

ANNOUNCEMENT OF FEDERAL FUNDING AVAILABILITY

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: FY 2014 Training and Technical Assistance – Regional Training Conferences
Announcement Type: Initial Announcement
CFDA Number: 94.009

NOTICE OF INTENT TO APPLY DEADLINE: Applicants are strongly encouraged to send a Notice of Intent to Apply by June 10, 2014.

APPLICATION DEADLINE: Applications are due July 15, 2014 by 5:00 p.m. Eastern Time. Successful applicants will be notified by September 2014.

OVERVIEW

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. Through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs and activities, CNCS has helped to engage millions of citizens in meeting community and national challenges service and volunteer action.

In 2009, Congress enacted the Edward M. Kennedy Serve America Act of 2009 (SAA). The SAA not only expands service opportunities, but focuses national service on key outcomes; builds the capacity of individuals, non-profits, and communities to succeed; and encourages innovative approaches to solving problems.

The focus of the Training and Technical Assistance – Regional Training Conferences grant competition is to fund the delivery of regional training conferences focused primarily on building and strengthening the capacity of AmeriCorps programs and Senior Corps projects.

CNCS is committed to transparency in grant-making. This Notice of Federal Funding Opportunity (*Notice*) includes a description of the application review and selection process in section IV. *Application and Submission Information*. In addition, the following information for new and re-competing applications will be published on the CNCS website at (<http://nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>) within 90 business days after all grants are awarded:

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

This *Notice* should be read together with the Universal Application Instructions, which can be found at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

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

FULL TEXT OF ANNOUNCEMENT

I. FUNDING AVAILABILITY DESCRIPTION

A. Purpose of Funding: 2014 Training and Technical Assistance – Regional Training Conferences

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 as defined in section *II. Award Information*, 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 2014-2015, 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 grantees, 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.

The National and Community Service Act of 1990 (NCSA) authorizes CNCS to provide TTA to improve the programmatic quality and accountability of current and potential national service programs and projects. The current TTA strategy focuses on the implementation of CNCS's performance measures, grantee compliance with statutory and regulatory requirements, as well as the fiscal and administrative requirements for managing CNCS grants - a unique set of knowledge and skills specific to CNCS programs and projects.

The enabling legislation for CNCS to administer AmeriCorps State and National is found in the NCSA. The enabling legislation for CNCS to administer Senior Corps is found in the Domestic Volunteer Service Act of 1973 (DVSA).

B. Funding Priorities

In evaluating applications for this *Notice*, CNCS will give substantial weight to the demonstration of the following:

1. Delivering an excellent 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 conference activities 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, basic conference outputs (numbers of attendees, etc.), and the measurement of knowledge gains attained by participants in core CNCS content sessions by program type and other audience demographics (see section VI. *Award Administration Information* for more information).

2. 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).

3. Measuring and Reporting CNCS expected training outcomes

Through these 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 up to eight hours of core curriculum that will address the required training outcomes listed in this section. The actual hours will be determined prior to grant award.

While CNCS staff will provide the core curriculum training, awardees will be responsible for integrating core content sessions into the overall conference agenda, reporting the numbers of participants who participated, and measuring knowledge gains using test questions that align with CNCS core competencies (see section VI. *Award Administration Information* for more information).

Conference curriculum can be delivered online, face-to-face, or through a combination of both.

The following competencies will be measured by pre- and post-session assessment results:

Expected Outcomes:

- 1) **TTA Goal: Performance Measures:** AmeriCorps programs and Senior Corps projects will demonstrate evidence of impact and report on their respective CNCS National Performance Measure Outputs and Outcomes through the CNCS eGrants Performance Module.

Training Outcome: Conference participants will demonstrate knowledge of CNCS performance measurement and evaluation competencies, such as: use of theory of change or logic models, understanding of performance measurement and evaluation, application of evidence based approaches, application of data collection method, as well as how to access resources for continued learning.

- 2) **TTA Goal: Compliance:** AmeriCorps programs and Senior Corps projects will successfully meet CNCS program and federal grants management requirements.

Training Outcome: Conference participants will demonstrate knowledge of CNCS compliance competencies, such as: grants administration, criminal history checks, program and financial management, as well as how to access resources for continued learning.

Awardees are required to include additional capacity building topic areas. Topics may include, but are not limited to evaluation, participant recruitment, and development (particularly in traditionally underserved populations, including disabled individuals and disconnected youth).

