

## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

### OVERVIEW

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** AmeriCorps VISTA Training Support—Logistics FY 2013  
**Announcement Type:** Initial Announcement  
**CFDA Number:** 94.023

**Dates:** Applications are due **Tuesday, April 30, 2013** at 5:00 p.m. Eastern Time. Successful applicants will be notified by early July, 2013.

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. CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action. 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 volunteering to solve community problems; and embrace innovative solutions that work.

AmeriCorps VISTA is the national service program designed specifically to alleviate and eliminate poverty in the United States and its territories. Authorized in 1964 and founded as Volunteers in Service to America (VISTA) in 1965, VISTA was incorporated into CNCS and the AmeriCorps network of programs in 1993. For nearly 50 years, VISTA has worked to fight illiteracy, improve health services, create economic opportunity, increase housing opportunities, and more recently, bridge the digital divide.

The focus of this competition is to fund organizations through a cooperative agreement to deliver full logistical support to AmeriCorps VISTA in conducting its Pre-Service Orientations (PSO), Supervisor Orientations (SO), and Leader Orientations (LO).

This effort is in support of the strategic plan of CNCS, specifically Goal 2 of the agency-wide Priority Measures to “strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning, and opportunity.” The guidance and professional development offered to the members and leaders, and indirectly through the training and support of the project supervisors, significantly contribute to the success of our members’ service experience.

Publication of this *Notice* does not require CNCS to obligate the entire amount of funding available.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Purpose of AmeriCorps VISTA Training—Logistics Funding**

This Notice of Funding Opportunity (*Notice*) announces the availability of funding for logistical support to the AmeriCorps Volunteers in Service to America program (VISTA).

VISTA members commit to serve full-time for a year at nonprofit organizations, state and local government agencies, and Tribal communities, working to broaden economic equity, strengthen educational systems, secure healthy futures for families, and facilitate access to support programs particularly for veterans and military families. As change agents assigned to an organization or agency, VISTA members strengthen and expand programs designed to bring individuals and communities out of poverty.

The Domestic Volunteer Service Act of 1973 (DVSA) authorizes the VISTA program to provide VISTA members “travel... and... pre-service training” as CNCS “deems necessary and appropriate to carry out the purpose” of the VISTA program. 42 U.S.C. § 4955(b)(1).

VISTA offers its members a three-and-a-half-day Pre-Service Orientation (PSO) prior to service. These PSOs, 35-40 events in total, occur throughout the year and throughout the continental US and Puerto Rico. VISTA also trains its VISTA Leaders 3 times a year and the supervisors at the projects in which the members and Leaders serve 10-15 times a year. Additionally, VISTA maintains an online learning center, [VISTACampus.gov](http://VISTACampus.gov), for continual professional development of all audiences, conducts monthly webinars, and offers accredited courses that blend face-to-face sessions with online self-directed learning, webinars and action learning projects.

### **B. Funding Priorities**

In the 2013 competition, the VISTA program of CNCS expects to fund an applicant for logistical support. Successful applicants will:

- Demonstrate success in providing logistical and training support to AmeriCorps programs, particularly AmeriCorps VISTA or national service programs of a similar nature
- Demonstrate capacity to deliver an excellent face-to-face learning and conference experience for all audiences
- Reflect an integration of multi-media materials and a marketing/outreach strategy
- Reflect an inclusiveness of proposed planning and implementation process
- Demonstrate capacity to report results
- Reflect a cost-effective approach to implementation.

The cooperative agreement funded under this *Notice* must meet the requirements set forth therein:

- 1) **Secure hotel space for all VISTA training events:** Secure hotel/conference spaces for:
  - Approximately 40 PSO events per year across the United States, with approximately 180 participants in attendance at each event
  - Approximately 10 SO events per year, concurrent with certain PSOs, with approximately 30 participants in attendance at each event
  - 3 LO events per year, separate and apart from PSO; historically these events have had 30, 60 and 90 participants in attendance
  
- 2) **Negotiate rates at hotels or appropriate training venues:**
  - Secure rates at federal government per diem or lower for meeting and sleeping rooms, meals, and breaks
  - Develop contracts with greatest flexibility to account for fluctuations in participant numbers and last-minute changes
  
