AmeriCorps Week, Points of Light conference, etc.).

Incorporating CNCS Required Curriculum

- Through these regional training conferences, CNCS seeks to invest in expanding regional capacity and strengthening leadership. At the same time, CNCS seeks to ensure delivery of critical programmatic and fiscal training in a consistent manner across the country. Therefore, CNCS will provide and deliver at least eight hours of core curriculum that will address the required training outcomes listed in this section. The actual hours and content overview will be determined by CNCS within the first quarter of the grant award period.
- While CNCS staff will provide some of the core curriculum training, awardees will be responsible for integrating core content sessions into the overall conference agenda and reporting the numbers of participants who participated (see section *F. Award Administration Information* for more information). Conference curriculum can be delivered online, face-to-face, or through a combination of both.
- CNCS staff will deliver the core curriculum/compliance competency sessions. Awardees will contract directly with consultants qualified to design and/or deliver the remaining curriculum, and should use available, online CNCS resources as appropriate.
- Awardees can expect the participation of designated CNCS staff to attend the event. CNCS will work with awardees to identify appropriate CNCS staff members to attend based upon the proposed agenda, pending schedules, and availability of travel funds.
- Awardees will have flexibility with non-CNCS curriculum and session design and delivery. In addition, awardees must submit final agendas to CNCS for review and approval prior to publicizing the event to potential attendees.

Making Conference Participation Affordable

- Awardees must ensure that the conference is cost effective for a majority of participants so that participation is practical for CNCS-funded programs and projects from all parts of the applicant-defined region in terms of travel expenses and time, reasonable cost for registration and lodging rates, and other relevant factors. Applicants must include projected costs and expected revenue in the budget section of the application (see section D. Application and Submission Information for more information). Applicants are strongly encouraged to propose reduced rates, registration fees, or processes for providing assistance with other costs to qualifying attendees.

3. National Performance Measures (Not Applicable)

4. Program Authority

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (42 U.S.C. § 12501 et seq.), and the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. § 4950 et seq.). The full regulations are available online at http://www.nationalservice.gov/build-your-capacity/grants/managing-americorps-grants.

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

According to the FY 2016 appropriations, $578,000 is available for the Training and Technical Assistance—Regional Training Conferences cooperative agreements.

2. Estimated Award Amount

Award amounts will vary as determined by the scope of the projects. CNCS will make awards in the range of $75,000 to $115,000.

3. Project Period

CNCS anticipates making one-year cooperative agreement awards. Applicants must submit applications for funding that are based on a one-year project period and a one-year budget. While CNCS anticipates awarding one-year awards, it is possible that actual award periods will vary as a result of program requirements, the availability of appropriations, or specific circumstances of an individual application.

4. Type of Award

The funding mechanism for the FY2016 Training and Technical Assistance—Regional Training Conferences grant competition is a cooperative agreement, which provides for substantial involvement by CNCS with the recipient organizations as the approved cooperative agreement activities are implemented. The assigned CNCS program officer will confer with the award recipient on a regular and frequent basis to develop and/or review service delivery and project status, including work plans, budgets, periodic reports, evaluations, etc. CNCS anticipates having substantial involvement in:

- Integrating core curriculum into the overall agenda
- Identifying CNCS staff for conference participation
- Serving as an advisor to the conference planning committee
- Participating in required planning/status meetings with other awardees, which might occur as frequently as weekly once awards are made
- Determining consistent look and feel of conference agendas and event materials
- Reviewing overall agenda, including sign-off authority with particular focus on event sessions that deal with national initiatives or policies relevant to national service
- Documenting and sharing lessons learned through a CNCS-sponsored learning community.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

This competition is open to State Service Commissions on National and Community Service, and alternative administrative entities, as defined by Section 178(a) of the NCSA, only.

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.

2. Cost Share or Matching
There is no cost share or matching requirement.

3. Other Requirements
a. Program Income
All awardees shall use the deductive method for calculating program income. Fees earned as a direct result of grant-funded activities must be used to finance the grant's non-CNCS share of costs related to this award only. Any excess program income earned must reduce the federal award accordingly.

For example: If CNCS awards $50,000 in federal funds, the total expenditure for the conference is $65,000, and the recipient earns $19,000 in registration fees from participants, only $46,000 of the CNCS grant may be used (i.e., $50,000 plus $15,000 in expenses = $65,000; $65,000 minus $19,000 profit from registration fees = remaining federal share of $46,000).

D. APPLICATION AND SUBMISSION INFORMATION

This Notice should be read together with the TTA Training and Technical Assistance Regional Conference Application Instructions, which can be found at: www.nationalservice.gov.