Prior to conference delivery, awardees will be provided with assessment questions that address the competencies, as well as the methodology for collecting data on knowledge gains. Please note that there are multiple competencies for each of the two training goals listed in this section.

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 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 curriculum and session design and delivery, but all awardees must measure the knowledge gains on the required competencies for the training outcomes listed in this section. In addition, awardees must submit final agendas to CNCS for review and approval prior to publicizing the event to potential attendees.

4. Making conference participation affordable and otherwise desirable

Awardees must make the conference attractive 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 IV. *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.

C. Funding Authority

The funding mechanism for the FY 2014 Training and Technical Assistance – Regional Training Conferences grant competition is a cooperative agreement, which provides for substantial involvement by CNCS with the awardees as the approved grant activities are implemented. CNCS’s legal authority to enter into a cooperative agreement to fund these activities is found at Section 198(c) of the National and Community Service Act of 1990 (NCSA), Pub.L.No. 101-610, as amended (42 U.S.C. § 12653(c)).

II. AWARD INFORMATION

A. Available Funds

CNCS anticipates awarding approximately \$250,000 for FY 2104 Training and Technical Assistance – Regional Training Conferences grants.

B. Estimated Award Amount

Award amounts for the FY 2014 Training and Technical Assistance – Regional Training Conferences grant competition will vary. CNCS expects to make awards of approximately \$50,000 to support a CNCS regional cluster. Grant awards will vary depending upon applicant-defined regions and final negotiations.

CNCS expects to make between three and seven awards. The final number of awards will be based on establishing reasonable access to at least one event for the target audiences in the applicant-defined region.

CNCS acknowledges the potential need for flexibility in defining regions. If applicants choose to propose a geographic region different from the existing CNCS regional clusters, a justification for defining the proposed region must be included in the application.

Applicants should request a reasonable amount of grant funds to conduct a regional conference with the knowledge that the expected, combined total amount to be awarded is \$250,000. The final amount of each individual grant will be negotiated at the time of award.

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).

C. Project Period

CNCS anticipates making one-year grant awards. Applicants must submit applications for funding that are based on a one-year project period and a one-year budget. Please note that while CNCS anticipates awarding one-year grants, 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.

Each awardee is expected to conduct and have completed a regional cluster conference by June 30, 2015.

D. Funding Instrument

The funding mechanism for the 2014 Training and Technical Assistance – Regional Training Conferences grant competition is a cooperative agreement, which provides for substantial involvement by CNCS with the awardees as the approved grant activities are implemented. The assigned CNCS program officers will confer with the awardees 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 competency components 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
- Reviewing overall agenda, including sign-off authority with particular focus on event sessions that deal with national initiatives or policies relevant to national service.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

This competition is open to State 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.

Applicants that do not meet the eligibility criteria by the application deadline will be ineligible for review and consideration in this competition.

B. Cost Share or Matching Requirements

There is no required cost share or matching requirement associated with the award of the funding in this *Notice*. However, applicants are encouraged to include revenue projections from registration fees in their proposed budgets, as well as in-kind donations and/or sponsorships to off-set registration fees and other costs to participants (see section *III.C.1 Program Income* for more information).

C. Other Requirements

1. 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 grantee 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).

2. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

All applications must include a DUNS number **and** an Employer Identification Number. 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 <http://fedgov.dnb.com/webform>. Although the website indicates a 48-hour email turnaround time on requests for DUNS numbers, CNCS recommends applicants register at least 30 days before the application due date.

All applicants must be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. Finalize a new registration or renew an existing one at least two weeks before the application deadline. This should allow applicants time to resolve any issues that may arise.

If applicants do not comply with these requirements, applicants may become ineligible to receive an award. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

CNCS requires all entities that intend to apply for federal grant funds, that receive federal grant funds, or that receive subgrants directly from a federal grantee to:

- Be registered in the SAM before they submit an application
- Maintain an active SAM registration with current information while they have an application under consideration by CNCS and for their entire active award period, if any
- Provide an active DUNS number in each application it submits to CNCS.

