ANNOUNCEMENT OF FEDERAL FUNDING AVAILABILITY

OVERVIEW

Federal Agency Name: **Corporation for National and Community Service**
Program Name: **September 11th National Day of Service and Remembrance**
Funding Opportunity Title: **FY 2012 National Day of Service and Remembrance Grants**
Announcement Type: **Initial Announcement**
Catalog of Federal Domestic Assistance (CFDA) Number: 94.007

Dates: Applications are due **March 13, 2012** at 5:00 p.m. Eastern Time. Successful applicants will be notified by the end of June, 2012.

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

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

In alignment with the SAA and the CNCS Strategic Plan, this September 11th National Day of Service and Remembrance Announcement of Federal Funding Availability will focus grant making for fiscal years 2012-2013 in six Focus Areas identified by the SAA:

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

In order to carry out the intent of Congress and to maximize the impact of the investment in national service, CNCS seeks to fund programs that can demonstrate community impact and address community problems through service and volunteering. CNCS also seeks to fund programs that mobilize their communities in service and remembrance to honor those who lost their lives on September 11, 2001 and those who rose in service as result of that tragedy.

For the FY 2012-2013 September 11th Day competition, CNCS will prioritize investment in the

following areas of its work:

- Disaster Services
- Veterans and Military Families, and
- Capacity Building

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

- List of all compliant applications submitted.
- Executive summaries of all compliant applications.
- SF424 Face sheet and Program Narrative for successful applications.

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

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

1. Purpose of the September 11th National Day of Service and Remembrance Funding

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

CNCS is carrying out the intent of Congress by targeting its September 11th National Day of Service and Remembrance funding to support service in the focus areas listed above. In accordance with the SAA, through this *Announcement* and its other activities, CNCS seeks to:

- Direct the power of national service to solve a common set of challenges.
- Expand opportunities for all Americans to serve.
- Build the enduring capacity of individuals, organizations, and communities to effectively use service and volunteerism to solve community problems.
- Embrace innovative solutions that work.

The September 11th National Day of Service and Remembrance initiative grants are made to eligible organizations engaged in service activities that meet vital community needs and honor the sacrifice of those who lost their lives on September 11, 2001, or who rose in service as a result of that tragedy.

A brief description of CNCS' six Focus Areas, additional activities, and definitions relevant to this competition follows:

Disaster Services:
Grants will help individuals and communities prepare, respond, recover, mitigate disasters, and increase community resiliency.

Economic Opportunity:
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged individuals.

Education:
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children. CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve high educational outcomes.

Environmental Stewardship:
Grants will provide services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems, and support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and economically disadvantaged communities.

Healthy Futures:
Grants will meet health needs within communities including access to care, aging in place, and addressing childhood obesity.

Veterans and Military Families:
Grants will positively impact the quality of life of veterans and improve military family strength and engage more unemployed Veterans and military family members in National service opportunities that are gateways to economic empowerment and full-time employment.

Capacity Building:
In addition to the Focus Areas described above, grants may also provide support for capacity building activities provided by national service participants. Capacity building activities are *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building could include improving the ability of your organization to recruit and mobilize additional volunteers to address critical community needs.

National Performance Measures:
The SAA places clear emphasis on measuring the impact of service and focusing on a core set of issue areas. This landmark law is the foundation of the agency's five-year Strategic Plan, which lays out an ambitious set of objectives that support CNCS' mission and goals. These strategic goals guided the determination of 16 Agency-Wide Priority Measures. Other factors that determined the Priority Measures were: consideration of measurability, achievability, usefulness, demonstrated effectiveness, previous investment, and the need to tell a compelling story of

national service. National performance measures allow CNCS to demonstrate the aggregated impact of all its programs, including national initiatives such as the September 11th National Day of Service and Remembrance.

You will receive funding priority if you propose to use the national performance measures. (The funding priority tiers for this *Announcement* are described in detail below, and the National Performance Measures are listed by Tier in Section IX.)