- 3) **Serve as a full-service travel agent:** Serve as the travel agent for all VISTA participants travelling to training events by plane, train or bus. As the travel agent, the awardee will:
  - Determine the least expensive means of travel (air at a government rate is not our primary mode of travel)
  - Arrange itineraries for travel by bus, rail, or air
  - Track itineraries and make last-minute changes to participant travel plans
  - Communicate all travel requirements to each traveler
  - Staff a help desk for VISTA participant travelers
  - Maintain a travel online website
  - Negotiate and schedule ground transportation to/from PSO event and to/from airports, bus and train stations
  
- 4) **Manage onsite hotel support:** Manage onsite hotel support at each training event. The awardee will:
  - Serve as the hotel liaison to meet training and sleeping room specifications
  - Offer ongoing support and information to participants, trainers, and CNCS staff
  - Ensure meals and breaks accommodate our participants' diverse dietary restrictions/constraints
  - Staff the registration tables
  - Provide signage and typical conference materials (name tags, booklets, sign-in sheets, etc.)
  - Maintain computer stations in support of registration
  - Manage AV equipment needs (internet connection, laptop and LCD projector for plenary sessions, projection screens, microphones, etc.)
  - Serve as emergency contact and hospital accompaniment, as needed
  
- 5) **Ship all equipment and training materials to and from each PSO event:** Maintain and ship all electronic equipment (laptops for registration, laptops and fingerprint scanners,

signage, table drapes and banners, and trainer/trainee materials) to and from each training event

**6) Fingerprint all VISTA participants at all PSO events:**

- Provide trained technicians to digitally fingerprint all VISTA candidates/participants at all PSO events (only VISTA candidate/members are fingerprinted)
- Follow appropriate protocols and procedures to fingerprint individuals
- Store highly sensitive PII on lap tops and a server maintained by the logistical organization
- Fully comply with FISMA, CNCS security protocols (which are closely aligned with FISMA regulations), and OPM requirements for transmitting scans
- Maintain internal controls to ensure each participant's prints are transmitted and received successfully

**7) Provide disability-related and language-related accommodations, as needed:**

- Provide disability-related accommodations and assistive devices at PSO events as needed (e.g., arrange special sleeping rooms, arrange special transportation, provide interpretive services for the deaf)
- Provide language interpreters as required

**8) Monitoring and Reporting:**

- Assess the logistical operations of the training events described above to recommend improvements to VISTA
- Report on each event to reflect costs per person and detail expenditures in items 1 through 7 above.

## **II. AWARD INFORMATION**

### **A. Funding Available**

Subject to the availability of appropriations for FY 2013, the AmeriCorps VISTA program of CNCS anticipate awarding approximately \$4,500,000 for the FY 2013 cooperative agreement competition for AmeriCorps VISTA Logistical Support.

### **B. Award Amount**

For the FY 2013 cooperative agreement competition, CNCS expects to make one award for logistical support of all the VISTA program's training events (PSO, SO, LO) at approximately \$4,500,000.

### **C. Award Period**

The cooperative agreement covers a two year period. The first year shall run 12 months from the award date, presumably July 2013 to June 2014. 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 second year, contingent upon:

- Satisfactory performance in the first year as determined by CNCS
- Demonstrated capacity to manage the cooperative agreement as determined by CNCS
- 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, on this basis. The AmeriCorps VISTA program of CNCS currently anticipates similar funding levels for 2014.

#### **D. Funding Instrument**

The funding mechanism is a cooperative agreement that provides for substantial involvement by CNCS with the grantee organization as it carries out approved activities. An AmeriCorps VISTA Training Specialist of CNCS will confer with the award recipient on a regular and frequent basis to develop and/or review service delivery (logistical support) and project status, including work plans, budgets, periodic reports, evaluations, etc. In particular, CNCS anticipates having substantial involvement in:

- All logistical functions and procedures— training events calendar, travel, training venues, site management, fingerprinting, etc.
- All communications related to CNCS, AmeriCorps VISTA, and VISTA training
- Staffing—adequacy and quality
- Cost and deadlines
- Reporting—data and format.