1. Address to Request Application Package
Applicants should refer to the Funding Opportunities link at www.nationalservice.gov to obtain the necessary information to apply. Applicants can also send an email to ttanofa@cns.gov or call (202) 606-7515, for a printed copy of the application package. The TTY (Text Telephone) number is (800) 833-3722.

2. Content and Form of Application Submission
a. Applicant Content
The completed application must have the following components and must be submitted by the application deadline:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system. When applicants complete the application in eGrants, many of the fields will automatically be filled with information entered during the registration process.
- Narrative
    - Executive Summary: This is a brief description of the proposed program. Executive Summaries of all compliant applications are published on the CNCS website following the cooperative agreement awards.
    - Program Design
    - Organizational Capacity
    - Cost-Effectiveness and Budget Adequacy
- Standard Form 424A Budget
- Authorization, Assurances, and Certifications.

b. Page Limits
Applications may not exceed 10 double-spaced pages for the Narrative, including the SF-424 and Executive Summary, as the pages print out from eGrants. The page limit does not include the Budget and Performance Measures.

Reviewers will *not* consider material past the page limit in the printed report, even if eGrants allows applicants to enter and submit text over the page limit. **CNCS strongly encourages applicants to print out the application from the "Review and Submit" page prior to its submission in order to check that it does not exceed the page limit in its printed final format.**

3. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)
Applications must include a DUNS number **and** an Employer Identification. The DUNS number does not replace an Employer Identification Number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the DUNS Request Service. CNCS recommends applicants register at least 30 days before the application due date.

After obtaining a DUNS number, all applicants **must** register with the System for Award Management (SAM) and maintain an active SAM registration until the application process is complete and, if a cooperative agreement is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.**

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees.

4. Submission Dates and Times
a. Application Submission Deadline
Applications are due June 16, 2016 by 5:00 p.m. Eastern Time. CNCS reserves the right to extend the submission deadline and any notification of such extended deadline will be posted on the CNCS website. CNCS will not consider applications received after the deadline, except as noted below.

b. Late Applications
CNCS may consider an application submitted after the deadline, but only if an applicant submits a letter to LateApplications@cns.gov explaining the extenuating difficulties that caused the delay. CNCS must receive the letter within one business day of the submission deadline. Communication with CNCS staff, including an applicant's program officer, is not a substitute for the letter. If technical difficulties prevent a timely submission, the letter should include the Help Desk ticket number provided by the National Service Hotline. Applicants are also required to continue working in eGrants, CNCS's web-based system and with the National Service Hotline

to submit their application. CNCS will determine whether or not to accept a late application on a case-by-case basis.

Please note that CNCS will not consider an advance request to submit a late application.

5. Funding Restrictions
Section F.2. Administrative and National Policy Requirements of this Notice contain the regulations that outline the funding restrictions.

Indirect Cost
CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 CFR § 200.413 Direct costs. States, local governments and Indian tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants who hold a federal negotiated indirect cost rate or will be using the 10% de minimis rate must enter that information in the Organization section in eGrants.

6. Other Submission Requirements
a. Electronic Application Submission in eGrants
Applicants must submit applications electronically via eGrants, CNCS's web-based system. CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline.

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact the National Service Hotline at (800) 942-2677 or via eGrants Questions if a problem arises when creating an account or preparing or submitting the application. National Service Hotline hours are Monday through Friday, 9:00 a.m. to 7:00 p.m. Eastern Time. Be prepared to provide the application ID, organization's name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the following address:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/FY2016 Training and Technical Assistance—Regional Training Conferences Application
250 E Street, SW, Suite 300
Washington, DC 20525

Please use a non-U.S. Postal Service carrier to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications.** Paper applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. **CNCS does not accept applications submitted via fax or email.**

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the applications against the selection criteria and rate them accordingly considering the weights assigned to each criterion:

Categories/Subcategories	Percentage
Program Design	35
• Regional design; outreach; logistics; curriculum design; evaluation	25
• Timeline; staff roles; approach; flexibility	10
Organizational Capability	45
• Prior event success; proven TTA expertise in relevant topics	30
• Programmatic and fiscal oversight; existing systems; experienced staff	15
Cost-Effectiveness and Budget Adequacy	20
• Cost effectiveness; budget to support event and oversight	20

a. Program Design (35 percent)

Primary Criteria (25 percent)

In determining the quality of the application reviewers will assess the following criteria:

- Rationale for region proposed
- Plan and infrastructure to secure appropriate meeting facilities, lodging, meals, and logistics support for approximately 600 conference attendees
- Outreach, marketing, and engagement plan to include:
    - Enrollment targets for Foster Grandparent Program, Senior Companion Program, RSVP project directors, and AmeriCorps program directors
    - Outreach and marketing plans to other CNCS-funded programs
- Plan for conference design, topics to be covered and outcomes, curriculum development, securing presenters and facilitators
- Plan to integrate the required CNCS curriculum
- Proposed methodology and approach for collecting conference outputs and customer satisfaction for reporting purposes.