2. The September 11th National Day of Service and Remembrance Funding Priorities
In the September 11th National Day of Service and Remembrance competition, CNCS expects to direct a significant amount of available funding to programs working in two of the six Focus Areas and/or Capacity Building. Those two priority areas are: **Disaster Services and Veterans and Military Families**.

To meet this goal, CNCS will give priority consideration to applicants in descending order of preference:

- Tier 1:
    - Programs that select Priority Measures in the Disaster Services or Veterans and Military Families Focus Areas. (NOTE: If your program fits these Priority Measures you are **required** to include them. These Measures can be found in Section IX, Tier 1).
      OR
    - Programs that select Capacity Building Priority Measures in support of organizations or activities that support the CNCS Agency-Wide Priority Measures (These Measures can also be found in Section IX, Tier 1). Please note that grantees will not be asked to report on the Agency-Wide Priority Measures, merely indicate that the program or organization they are supporting with community volunteers is working to address the outcomes outlined in these Measures.
- Tier 2: Programs that select Supplemental Measures in Economic Opportunity, Environmental Stewardship, Healthy Futures and Capacity Building. (NOTE: If your program fits these Priority Measures you are **required** to include them. These Measures can be found in Section IX, Tier 2.)
- Tier 3: Programs in any of the Focus Areas with self-nominated measures.
- Tier 4: Programs outside the Focus Areas with self-nominated measures.

Proposed programs that receive priority consideration are not guaranteed funding. CNCS will pursue a balanced portfolio across the Focus Areas, and other considerations outlined below in Section 3. Furthermore, programs must demonstrate significant program focus, design, and impact to receive priority consideration.

3. Other Considerations
CNCS especially seeks applicants with multi-state, national (10 or more states) or comprehensive regional focus (for example, the Corporation's clusters listed below) and/or applicants that fund statewide projects, and or those that have congressionally recognized status as Veteran Service Organizations.

CNCS works across five regional clusters that consist of 9 or more states. Those clusters are:

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

Service activities must be directly connected to the September 11th National Day of Service and Remembrance, and occur on or near that day, as well as reflect the tone and tenor of a national day of reflection and remembrance.

All grants must support service activities that address the following:

- One or more of CNCS strategic areas that include: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures, and Veterans and Military Families with priority consideration given to those that propose to address Disaster Services, Veterans and Military Families, and/or Capacity Building. Special consideration will also be given to proposals that include engaging youth in service, particularly youth who are not in school or are in danger of dropping out and/or unemployed youth, and veterans and military families in service.
- Honor those who lost their lives on September 11, 2001 and those who rose in service as a result of that tragedy.
- Demonstrate opportunities to engage new and diverse groups in service.
- Leverage new public-private partnerships
- Meet an identified community need.
- Provide opportunities to connect to ongoing opportunities to serve.
- Emphasize community connections to Veteran Service Organizations and Military Service Organizations where they exist.

CNCS seeks applicants with demonstrated ability to increase participation in service to meet vital community needs. Applicants should be specific about how they will increase participation on this day of service and remembrance over the two-year grant. CNCS also seeks grantees that will offer ongoing opportunities for individuals to serve throughout the year.

Additionally, CNCS seeks applicants who engage youth, particularly disconnected youth, and where available, veterans and military families in service.

4. Grantee Requirements

In FY 2012, CNCS will award a limited number of grants to outstanding organizations to

implement and support service and remembrance activities that support the agency's mission and priorities, as well as those that honor the lives lost on September 11, 2001, and individuals who rose in service as a result of the event.

Grantees are encouraged to award and manage sub-grants, but may also directly support and oversee local service projects. Grantees that sub-grant must describe the competitive process they will use for determining sub-grants. Grantees will report on project accomplishments whether from sub-grantees or directly managed projects. Grantees are expected to monitor sub-grantees and are accountable to CNCS for the achievement of the intended results set forth in their September 11th National Day of Service and Remembrance proposals.

Grantees are expected to expand participation in the September 11th National Day of Service and Remembrance and connect volunteers to ongoing opportunities to serve.

II. AWARD INFORMATION

1. Funding Available

Based on appropriations for FY 2012, CNCS anticipates awarding approximately $500,000 for new FY 2012 September 11th National Day of Service and Remembrance grants.