### **III. ELIGIBILITY INFORMATION**

#### **A. Eligible Applicants**

- Non-profit organizations, for-profit organizations, institutions of higher education, state and local government entities, and Indian tribes are eligible to apply. State service commissions and other organizations that operate or intend to operate CNCS-supported programs are eligible.
- A single organization or an organization representing a consortium of organizations is eligible to submit applications. However, if applying as a consortium of organizations, one organization must take the lead for the consortium and be identified as such.

As part of the requirements, eligible applicants must be compliant with the Federal Information Security Management Act (FISMA) of 2002 (Title III of the E-Government Act of 2002, Public Law 107-347), and the Office of Management and Budget (OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources, at the time of application submission. (See section IV.C.1.).

Applicants are required to provide either:

- A copy of an Authority to Operate (ATO) issued by a designated accreditation authority, or
- A copy of a Security Assessment Report (SAR) sign off sheet.

Applicants should have a successful track record of providing logistical support to training, including the coordination of travel and events management, ideally to national service programs and projects. A further discussion of the evaluation criteria can be found in Section V.

Organizations that have been convicted of a Federal crime are disqualified from receiving the assistance described in this *Notice*. Pursuant to the Lobbying Disclosure Action 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.

## **B. Matching Requirements**

There is no required cost share or match.

## **C. Dun & Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)**

Applications must include a DUNS number and an Employer Identification Number. The DUNS number does not replace an Employer Identification Number. All applicants must be registered with the Systems for Award Management (SAM).

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <https://www.sam.gov/portal/public/SAM/>. 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>.

SAM is a combination of federal procurement system and the catalog of Federal Domestic Assistance into one system. SAM 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 SAM registration, which must be renewed annually.

Applicants that are not already registered with SAM are urged to begin the registration process immediately in order to avoid any delays in the awarding process, if selected. Applicants must have a DUNS number in order to register with SAM. To register online go to [www.SAM.gov](http://www.SAM.gov).

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

This *Notice* must be read with the *Application Instructions*. They may be found on the CNCS website: [http://www.americorps.gov/for\\_organizations/funding/nofa.asp](http://www.americorps.gov/for_organizations/funding/nofa.asp) or by contacting [VISTATrainingSupport@cns.gov](mailto:VISTATrainingSupport@cns.gov). The TTY number is 800-833-3722.

### **B. Submission Date and Time**

Applications are due 5:00 pm Eastern Time on **Tuesday, April 30, 2013**. Applications must arrive at CNCS by the deadline in order to be considered. CNCS will not consider applications received after the deadline. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted on its website:

[http://www.nationalservice.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=101](http://www.nationalservice.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=101)

#### ***Late Applications***

CNCS may consider an application after the deadline only if you submit an e-mail explaining the extenuating circumstance that caused the delay. Send the e-mail to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) by 5:00 p.m. Eastern Time on May 1, 2013. 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 VII of this *Notice*, via overnight carrier so that it is received by CNCS no later than 5:00 p.m. on May 3, 2013. Please use a non-U.S. Postal Service carrier due to security-related delays in CNCS' receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. CNCS does not accept applications submitted via fax or e-mail.

### **C. Content and Form of Application Submission**

#### **1. Submission in eGrants**

You must submit applications electronically via the web-based application system of CNCS, 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 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\\_eg](https://questions.nationalservice.gov/app/ask_eg) if a problem arises while creating an account, or while preparing, or submitting an 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, your organization's name, and the *Notice* to which your organization is applying.

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, the applicant must continue working with the National Service Hotline to submit via eGrants. If the matter cannot be resolved by the date and time that applications must be submitted, potential applicants are referred to the section above entitled “Late Applications.”

Required documentation as evidence of compliance with the Federal Information Security Management Act (FISMA) should be sent by email by the application deadline to [VISTATrainingSupport@cns.gov](mailto:VISTATrainingSupport@cns.gov) SUBJECT: AmeriCorps VISTA Training Support and reference the legal applicant’s name and eGrants Application ID. Include the name of the document and the organization in the file name.