CNCS is prohibited from making an award until an applicant has complied with these requirements. CNCS may determine that the applicant is not qualified to receive an award if the intended recipient has not complied with these requirements at the time an award is ready to be made.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

The 2014 Training and Technical Assistance – Regional Training Conferences grant competition *Notice* and Application Instructions can be found online at: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

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

B. Content and Form of Application Submission

1. Applicant Content

The completed application must have the following components and must be submitted by the application deadline, as noted in section *IV.C Submission Dates and Times*:

- 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.
- Executive Summary: This is a brief description, maximum of one page. The Executive Summaries of all compliant applications are published on the CNCS website following

grant awards.

- Narratives
 - Program Design
 - Organizational Capacity
 - Cost-Effectiveness and Budget Adequacy
- Standard Form 424A Budget
- Authorization, Assurances, and Certifications
- Performance Measures

2. Page Limits

Do not exceed 10 double-spaced pages for your Narratives, including the SF-424, Executive Summary, and Program Narrative as the pages print out from eGrants. **The Budget section is not included in the page limit.**

Please note that reviewers will be instructed to stop reading the Narrative section of the grant application after page 10. Reviewers will not consider material past the maximum page limit, even if eGrants allows its submission. CNCS strongly encourages applicants to print out the application from the “Review and Submit” page before submitting it, in order to make sure it is within the page limit.

Applicants may submit the equivalent of up to 20 standard-size pages of supplementary material such as brochures, evaluation reports, memorandums of understanding or other materials describing relationships and responsibilities from partnering organizations or consortia members, and curriculum materials that demonstrate organizational capacity. **Supplementary material must be submitted by 5:00 p.m. Eastern Time on the application deadline** either by email to ttanof@cnsc.gov or by hard copy to the address in section VII. *Agency Contact* of this *Notice*, via overnight carrier. Please use a non-U.S. Postal Service carrier due to security-related delays in receiving mail from the U.S. Postal Service. **CNCS will not return any supplementary materials.**

3. Submission in eGrants

Applicants must submit applications electronically via eGrants, CNCS’s web-based application system (<https://egrants.cnsc.gov/espan/main/login.jsp>). 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 processing document, then copy and paste it into eGrants no more than 10 days before the deadline.

Contact the National Service Hotline at (800) 942-2677 or via (https://questions.nationalservice.gov/app/ask_eg) if a problem arises when creating an account or preparing or submitting the application. National Service Hotline hours are Monday through Thursday, 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 technical issues will prevent the applicant from submitting an application on time, please contact the National Service Hotline **before** the deadline to explain the technical issue and to obtain a ticket number. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

C. Submission Dates and Times

1. Notice of Intent to Apply

Although it is not required, CNCS strongly encourages applicants to submit a **Notice of Intent to Apply** by June 10, 2014. Notifications should be sent to IntentToApply@cns.gov with the email subject line: Training and Technical Assistance – Regional Training Conferences Notice of Intent to Apply. Please include the name of the applicant organization, address, contact person, email address, and phone number in the Notice of Intent to Apply. The Notice of Intent to Apply helps CNCS plan an efficient application review process and to notify applicants directly if application materials are updated.

2. Application Submission Deadline

The application is due no later than Tuesday, July 15, 2014 by 5:00 p.m. Eastern Time. Applications must arrive at CNCS by the deadline in order to be considered (see section *VI.B. Content and Form of Application Submission* for more information). Applications received after the deadline will be determined non-compliant and therefore not eligible for review and consideration. CNCS reserves the right to extend the submission deadline and will post any extended deadline in eGrants.

3. Late Applications

CNCS may consider an application after the deadline, but only if applicants submit an email explaining the extenuating technical circumstances that caused the delay. CNCS will determine the admissibility of late applications on a case-by-case basis. However, please be advised that CNCS will not consider an advance request to submit a late application.

Applicants must send the email to LateApplications@cns.gov within the 24 hours immediately after the deadline. Communication with CNCS staff, including an applicant's CNCS program officer, is not a substitute for sending a letter to LateApplications@cns.gov. If technical issues have prevented an applicant from submitting an application on time, the applicant should include the eGrants National Service Hotline ticket number in the email. Applicants may obtain a ticket number by calling the National Service Hotline before the deadline and explaining the technical issues that prevented the applicant from submitting the application on time.

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application to the address in section *VII. Agency Contacts* of this *Notice* via overnight carrier. Please use a non-U.S. Postal Service 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.