2. Award Amount

For the FY 2012 September 11th National Day of Service and Remembrance grant competition, CNCS expects to make annual awards in the range of approximately $50,000 to $150,000.

3. Award Period

This grant covers a two-year project period. CNCS generally makes an initial award for the first year of operation for multi-year project periods. Grantees are eligible for continuation funding in the 2nd year contingent upon:

- Satisfactory performance.
- Demonstrated capacity to manage the grant.
- Compliance with grant requirements, including match.
- Availability of Congressional appropriations.

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

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

This competition is open to public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; labor organizations; partnerships and consortia; state service commissions; state agencies; and intermediaries.

Organizations that have been convicted of a Federal crime may not receive assistance described in this Announcement. 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.

State Service Commissions that have funds from the 2011 September 11th National Day of Service and Remembrance augmentation from CNCS should detail how those funds will support the overall project implementation in 2012.

Current September 11th National Day of Service and Remembrance grantees awarded through the 10th Anniversary National Day of Service and Remembrance Challenge are NOT eligible to apply for assistance under this Notice. Challenge grantees have already received federal grants to implement service projects in 2012 – 2014.

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

2. Non-Federal Matching Requirements

The September 11th National Day of Service and Remembrance Grant applicants are required to provide a grantee share at an amount equal to **25** percent of the total program budget. The grantee match can be cash or in-kind sources. FY 2012 **September 11th National Day of Service and Remembrance** grant applicants must describe the expected source of their 25 percent cash or in-kind share in their application.

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

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

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: http://fedgov.dnb.com/webform. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by following instructions found here: http://smallbusiness.dnb.com/establish-your-business/12334338-1.html.

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

We urge you to begin the CCR registration process immediately in order to avoid any delays in submitting applications. You must have a DUNS number in order to register with the CCR. It typically takes 3 to 5 days to finalize CCR registration. To register online go to www.bpn.gov/CCR.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

This Announcement includes all Application Instructions and the Performance Measures Definitions and Instructions (Section IX). A detailed explanation of CNCS Performance

Measures can be found at this link. Although they are labeled for AmeriCorps grantees, the definitions and measurements CNCS will be collecting are the same.

The *Announcement* is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp. The TTY number is 800-833-3722. For further information or for a printed copy of related material, call (202) 606-3991 or e-mail Sept11@CNS.gov.

2. Content and Form of Application Submission

Submission in eGrants

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

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

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

Page Limits

Your application includes the following narrative fields:

- Executive Summary.
- Program Design.
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.

You may not exceed 15 pages in the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the page limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 15 page limit. The page limit **does not** include the budget and performance measures.

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

Late Applications

CNCS may consider an application after the deadline, but only if you submit an e-mail explaining the extenuating circumstance which caused the delay before the application deadline. Send the e-mail to LateApplications@cns.gov within 24 hours of the deadline. CNCS determines

the validity and admissibility of late applications on a case-by-case basis.

If extenuating circumstances make the use of eGrants impossible, you may send a hard copy of the application to the address in Section G. of this *Announcement*, via overnight carrier. Please use a non-U.S. Postal Service carrier because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Announcement* apply to hard copy applications. Hard copy 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 e-mail.

a. Creating an Application in eGrants

If you need help establishing a new organization account in eGrants, or a new user account for an existing organization account, contact the National Service Hotline at (800) 942-2677 or via https://questions.nationalservice.gov/app/ask.

After you create your eGrants account:

- Select "New" under the *Creating an Application* heading on your Home Page.
- Select "Other" as the *Program Area* and click "Go."
- Select a *Notice.* Choose: **September 11th National Day of Service and Remembrance 2012.**

Once you create an application, you will be allowed to edit as needed until you are ready to submit.

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

b. Application Content

This *Announcement* contains all application instructions and is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp**.** The instruction section headings correspond to the fields in eGrants.