Secondary Criteria (10 percent)

In determining the quality of the application reviewers will assess the following criteria:

- Reasonableness and thoroughness of timeline
- Identification of capacity required and roles needed to design and implement a successful conference experience
- Rationale for overall approach to the conference event
- Capacity to expand and/or contract event size to accommodate larger or smaller regions.

b. Organizational Capability (45 percent)

Primary Criteria (30 percent)

In determining the quality of the application reviewers will assess the following criteria:

- Demonstrated success in designing, implementing, and overseeing conferences
- Proven experience in providing training and technical assistance on client-defined training needs, which may include compliance and performance measures, to national service grantees and projects, particularly AmeriCorps and Senior Corps.

Secondary Criteria (15 percent)

In determining the quality of the application reviewers will assess the following criteria:

- Level of experience and expertise of key staff proposed for program oversight and their familiarity with Senior Corps and AmeriCorps requirements, as well as grants management
- Organization's relevant systems, structure, and staffing to support this program
- Capacity to provide fiscal compliance oversight
- Proposed project manager and depth of experience in planning and delivering conferences and meetings.

c. Cost-Effectiveness and Budget Adequacy (20 percent)

In determining the quality of the application reviewers will assess the following criteria:

- Cost-effectiveness of approach to requirements and reasonable cost factors
- Sufficiency and completeness of budget to accommodate proposed plan
- Sufficiency and completeness of financial oversight plan.

2. Review and Selection Process

The assessment of applications involves a wide range of considerations. CNCS will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and strategic considerations described in this Notice.

a. Stages in the Review Process

Compliance and Eligibility Review

CNCS staff will review all applications to determine compliance with the eligibility, the submission deadline, and completeness. Applications determined non-compliant will not be considered. An application is compliant if the applicant:

- Is an eligible organization
- Submitted an application by the submission deadline
- Submitted an application that is complete, in that it contains all required components specified in *Section D.2. Content and Form of Application Submission*.

CNCS will screen applications in accordance with the requirements in this Notice to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not receive an award.

Internal Staff Review
CNCS Staff Reviewers will assess the applications based on the Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. Staff Reviewers will also consider the comprehensiveness and feasibility of the application, as well as the priorities and strategic considerations detailed in this Notice. CNCS will recruit and select Staff Reviewers on the basis of demonstrated expertise in training and technical assistance, as well as experience assessing applications. All Staff Reviewers will be screened for conflicts of interest.

Clarification Process
CNCS may ask some applicants to provide clarifying information. This information is used by CNCS staff to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarification. Failure to respond to a request for clarification in a timely fashion will result in removal of the application from consideration. CNCS staff may conduct a site visit inspection, as appropriate.

Risk Assessment Evaluation
CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation will inform funding decisions. If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, CNCS may consider the following:

- financial stability
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
    - timeliness of compliance with applicable reporting requirements
    - accuracy of data reported
    - validity of performance measure data reported
    - conformance to the terms and conditions of previous federal awards
    - if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - Federal Awardee Performance and Integrity Information System (FAPIIS)
    - DUNS and SAM
    - "Do Not Pay"
- reports and findings from single audits performed under 2 CFR Part 200 Subpart F – Audit Requirements and findings and reports of any other available audits
- IRS Tax Form 990
- applicant organization's annual report
- publicly available information, including information from the applicant organization's website

- applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients

Selection for Funding
The review and selection process is designed to:

- Identify eligible applications that demonstrate:
    - High alignment with the selection criteria
    - High alignment with the priorities outlined in the Notice
- Yield a diversified portfolio based on the following strategic considerations:
    - Geographic representation (representing all five CNCS regional clusters)
    - Equitable treatment of Senior Corps projects and AmeriCorps programs

In selecting applicants to receive awards under this Notice, the Chief Executive Officer will endeavor to include a diverse portfolio of applications based on staff recommendations, priorities, and strategic considerations.

CNCS reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications submitted to CNCS in response to this Notice.

3. Feedback to Applicants
Following awards, applicants will receive summary comments from the Staff Review. This feedback will be based on the review of the original application and will not reflect information that may have been provided in response to clarification.

4. Transparency in Grant-making
CNCS is committed to transparency in grant-making. The following information about applications submitted will be published on CNCS Results of Grant Competitions within 90 business days after all cooperative agreements are awarded:

- A list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicant
- Data extracted from the SF-424 Face Sheet and the submitted program narratives by successful applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices
CNCS will make awards following the cooperative agreement selection announcement. CNCS anticipates announcing the results of this competition by September 2016. Applicants will be notified of funding decisions via email. This notification is not an authorization to begin cooperative agreement activities. The Notice of Grant Award signed by the grant officer is the authorizing document for cooperative agreement activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award.