D. Intergovernmental Review

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

E. Funding Restrictions

Cooperative agreements under this program are subject to the:

- Applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230, or A-87 (2 CFR part 225)
- Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2CFR part 21)
- Federal Acquisition Regulations (FAR) if an award goes to a for-profit organization

See www.whitehouse.gov/OMB/circulars for further information on the Circular(s) that apply to your organization(s). Awards will also be subject to the law(s) under which the award is made (e.g., NCSA), as well as specific terms and conditions established for cooperative agreements or defined in Provisions or Special Conditions attached to an award. If necessary, applicants will have an opportunity to negotiate conditions before they accept an award.

V. APPLICATION REVIEW INFORMATION

A. Selection Criteria

Reviewers will assess the applications against the following Selection Criteria: Program Design, Organization Capacity, and Cost-Effectiveness and Budget Adequacy. The weights assigned to each category are detailed in the following chart. Reviewers will assess application narratives against these Selection Criteria and weigh them accordingly.

Basic Selection Criteria: Categories and Respective Weights
(categories and sub-categories are described below)

Category			
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 on 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%
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1. Program Design (35%)

Primary Criteria (25%)

Reviewers will assess the extent to which the applicant provided the following:

- Rationale for region proposed
- Plan and infrastructure to secure appropriate meeting facilities, lodging, meals, and logistics support
- Outreach, marketing, and engagement plan to include:
 - Enrollment targets for Foster Grandparent Program, Senior Companion Program, and 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, integration of the required CNCS curriculum, and learning outcomes
- Proposed methodology and approach for collecting conference outputs, customer satisfaction, and participant knowledge gains for reporting purposes.

Secondary Criteria (10%)

Reviewers will assess the extent to which the proposal addresses the following:

- 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.

2. Organizational Capacity (45%)

Primary Criteria (30%)

Reviewers will assess the extent to which the applicant:

- Demonstrated success in designing, implementing and overseeing conferences
- Has proven experience in providing TTA 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%)

Reviewers will assess the extent to which the applicant addresses the following:

- 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.

3. Cost-Effectiveness and Budget Adequacy (20%)

Reviewers will assess the extent to which the applicant:

- 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.

B. 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 provide insight and input on the eligible applications. 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*.

1. Selection Factors

The overall review and selection process is designed to:

- Identify eligible applications that satisfy the following considerations:
 - High alignment with the Selection Criteria provided in this section.
 - High alignment with the priorities outlined in section *I.B. Funding Priorities*.

2. Stages in the Review and Selection Process

Compliance Review

CNCS staff will review all applications to determine compliance with the eligibility requirements identified in section *III.A. Eligibility Information* and the deadline and completeness requirements identified in section *IV. Application and Submission Information*. The compliance review does not include reading the entire application. Applications that do not meet all compliance criteria will not be considered.

In order to be compliant and advance to the application assessment, an applicant must satisfy all of the following requirements:

- Be an eligible organization
- Submit an application by the submission deadline: July 15, 2014
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *Notice* (section *IV.B. Content and Form of Application Submission*).

Internal Staff Review

CNCS staff will assess the applications for Program Design, Organizational Capacity, and Cost-Effectiveness and Budget Adequacy as described in this section. Reviewers will make assessments based on the selection criteria, the comprehensiveness and feasibility of the application, as well as the consideration of the priorities and selection factors detailed in this *Notice*.

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 evaluation of the applicant's eligibility and the quality of its application, 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
 - 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 Bradstreet
 - "Do Not Pay"
- Reports and findings from single audits performed under OMB Circular A-133 and findings 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.

Clarification Process

Following the review and selection process and risk assessment evaluation, CNCS might ask some applicants to provide clarifying information. CNCS staff uses clarifying information to inform funding recommendations. A request for clarification does not guarantee a grant award. If an organization does not respond by the deadline to a request for clarification, CNCS will remove its applications from consideration. Be prepared to provide documentation of eligibility criteria

and other support documentation described in the narrative. CNCS staff may conduct a site visit inspection, as appropriate.

CNCS reserves the right to change the review and selection process depending on the number of applications received or extenuating circumstances.

To ensure the most effective access to the conferences and support for the targeted audience, CNCS reserves the right to request that an applicant consider expanding or reducing its plans to include a larger or smaller number of participants and/or participants from beyond their proposed region. Modifying plans is not required, but if an applicant (a) is interested, and (b) has the capacity to do so – particularly for expansion - the applicant should address this in its application (see section V.A. *Selection Criteria*).