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

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

(1) Standard Form 424 (SF-424) Facesheet
(2) Executive Summary
(3) Narratives
(a) Program Design

(b) Organizational Capacity
(c) Cost-Effectiveness and Budget Adequacy

(4) Standard Form 424A Budget

(5) Authorization, Assurances, and Certifications

(1) Standard Form 424 Facesheet

Please note that the Standard Form 424 Facesheet is **automatically generated** by completing the data elements in the eGrants system. When completing the application in eGrants, many of the fields will be populated with information entered during the organization's registration process.

Applicant Info

- Please note that the *Authorized Representative* name is blank. You cannot select a name for this field. Instead, the Authorized Representative will need to have his/her own account to click on the Assurances and Certifications at the end of the application. (Attachment A, if a hard copy is needed).

- Under *Project Information* select, "Enter New" and choose a title for the proposed project. It is possible to enter another address for the project, which may or not be the same as that of the Legal Applicant.

- *Select a Project Initiative*: Choose the operational model which best describes your **September 11th National Day of Service and Remembrance** application.

- To select an individual as the *Project Director*, choose a name from the pull-down menu or add a new contact.

Application Info

- ***Areas affected by the project***: List only the largest political or municipal entities affected (e.g., counties and cities).

- Enter the dates for the ***proposed project start and end*** dates. Your project period is up to **2** years and must begin no later than **08/01/2012**.

- ***Intergovernmental Review of Federal Programs:*** This program is NOT subject to Executive Order 12372.

- ***Delinquent on any federal debt:*** Check the appropriate box. This question applies to the applicant organization, not the individual who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If 'Yes', type your explanation in the text box provided.

- ***State Application Identifier***: Enter N/A.

Note: Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine or imprisonment for not more than five (5) years, or both. (18

USC § 1001).

(2) Executive Summary
Executive Summaries of all compliant applications will be published (as submitted by applicants) on the CNCS website after all grants are awarded. The Executive Summary may not exceed a half-page, approximately 1400 characters, including spaces and punctuation, and should include the following:

- *Title*: For the title of your Executive Summary, use the name of the legal applicant and the program).
- *Summary information*: Briefly summarize your proposed program including the following: overall objective(s) and key methodologies or strategies you are proposing to use to accomplish your objective(s); the geographic area(s) or communities you are proposing to serve; and the number of volunteers you expect to engage.

(3) Narrative Section
Use the following instructions to draft the narrative sections of the application. These instructions will be used by reviewers to evaluate your application.

When drafting narrative responses, we recommend using word processing software that will check spelling. Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will **not** copy into eGrants.

<u>(a) Program Design</u>
The Program Design section must include the following:
- Goals, objectives and proposed measures
- Description of activities, including sub-granting process if applicable
- Projected growth over the grant period.

<u>(b) Organizational Capacity</u>
The Organizational Capacity section must include the following:
- Ability to provide program oversight
- Ability to provide fiscal oversight

<u>(c) Cost-Effectiveness and Budget Adequacy</u>
The Cost-Effectiveness and Budget Adequacy section must include the following:
- <u>Budget and program design</u>
- <u>Description of the source of match</u>

(4) Standard Form 424A Budget
Budget – Year 2012
The budget must describe how you will use grant funds (both federal and non-federal) to support activities described in the proposal narrative. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the Federal cost principles at:

http://www.whitehouse.gov/omb/circulars/index.html for information on allowable costs in Federal grants.

We recommend that you prepare your project budget off-line before entering it into eGrants. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. For each budget category, you must distribute costs between federal share and grantee share. Budget categories in eGrants are:

Budget Section 1 Categories:

- Project Personnel Expenses.
- Personnel Fringe Benefits.
- Travel. (Please include adequate funding for travel for at least two staff members to two CNCS convenings. For the sake of planning purposes, assume that meetings will take place in Washington, DC.)
- Equipment. (Individual items over $5,000.)
- Supplies.
- Contractual and Consultant Services.

Budget Section 2 Categories:

- Source of Matching Funds
- Federally Approved Indirect Costs

eGrants will not allow you to validate your budget if you do not meet the match requirements.

Budget Requirements

Applicants must submit a proposed 1-year budget that includes both federal and grantee shares as part of their application. If selected for an award, CNCS will determine the final amount of the award of federal funds, and will negotiate a final budget. Upon award, the approved budget becomes a binding, material condition of the grant.