2. Administrative and National Policy Requirements
The Notice of Grant Award incorporates the approved application as part of the binding commitments under the cooperative agreement, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. Awards will also be subject to the specific terms and conditions established for a cooperative agreement or defined in the Terms and Conditions or Special Conditions attached to the award. If necessary, applicants will have an opportunity to negotiate conditions before they accept an award.

Cooperative agreements under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, now consolidated in 2 C.F.R. Parts 200 and 2205).

3. National Service Criminal History Check Requirements
The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks–

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

1. A nationwide name-based search of the National Sex Offender Public Website (NSOPW)
2. Either a name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *or* a fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

1. A nationwide name-based check of the NSOPW
2. Both a name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and* a fingerprint-based FBI criminal history check.

See 45 C.F.R. § 2540.200–§ 2540.207 and CNCS Criminal History Check Resources for

complete information and FAQs.

4. Use of Material
To ensure that materials generated with CNCS funding are available to the public and readily accessible to recipients and non-recipients, 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 (2 C.F.R. § 200.315).

5. Reporting
Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time. Recipients are required to provide semi-annual progress reports and semi-annual financial reports. The semi-annual narrative progress report is submitted through the CNCS's web-based grants management system, eGrants, no later than 30 days after the close of each reporting period. For the progress report, awardees will report data collected during and after the conference using provided templates.

In addition, at the end of the award period, recipients must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements of CNCS's Office of Grants Management. The final reports are due 90 days after the end of the agreement. Recipients must also submit a financial report that provides budget to actual data on grant revenue and expenditures.

Award recipients will be required to report at www.FSRS.gov on all subawards over $25,000, and may be required to report on executive compensation for the recipient organization and its 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.

At the time of award or soon after, awardee(s) will be provided with a list of the required sessions that must be included in the curriculum and will be presented by CNCS staff.

Once the cooperative agreement is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are giving CNCS high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality:

- The data measures what it intends to measure.
- The data reported is complete.
- The recipient collects data in a consistent manner.
- The recipient takes steps to correct data errors.
- The recipient actively reviews data before it submits it.

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future CNCS funding.

For further guidance and training resources, see Resources: Data Collection and Instruments: https://www.nationalserviceresources.gov/npm/home#.U9qVL_ldW3o

6. Other Requirements

a. Access for Persons with Disabilities

All cooperative agreement recipients will ensure that training and technical assistance activities and online environments are accessible to persons with disabilities as required by law.

Awardees will:

- Notify potential participants that reasonable accommodations will be provided upon request.
- Provide sign language interpreters, special assistance, and documents in alternate formats.
- Use accessible locations for training events.
- Use accessible technology including captioning videos. Avoid non-voice-over formats and, when indicating a telephone number, include a non-voice telephone alternative such as TTY or email.

Provide materials that are accessible to persons with disabilities, and incorporate into all activities planning for needs of participants without Internet access, by using accessible technology, providing materials in alternate formats upon request.

b. Additional Requirements

Awardees must:

- Submit digital copies of all curricula, handouts, and other material to CNCS for review and approval prior to the conference.
- As directed, use the CNCS brand and graphic templates on materials produced and/or reproduced and distributed under this grant.
- Make materials available to the general public for at least 12 months after the last day of the conference.
- Attend face-to-face or virtual convening(s) of all awardees under this Notice for purposes of orientation and overview of the training and technical assistance needs of all CNCS audiences, introduction to core competencies, review of CNCS brand guidelines and draft reporting templates, and to encourage efficiencies across recipients through collaboration and sharing.

G. FEDERAL AWARDING AGENCY CONTACTS

For more information or a printed copy of related material(s), call (202) 606-7515, or email ttanofa@cns.gov. The TTY number is (800) 833-3722.

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. National Service Hotline hours are Monday through Friday, 9:00 a.m. - 7:00 p.m. Eastern Time. Potential applicants can also use this link: https://questions.nationalservice.gov/app/ask for questions. Be prepared to provide the

application ID, organization's name, and the name of the Notice to which the organization is applying.

H. OTHER INFORMATION

1. Technical Assistance

CNCS will host one technical assistance call to answer questions about the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in this session. The call will be held on ***May 20, 2016, at 2:30-3:30 p.m. Eastern Time***. To join, call 888-906-7802, and use the participant passcode 1362783.

2. Re-Focusing Funding

CNCS reserves the right to re-focus program dollars in the event of disaster or other compelling needs.