Selection for Funding

CNCS seeks to have a diversified portfolio. The CNCS Chief Executive Officer or designee will select the final portfolio based on the staff recommendations and priorities.

3. Anticipated Announcement and Award Dates

CNCS anticipates announcing the results of this competition in September 2014. Successful applicants – i.e., awardees - will receive an official notification that their application was selected for an award. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer (or equivalent) is the authorizing document for grant activities, and will be issued at a later date. Unsuccessful applicants will receive a notification that their applications were not awarded funding.

4. Feedback to Applicants

Following grant awards, each applicant will receive the results of internal review pertaining to their application. This feedback will be based on the review of the original application and will not reflect information that may have been provided during clarification.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notice

CNCS will make awards following the grant selection announcement. CNCS anticipates the awards will be issued before September 30, 2014, 2014.

An awardee may not expend CNCS funds until on or after the start date of the Project Period identified on the Notice of Grant Award.

B. Administrative and National Policy Requirements

The Notice of Grant Award will be subject to and incorporate the requirements of section 198K of the National and Community Service Act of 1990, as well as other applicable sections of the Act. The Notice of Grant Award will also incorporate the approved application and budget as

part of the binding commitments under any cooperative agreement. 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
(http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)

C. Use of Material

To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-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 (45 CFR §§ 2543.36; 2541.30).

D. Reporting

Grantees 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, due July 30, 2015, awardees will report data collected during and after the conference using provided templates.

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 CNCS's Office of Grants Management. The final reports are due 90 days after the end of the agreement. Grantees 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 subgrantees. Grantees must have the necessary systems in place to collect and report this

information. See 2 C.F.R. Part 170 ([2 CFR 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. CNCS intends to aggregate data on knowledge gains collected from all conferences to assess the degree to which AmeriCorps programs and Senior Corps projects are gaining the capacity to measure performance and meet CNCS requirements.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are giving CNCS high quality data. At a minimum, grantees should have policies 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 grantee collects data in a consistent manner
- The grantee takes steps to correct data errors
- The grantee actively reviews data before it submits it

E. Other Requirements

1. Access for Persons with Disabilities

All grant 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 e-mail.
- 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.

2. Additional Requirements

Awardees must:

- Submit digital copies of all curricula, handouts, and other materials developed for upload to the National Service Knowledge Network for access by the broader network
- As directed, use the CNCS's brand and graphic templates on materials produced and/or reproduced and distributed under this grant

- 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 draft reporting templates, and to encourage efficiencies across grantees through collaboration and sharing.

VII. AGENCY CONTACT

The 2014 Training and Technical Assistance – Regional Training Conferences grant competition *Notice* and Application Instructions can be found online at:

<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The TTY number is 800-833-3722.

For more information or a printed copy of related material(s), call (202) 606-7515 or send a note to ttanofa@cns.gov.

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 Thursday, 9:00 a.m. to 8:00 p.m. Eastern Time. You 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 you are applying.

The mailing address for submitting application material is:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/TTA Application
1201 New York Avenue, NW
Washington, DC 20525

VIII. OTHER INFORMATION

A. Technical Assistance

CNCS will host technical assistance calls and/or workshops to answer questions about the funding opportunity and about eGrants and strongly encourages all applicants to participate in these sessions. The first call will be held on May 29, 2014 at 3:30 p.m. Eastern Time. A second call will be held on June 20, 2014. Call-in information for the technical assistance calls can be found on CNCS's website: <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>.

B. Edward M. Kennedy Serve America Act

For more information regarding the Edward M. Kennedy Serve America Act, please go to: http://www.nationalservice.gov/pdf/09_0331_recovery_summary.pdf.

C. National and Community Service Act of 1990

For more information regarding the National and Community Service Act of 1990, please go to: http://www.nationalservice.gov/sites/default/files/documents/1990_serviceact_as%20amended%20through%20pl%2011-13.pdf

D. Domestic Volunteer Service Act of 1973

For more information regarding the Domestic Volunteer Service Act of 1973, please go to: http://www.nationalservice.gov/pdf/dvsa_dec99.pdf

E. Notice – No Obligation to Make Award

CNCS is not obligated to make any award as a result of this *Notice*.

F. Re-Focusing of Funding

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

G. Public Burden Statement

The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. [See 5 CFR 1320.5(b)(2)(i)]. This collection is approved under OMB Control #: 3045-0129, Universal Application Instructions, expiration Date: 11/30/2014.