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

- 2 CFR Part 220—Cost Principles for Educational Institutions (OMB CircularA-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).

Allowable costs under federal awards do not necessarily include all costs that the organization will incur in order to conduct grant-funded activities. For example, the costs of fundraising in order to meet the match are not allowable costs under OMB Cost Principles. The Cost Principles implement long-standing government-wide policy decisions on the use of federal grant funds. Please use the OMB circular that applies to your organization in preparing your budget.

The budgets will allocate allowable costs to either the federal or non-federal share of the total budget.

The non-federal share of the budget must be at least 25 % of the total budget. There is no requirement that the non-federal share of the budget "mirror" or be allocated on the same basis as the federal share of the budget.

As described in the OMB Cost Principles, your budget will include a combination of direct and indirect costs. If you have an approved indirect cost rate for federal grants you must use that rate for any indirect costs included in your budget. CNCS will work with grantees without an approved federal indirect cost rate to help develop and obtain an approved rate.

Matching Funds
If you receive an award you are responsible for securing the required 25% non-Federal share of the budget. Matching funds may come from state, local, or private sources, which may include State or local agencies, businesses, private philanthropic organizations, or individuals. Matching funds may be cash or in-kind support. Federal funds, including Federal block grants being distributed by state or local governments, may not be used towards the match requirement, except under very limited circumstances. Please describe the expected source of your proposed match and, if in-kind, the methodology for arriving at that calculation, for example, the labor or salary rate of an individual or rental rates for use of property or equipment.

(5) Authorization, Assurances, and Certifications
eGrants requires that you review and verify your entire application before submitting by completing the following sections in eGrants:

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

Read the Authorization, Assurances, and Certifications carefully (Attachment A). The individual 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 your governing body's authorization of this Authorized Representative 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. When you verify your application, eGrants will generate a list of errors if there are sections that need to be corrected prior to submission.

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."

3. Submission Dates and Time

Your application is due no later than 5:00 p.m. Eastern time on *March 13, 2012.* Applications must arrive at CNCS by the deadline in order to be considered. (See Section D.2., Late Applications for more specifics). CNCS reserves the right to extend the submission deadline and will post any extended deadline in eGrants.

Notice of Intent to Apply

If you intend to apply, please send a Notice of Intent to Apply via email to: Sept11@cns.gov by February 21, 2012. Although submission of the Notice of Intent to Apply is not mandatory, submitting it helps CNCS plan an efficient application review process. It also allows CNCS to notify applicants directly if application materials are updated. Include the name of the applicant organization, address, contact person, and phone number in your Notice of Intent.

4. Intergovernmental Review

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

5. Funding Restrictions

Grants] under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2CFR part 220), A-122 (2 CFR part 230, or A-87 (2 CFR part 225, and the Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2CFR part 21. See www.whitehouse.gov/OMB/circulars for further information on the Circular(s) that apply to your organization. Also, awards will be subject to the law(s) under which the award is made (e.g., Serve America Act), as well as specific terms and conditions established in discretionary grant [or a cooperative agreement] or defined in Provisions or Special Conditions attached to an award. You will have an opportunity to negotiate conditions prior to acceptance of an award, if necessary.

V. APPLICATION REVIEW INFORMATION

1. Criteria

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

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage	Sub-Categories	Percentage
Program Design	50%	Goals and objectives	25%
		Description of Activities	15%
		Expected Growth	10%
Organizational Capability	30%	Ability to provide program oversight	15%
		Ability to provide fiscal oversight	15%
Cost-Effectiveness	20%	Budget and program design	15%

and Budget Adequacy		Proposed Source of Match	5%

Program Design (50%)
In assessing Program Design reviewers will examine the degree to which the application demonstrates the following:

Goals and Objectives
To what extent does the applicant address the following points?
- Clearly identifies the geographies in which they will serve and the target issue(s) their programming will focus on.
- Provides persuasive evidence (i.e. statistical information) as to the identified need the service addresses within the geographic area(s) listed.
- Makes a persuasive case for the need related to the issue area(s) identified (i.e. providing statistical information).
- Makes a compelling case for their ability to successfully support the focus, goals, and approach they propose.
- Ensures that grant-supported activities focus on the September 11th National Day of Service and Remembrance and occur either on that day or in close proximity to that date.
- Reflects appropriately on the sacrifice of those who died on September 11, 2001, and honors those who rose in service and continue to serve as a result of that tragedy.
- Describes their plan for growing participation on this Day of Service.
- Describes how they will offer ongoing opportunities to engage community members in service that meets community needs.