## **2. Content of the Application**

The completed application will consist of the following components, described in detail in the accompanying Application Instructions:

- **Form 424 (SF-424)**
- **Cover Page**
- **Executive Summary**
- **Narrative**
  - Program Design
  - Organizational Capacity
  - Budget/Cost Effectiveness
- **Budget**
- **Authorizations, Assurances, and Certifications**

### ***Character Limits***

Concision and precision are highly valued. You may submit up to 36,000 characters of Narrative, Executive Summary and Cover Page. Applicants are not compelled to reach the character limit to reflect their capacity or motivation to support the mission of VISTA. We recommend not exceeding ten (10) double-spaced pages for the Narrative, Executive Summary and Cover Page *as the pages print out from eGrants*. To assess the number of pages in your submission, from the Review and Submit screen in eGrants, print out your application prior to submission.

The character limit does not include the budget.

You may not submit supplementary material such as brochures, evaluation reports, and curriculum materials to demonstrate organizational capacity.

## **3. Reporting Requirements**

This section in eGrants is not applicable for this competition. For reporting requirements for this grant (cooperative agreement), please see *Application Instructions*.

#### 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 (2 CFR Part 220), A-122 (2 CFR Part 230), or A-87 (2 CFR Part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR Part 2541) or A-110 (45 CFR 2543 or 2 CFR Part 21).

### V. APPLICATION REVIEW INFORMATION

#### A. Selection Criteria

In evaluating applications for funding, reviewers will assess the applicant’s understanding of requirements through the information provided in the program design, organizational capacity, and budget adequacy and cost-effectiveness sections of the application. The weights are listed in the chart below. Reviewers will assess application narratives against these criteria and the extent to which the applicant responds to the expectations for funding in this *Notice*. Please read this guidance carefully to ensure that you are fully and appropriately responding to the information requested. Your application narrative will be assessed against the following:

#### Basic Selection Criteria: Respective Weights

	<b>Percentage</b>	<i>Primary Criteria</i>	<i>Secondary Criteria</i>
Program Design	35%	25%	10%
Organizational Capability	45%	30%	15%
Budget/Cost Effectiveness	20%	20%	NA

#### 1. Program Design (35%)

##### Primary Criteria (25%)

- Quality of the plan and responsiveness of the infrastructure to meet all logistical needs, recognizing the unique characteristics of VISTA training (e.g., last minute changes in dates, fluctuations in number of participants, inexperience of travelers, reliance on least expensive modes of transportation, etc.):
  - Travel arrangements and traveler support
  - Training venue contracting
  - Onsite registration (sign-in, etc.) and management (liaison with CNCS staff, facilitators and hotel in response to VISTA training specialist’s onsite lead)
  - Fingerprinting & the required compliance with FISMA
- Quality of communications plan related to travel and logistics

- Quality of proposed methodology and approach for collecting conference outputs, customer satisfaction, and participant knowledge gains for reporting purposes

Secondary Criteria (10%)

- Reasonableness and thoroughness of timeline
- Identification of capacity required and staff roles needed in order to design and implement a successful conference experience
- Rationale for overall approach
- Methods to reduce and reuse in all functions to remain green and cost-effective.

**2. Organizational Capacity (45%)**

Primary Criteria (30%)

- Demonstrated success in performing the functions addressed above in the Program Design
- Strong experience in providing logistical training support particularly to national service participants, AmeriCorps VISTA or a similar program.

Secondary Criteria (15%)

- Level of experience and expertise of key staff proposed for oversight of the cooperative agreement and their familiarity with AmeriCorps VISTA requirements
- Organization's relevant systems, structure, and staffing to support this cooperative agreement
- Capacity to provide fiscal compliance oversight
- Proposed project manager and his/her depth of experience in planning and delivering conferences and blended curricula.

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

- 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**

CNCS staff will assess the applications against the selection criteria under program design, organizational capacity and cost effectiveness, and budget adequacy.

CNCS staff will evaluate applications. In the end, the review and selection process will produce one cooperative agreement covering all states and territories of the United States aligned with the funding priorities and selection criteria described in this *Notice*:

The review process consists of three stages:

## **1. Compliance Review**

CNCS staff will review all applications to determine compliance with applicant eligibility, deadline, and completeness requirements. In order to be compliant and to advance to an Internal Review, an applicant must meet all of the following requirements:

- Submit an application by an eligible organization
- Submit an application by the submission deadline: April 30, 2013 at 5:00 p.m. Eastern Time
- Submit an application that is complete in that it contains all required elements and follows the instructions provided in this Notice
- Submit either a copy of an Authority to Operate (ATO) issued by a designated accreditation authority (typically a project sponsor or government agency) or a copy of a Security Assessment Report [SAR] sign off sheet as evidence of compliance with the Federal Information Security Management Act (FISMA) of 2002 (Title III of the E-Government Act of 2002, Public Law 107-347), and the Office of Management and Budget (OMB Circular A-130 (Management of Federal Information Resources), Appendix III ( Security of Federal Automated Information Resources)).

Applications that do not meet all compliance criteria will not be considered.

## **2. Internal Review**

CNCS staff will assess the applications based on the published Selection Criteria. Following staff assessment, some applicants may receive requests to provide clarifying information, resolve questions and issues, or revise their budget. Clarifying information is used by CNCS staff in making final recommendations. A request for clarification does not guarantee a grant award. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration.

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

## **3. Selection for Funding**

The Chief Executive Officer of CNCS will select the successful applicant based on staff recommendations.

## **C. Feedback to Applicants**

Following the cooperative agreement award, CNCS will provide general feedback in writing to all applicants. All applicants receive the same general feedback regarding the level of competitiveness, overall trends on applications' weaknesses and strengths, as well as other trends on the characteristics of the portfolio of applications submitted for the competition.

## **D. Publishing Grant Competition Material**

In accordance with the Obama Administration's emphasis on open government, CNCS is committed to greater openness and transparency in grant making. Section V of this *Notice* includes a description of the review and selection process.

The following information pertaining to this competition will be published on the CNCS website (<http://nationalservice.gov/about/open/grants.asp>), within 90 business days after the cooperative agreement is awarded:

- A list of all compliant applications submitted.
- Executive summaries of all compliant applications prepared by the applicants as part of the application.
- Copies of the SF-424 and Program Narrative submitted by applicants for the successful applicant.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notice**

CNCS will award the cooperative agreement following the cooperative agreement selection announcement. We anticipate announcing the results of this competition no later than **mid-July, 2013**.

### **B. Other Administrative and National Policy Requirements**

The awardee 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).
- CFR Part 220—Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 225—Cost Principles for State, Local, and Indian Tribe Governments (OMB Circular A-87)
- CFR Part 230—Cost Principles for Non-Profit Organizations (OMB Circular A-122).
- 45 CFR Part 2541 Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments (OMB Local A-102)
- 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>).

### **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. See 45 CFR § 2543.36; 2541.30.

### **D. Reporting Requirements**

Grantees are required to provide quarterly progress reports and bi-annual financial reports.

The quarterly progress report is submitted through the CNCS's web-based grants management system, eGrants. Awardees will also submit the Federal Finance Report (FFR).

In addition to submission of required semi-annual reports, awardees will be required to submit a final report that is cumulative over the entire award period and consistent with the close-out requirements of the CNCS's Office of Grants Management. The final FFR is due 90 days after the end of the grant.

### **E. Requirements for Access for Persons with Disabilities**

The awardee will ensure that training and technical assistance activities and online environments are accessible to persons with disabilities as required by law. The awardee 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.

### **F. Additional Requirements for Grantees**

The awardee must:

- Submit digital copies of all curricula, handouts, and other materials developed for the VISTA Campus and 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 a face-to-face or virtual convening 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**

This *Notice* is available at [www.nationalservice.gov/for\\_organizations/funding/nofa.asp](http://www.nationalservice.gov/for_organizations/funding/nofa.asp). The TTY number is 202-606-3472. For further information or for a printed copy of this *Notice*, call 202-606-7546.

The mailing address is:

Corporation for National and Community Service

ATT: Office of Grants Policy and Operations/VISTA Training Support Application

1201 New York Avenue NW

Washington, DC 20525

## **VIII. OTHER INFORMATION**

### **Technical Assistance**

CNCS/AmeriCorps VISTA will host a technical assistance call to answer questions from potential applicants about this funding opportunity on April 16, 2013. Specifics about the technical assistance call will be available on

[http://www.nationalservice.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=101](http://www.nationalservice.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=101).