Description of Activities
A. Direct Activities
To what extent does the applicant?
- Provide a clear and comprehensive plan for carrying out a competitive sub-grant selection process or a comprehensive plan for implementing projects directly.
- Describe a sub-grant plan that has a reasonable chance of success at identifying potential sub-grantees that meet the requirements described in section IV of this *Notice*.
- Propose a reasonable and feasible timeline for major activities under the grant.
- Demonstrate opportunities to engage new and diverse groups.
- Demonstrate the ability to connect volunteers to ongoing opportunities to serve.

B. Technical Assistance and Support
To what extent does the applicant?
- Provide a compelling plan for providing technical assistance and support for their selected sub-grantee portfolio.
- Describe a clear plan for supporting sub-grantee capacity development.
- Provide a sound plan for monitoring sub-grantees.
- Or, provide a clear plan for direct project implementation.

C. Expected Growth

To what extent does the applicant make a compelling case that they have the capacity and skills to grow participation in this day of service?

Organizational Capacity (30%)
In assessing the organizational capacity section, reviewers will assess to what extent the applicant:

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

Cost-Effectiveness and Budget Adequacy (20%)
A. Budget and Program Design
In evaluating the cost effectiveness and budget adequacy section, reviewers will assess:

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

B. Match Sources
At the time of award, applicants must demonstrate either cash and/or in kind and "on-hand and/or commitments (or a combination thereof) to meet the required 25 percent share of the total budget.

2. Review and Selection Process.
The assessment of applications involves a wide range of factors and considerations. CNCS will engage staff reviewers to provide insight and input with respect to eligible applications. In addition, CNCS staff will apply their experience and expertise in evaluating 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 *Announcement*.

Specifically, the review and selection process is designed to:
a) Identify eligible applications that satisfy the following considerations:

- High alignment with selection criteria.
- Priorities, in the order of preference outlined in Sections IV and V above.
- Additional Considerations:
    - Relative risk and opportunity.

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

- Geographic representation.
- Equitable treatment of

    - Rural and urban communities.
    - Small and large programs.
- Focus area representation.
- Strategic Characteristics:
    - Organizations that build capacity for individuals, nonprofits, and communities to solve problems.
    - Organizations and/or program models that recruit and engage traditionally underrepresented populations in service and expand opportunities for both youth and adults to serve; particularly for new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans, and people with disabilities.
    - Organizations that embrace innovative approaches to solving problems.
    - Organizations that clearly connect their proposed service to the September 11th National Day of Service and Remembrance

3. Stages in the Review and Selection Process

a) Compliance Review

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

b) Internal Review

CNCS staff will assess the applications based on the published selection criteria.

Following staff assessment, you may receive requests to provide clarifying information, resolve questions and issues, negotiate performance measures, or revise the budget as part of the Clarification process. Clarification information is used by Corporation staff in making final recommendations. A request for clarification does not guarantee a grant award. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration. Be prepared to provide documentation of eligibility criteria and other support documentation described in the narrative.

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

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

c) Selection for Funding

The Chief Executive Officer will select the final portfolio based on staff recommendations, overall quality, priorities, balancing characteristics, additional considerations, and strategic characteristics as described in Section V. 2.

4. Feedback to Applicants
Following grant awards, CNCS will make feedback from the grant review available to applicants.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices
CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by late June, 2012. CNCS anticipates the awards will be issued by mid July 2012. CNCS, or any other agency, is not obligated to make any award as a result of this *Announcement.*

2. Administrative and National Policy Requirements
The Notice of Grant Award (NGA) 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 NGA will also incorporate the approved application and budget as part of the binding commitments under any award [or 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 CircularA-21).
- 2 CFR Part 225—Cost Principles for State, Local and Tribal Governments (OMB Circular A-87).
- 2 CFR Part 230—Cost Principles for Non-Profit Organizations (OMB Circular A-122).
- 45 CFR Part 2541—Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments.
- 45 CFR Part 2545—Government-wide Requirements For Drug-Free Workplace (Financial Assistance).
- 45 CFR Part 2555—Nondiscrimination On The Basis Of Sex In Education Programs Or Activities Receiving Federal Financial Assistance.
- The Single Audit Act (31 U.S.C. Chapter 75) and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (Available at: http://www.whitehouse.gov/omb/assets/omb/circulars/a133/a133.pdf).

All programs are subject to national service criminal registry checks on all individuals receiving a salary through the grant, including those whose salary is included as match.

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

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

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

If you receive an award, you will be required to report at www.FSRS.gov on all sub-awards over $25,000 and may be required to report on executive compensation for your organization and for your sub-grantees. You must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Applicants that choose to sub-grant to eligible entities will be required to provide CNCS with the following documentation after sub-awards are issued:

- Description of the sub-grantee selection process.
- List of sub-grantees awarded.

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

VII. AGENCY CONTACTS
This *Announcement* is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp. The TTY number is (800) 833-3722. For further information or for a printed copy of this *Announcement*, call (202) 606-3991or e-mail: sept11@cns.gov.

For technical questions and problems with the eGrants system, call 800-942-2677 or use the following link: https://questions.nationalservice.gov/app/ask. Be prepared to provide the application ID, organization's name, and the NOFA to which you are applying. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday.

For application submission material, when applicable, the mailing address is:

Corporation for National and Community Service
ATT: Office of Grants Policy and Operations/September 11th National Day of Service and Remembrance Application
1201 New York Avenue NW
Washington, DC 20525

VIII. OTHER INFORMATION
1. Technical Assistance

CNCS will host technical assistance calls and/or workshops to answer your questions about this funding opportunity, including submitting the application through eGrants, CNCS's web-based application system. You are strongly encouraged to participate in these sessions. The first call will be held on February 13, 2012 at 1:00 p.m. Eastern Time. Call-in information for this technical assistance call and additional technical assistance calls will be available on CNCS's web site at *http://www.nationalservice.gov/for_organizations/funding/nofa.asp*.

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

3. Public Burden Statement: The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control #: 3045-0129 CNCS Universal Application, Expiration Date: 01/31/2012.

IX. NATIONAL PERFORMANCE MEASURES

Tier 1: Priority Measures (in Disaster Services, Veterans and Military Families, and Capacity Building)

Goal 1: Increase the impact of national service on community needs in communities served by CNCS-supported programs
Disaster Services
D1: Number of individuals that received CNCS-supported services in disaster preparedness
D2: Number of individuals that received CNCS-supported services in disaster response
D3: Number of individuals that received CNCS-supported services in disaster recovery
D4: Number of individuals that received CNCS-supported services in disaster mitigation
Veterans and Military Families
V1: Number of veterans that received CNCS-supported assistance
V8: Number of veterans' family members that received CNCS-supported assistance
V7: Number of family members of active duty military service members that received CNCS-supported assistance
V9: Number of active duty military service members that received CNCS-supported assistance
Goal 2: Strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning and opportunity.
Veterans and Military Families
V2: Number of veterans engaged in service opportunities as a National Service Participant or volunteer.
V10: Number of military family members engaged in service opportunities as a National Service Participant or volunteer.

OR

Goal 3: [Capacity Building] Maximize the value we add to grantees, partners, and participants
G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants*
G3-3.2: Number of community volunteers managed by CNCS-supported organizations or National Service Participants*

= in support of programs or organizations whose missions and/or goals of service are in alignment with the following Agency-Wide Priority Measures. Please note that grantees will not be asked to report on the Measures below, merely indicate that the program or organization they are supporting

with community volunteers is working to address the outcomes outlined in these Measures, e.g. an early childhood education center or low-income housing placement service.

1	**Number of individuals that received assistance from CNCS-supported programs in disaster preparedness, mitigation, response, and/or recovery.**
2	**Percent of economically disadvantaged people that received housing-related assistance from CNCS-supported members, participants and volunteers who showed improvement in their housing situation.**
3	**Percent of children that demonstrated gains in school readiness.**
4	**Percent of students served by or serving in CNCS-supported programs that demonstrated improved academic performance (including the percent meeting state proficiency levels in literacy and/or math, or whose scores on state standardized tests improved).**
5	**Percent of students served by CNCS-supported programs, or engaged in CNCS-supported service-learning, that demonstrated improved academic engagement.**
6	**Number of at-risk acres (land and/or water) improved by CNCS-supported members, participants and volunteers.**
7	**Percent of homebound OR older adults and individuals with disabilities that received CNCS-supported services who reported having increased social ties/perceived social support.**
8	**Number of individuals that gained access to food resources provided with the assistance of CNCS-supported members, participants or volunteers.**
9	**Number of each of the four categories of service recipients (veterans, veterans' family members, family members of active duty military, and military service members) that received CNCS-supported assistance.**
10	**Number of veterans and military family members engaged in providing services through CNCS-supported programs.**

Tier 2: Supplemental Measures (in Economic Opportunity, Environmental Stewardship, Healthy Futures, and Capacity Building)

Goal 1: Increase the impact of national service on community needs in communities served by CNCS-supported programs
Economic Opportunity
O1: Number of economically disadvantaged individuals receiving financial literacy services
O2: Number of economically disadvantaged individuals receiving job training and other skill development services
O3: Number of economically disadvantaged individuals receiving job placement services
O4: Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities
Environmental Stewardship
EN2: Number of low-income households home and public building energy audits conducted
EN3: Number of individuals receiving education or training in energy-efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture
EN4: Number of acres of national parks, state parks, city parks, county parks, or other public and tribal lands that are improved
EN5: Number of miles of trails or waterways (owned/maintained by national, state, county, city or tribal governments) that are improved, and/or created
EN6: Number of tons of materials collected and recycled
Healthy Futures
H2: Number of clients to whom information on health insurance, health care access and health benefits programs is delivered
H3: Number of clients enrolled in health insurance, health services, and health benefits programs
H7: Number of clients receiving language translation services at clinics and in emergency rooms

H10: Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations
Goal 3: [Capacity Building] Maximize the value we add to grantees, partners, and participants
G3-3.1: Number of community volunteers recruited by CNCS-supported organizations or National Service Participants**
G3-3.2: Number of community volunteers managed by CNCS-supported organizations or National Service Participants**

**= in support of programs or organizations whose missions and/or goals of service do NOT align with the 10 Agency-Wide Priority Measures listed in Tier 1

G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national service participants
G3-3.5: Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants
G3-3.7: Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
G3-3.8: Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants
G3-3.16: Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants
G3-3.17: Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants

ATTACHMENT A: Assurances and Certifications (eGrants Review, Authorize and Submit Section)

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 sub grant 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 sub grant 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 sub grant 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 sub grant 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-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

- Will comply with all rules regarding prohibited activities, including those stated in applicable Announcement, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document ―Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants‖ on the Corporation's website at: http://www.usdoj.gov/archive/fbci/effect-rfra.pdf.

- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a)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 handicaps (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. 290 dd-3 and 290 ee-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; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;

- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an

AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;

- Will, in the case of an AmeriCorps program that includes or serves children, consult with the parents or legal guardians of children in developing and operating the program;
- Will, before transporting minor children, provide the children's parents or legal guardians with the reason for the transportation and obtain the parent's or legal guardian's permission for such transportation, consistent with state law;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform, including training on prohibited activities;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

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 45 CFR Part 2542, 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: 64

- 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.

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.

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.

Definitions
The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “proposal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

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.

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.

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.

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.

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.

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

ASSURANCE SIGNATURE: NOTE: Sign this form and include in the application.

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:

CERTIFICATION SIGNATURE: NOTE: Sign this form and include in the application.

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: