

## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

### OVERVIEW

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

**Dates:** Applications are **due March 28, 2013 at 5:00 p.m. Eastern Time.** Successful applicants will be notified by May 29, 2013, contingent on full year appropriations.

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.

The focus of this competition is to fund approximately five awards, one per CNCS regional cluster, to deliver training conferences for AmeriCorps programs and Senior Corps projects.

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

### I. FUNDING OPPORTUNITY DESCRIPTION

#### A. Purpose of Training and Technical Assistance Funding

This Notice of Funding Opportunity (*Notice*) announces the availability of funding for planning and delivering regional training conferences for AmeriCorps programs and Senior Corps projects in each of CNCS' five regional clusters. CNCS regional clusters are defined in Section II. CNCS acknowledges the need for flexibility in defining regions. Applicants may choose to propose a geographic region different from existing CNCS regional clusters with justification.

While other national service programs can and should be invited to participate, the primary target audience for training at these conferences is AmeriCorps State and National programs and Senior Corps projects in the region. These regional training conferences are a critical component of CNCS' training and technical assistance (TTA) strategy in 2013 and CNCS intends for these conferences to build on and leverage previous investments to increase the capacity for national service resources to impact communities.

The National and Community Service Act authorizes CNCS to provide training and technical assistance to improve the programmatic quality and accountability of current and potential national service programs and projects. The current training and technical assistance strategy

focuses on implementation of CNCS' performance measures and grantee compliance with statutory and regulatory requirements as well as the fiscal and administrative requirements for managing CNCS grants - a unique set of knowledge and skills specific to CNCS programs and projects.

## **B. Funding Priorities**

CNCS expects to fund applicants that propose to:

### **1. Deliver an excellent conference experience for participants, including:**

- Securing meeting facilities, and associated meals, and lodging as appropriate, at reasonable cost for attendees.
- Conducting outreach and marketing targeted at AmeriCorps programs and Senior Corps projects in the region.
- Designing and carrying out an accessible and easy registration process.
- Providing event support, planning, production, and materials design and production.
- Understanding the rules and regulations that apply to conference activities funded with federal funds.
- Ensuring reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.
- Collect and report on CNCS designated performance reporting criteria, including evaluation of customer satisfaction with the conference experience using CNCS approved survey instruments, basic conference outputs (numbers of attendees, etc.), and the measurement of knowledge gains attained by participants in core CNCS content sessions by program type and other audience demographics (see Section VI for further information).

### **2. Conduct an inclusive planning process**

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

### **3. Include and measure CNCS expected training outcomes**

CNCS seeks to invest in regional capacity and leadership through these awards. Therefore, awardees may develop and design their own agendas and use their own trainers and curriculum for these conferences. However, they must include sessions that address the required training outcomes listed below. For these sessions, they must measure the knowledge gains using test questions aligned with CNCS core competencies.

Awardees are responsible for demonstrating that they have delivered core content, reporting the numbers of participants who participated, and reporting the knowledge gains attained (see Section VI for further information). Conference curriculum can be delivered on-line, face-to-face, or through a combination of both.

**Expected Outcomes:**

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

**Training Outcome:** Conference participants will demonstrate knowledge of CNCS performance measurement and evaluation competencies: use of theory of change, understanding of performance measurement and evaluation, application of evidence based approaches, and application of data collection methods. The above competencies will be measured by post-session assessment results.

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

**Training Outcome:** Conference participants will demonstrate knowledge of CNCS compliance competencies: grants administration, and program and financial management. The above competencies will be measured by post-session assessment results.

Awardees may design their own curriculum to address the core competencies for each of the above expected training outcomes. In addition to meeting the expected goals, awardees are encouraged to consider including additional topic areas such as participant recruitment and development (particularly traditionally underserved populations, including disabled individuals and disconnected youth).

Prior to conference delivery, awardees will be provided with assessment questions tied to the competencies (there are multiple competencies per each of the above two training goals) along with the methodology for collecting data on knowledge gains. CNCS is requesting Office of Management and Budget approval for this information collection under the Paperwork Reduction Act. CNCS anticipates approval for the information collection and finalization of the standard assessment instruments to measure knowledge gains as a result of the training, in time for the delivery of the regional training conferences. Awardees will contract directly with consultants qualified to design and/or deliver the curriculum making use of CNCS resources available online as appropriate.

Awardees can request the participation of CNCS staff to be at the conference. CNCS will work with the awardees to identify appropriate CNCS staff members to attend based on the proposed agenda, pending schedules, and availability of travel funds.

Awardees will have flexibility with curriculum and session design and delivery, but all awardees must measure the knowledge gains on the required competencies for the training outcomes identified above.

#### **4. Reasonable costs for participants**

Awardees must make the conference attractive for CNCS-funded programs and projects from all parts of the region in terms of travel time and costs, reasonable cost for registration fees, lodging rates, and other factors. Projected costs and expected revenue should be included in the budget section of the application (see Section IV for specific instructions). Applicants are highly encouraged to propose reduced rates, registration fees or processes for providing assistance with other costs to qualifying attendees.

## **II. AWARD INFORMATION**

### **A. Funding Available**

Subject to the availability of appropriations for FY 2013, CNCS anticipates awarding approximately \$250,000 for Training and Technical Assistance – Regional Training Conferences grants.

### **B. Award Amount**

CNCS expects to make approximately five awards, one for each of five regional clusters. CNCS acknowledges the potential need for flexibility in defining regions. If applicants choose to propose a geographic region different from existing CNCS regional clusters, a justification for defining the region proposed must be included in the application. Applicants should request a reasonable cost to conduct a regional conference with the knowledge that the total amount to be awarded is \$250,000. The final amount of each award will be negotiated at the time of award.

### **C. CNCS Regional Clusters**

The regional clusters are:

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

### **D. Funding Instrument and Award Period**

The funding instrument is a cooperative agreement which provides for substantial involvement by CNCS with the awardee as they carry out approved activities. CNCS will also assign staff to assist in planning and content review.

This competition is considered a pilot program and, therefore, the period of award is one-year from the date of award. Awardees are expected to conduct a regional cluster conference prior to the end of the 2013 calendar year (December 31, 2013).

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

- State and local government entities, non-profit organizations, institutions of higher education, Indian tribes, and for-profit organizations are eligible to apply. State service commissions and other organizations that operate or intend to operate CNCS-supported programs are eligible.
- An applicant may apply as a single organization or consortia of organizations, however, one partner must be designated as the lead applicant.
- Applicants must have a successful track record of providing training and technical assistance 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. However, applicants are encouraged to include revenue projections from registration fees in their proposed budgets, as well as in-kind donations and/or sponsorships to off-set registration fees and other costs to participants.

### **C. Dun and 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 combining federal procurement system and the catalog of Federal Domestic Assistance into one new 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 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* and *Application Instructions* may be found on the CNCS website: [http://www.nationalservice.gov/for\\_organizations/funding/nofa.XXX](http://www.nationalservice.gov/for_organizations/funding/nofa.XXX) or by contacting [ttanofa@cns.gov](mailto:ttanofa@cns.gov). The TTY number is 800-833-3722.

### B. Applications Deadline

Applications are due no later than 5:00 pm Eastern Time on March 28, 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: [www.nationalservice.gov](http://www.nationalservice.gov)

#### *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) within 24 hours following 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 hard copy of the application to the address in Section VII of this *Notice*, via overnight carrier. Please use a non-U.S. Postal Service carrier due to security-related delays in receiving mail from the U.S. Postal Service. 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.

### B. Content and Form of Application Submission

#### 1. Submission in eGrants

Applications must be submitted via eGrants, therefore, applicants need to establish an eGrants account by accessing: <https://egrants.cns.gov/espan/main/login.jsp> and selecting “Don’t have an eGrants Account? Create an Account.” Further instructions can be found in the Application Instructions published with this *Notice*.

Contact the National Service Hotline at 800-942-2677 or [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. ET. Be prepared to provide the application ID, organization’s name, and the *Notice* to which the organization is applying.

If technical issues will prevent an applicant 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.

## 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)
- **Executive Summary**
- **Narrative** (maximum length 8 pages)
  - Program Design
  - Organizational Capacity
  - Budget/Cost Effectiveness
- **Budget**
- **Authorizations, Assurances, and Certifications**

### *Page Limits*

You may not exceed 10 double-spaced pages of Narrative, 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 the application prior to final submission to assess whether it is over the 10 page limit. The page limit does not include the Budget.

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

## 3. Application Components

Please follow the *Application Instructions* regarding these components. Please see the Section V. A. of the NOFO, Selection Criteria, to determine what to include in each section.

### a. **Standard Form 424** (see *Application Instructions*)

1. Applicant Info (see *Application Instructions*)

Under *Select a Project Initiative* choose **TTART**

2. Application Info (see *Application Instructions*)

**For Areas affected by the project:** Applicants should propose the states for inclusion in their proposed region to be served by the grant (see Section II. B and C of this *Notice*).

Enter the dates for the *proposed project start and end* dates. Your project period is one year and will begin at the time of award.

***Intergovernmental Review of Federal programs:*** (See the Application Instructions).

***Delinquent on any federal debt:*** (See Application Instructions).

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

**b. Executive Summary** (See *Application Instructions*.)

As a part of the 2,000 characters specified in the Application Instructions please include:  
Title: For the title of your Executive Summary, use the name of the sole or lead organization (if submitting for a consortium).

Summary Information:

Provide the following information on separate lines:

- Name and location of sole or lead organization.
- Names and locations of any organizations that are a part of the consortium (if applicable).
- A brief description of the proposed grant activities, including topic areas to be covered.
- The grant amount being requested.

**c. Narrative**

The Narrative should be no longer than eight pages. The Narrative should be typed in Times New Roman, 12-point font, double spaced, with one-inch margins on the top, bottom, left, and right. Reviewers will not consider submitted material that is over the page limit, even if submitted. Therefore, CNCS recommends that applicants print out the narrative prior to final submission to check whether it is over the page limit.

The narrative should include the following sections as stated in the Application Instructions:

**1. Program Design**

As the *Application Instructions* state, you should use this section to describe your approach to addressing the need or problem described in the *Notice*.

**2. Organizational Capacity**

As the *Application Instructions* state, describe your capacity to initiate and manage the proposed program. Your description should address the two elements described in the Application Instructions: Ability to Provide Program Compliance Oversight and Ability to Provide Fiscal Compliance Oversight.

**3. Cost-Effectiveness and Budget Adequacy**

As per the *Application Instructions*, explain how the proposed program budget reflects the program's goals and design. While match is not required for this competition, please

describe any projected in-kind or cash contributions from non-federal sources you anticipate or expect from sponsors or partners to support the event and how these contribute to cost savings for participants.

**d. Performance Measures.** The Application Instructions for this are not applicable to this grant program therefore; you will not see a tab for this on the eGrants screens.

**e. Budget** (see *Application Instructions Attachment B and worksheet in Attachment C*).

**f. Authorizations, Assurances, and Certifications** (see the *Application Instructions Attachment A*).

**g. Equal Opportunity Survey**

This survey is no longer in use and is not required.

**4. Reporting Requirements**

This section in eGrants is not applicable for this competition. For reporting requirements for this grant program, please see Section VI.D of the Notice.

**5. Intergovernmental Review**

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

**6. 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 cost-effectiveness and budget adequacy sections of the application. The weights assigned to each category 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 in the application to the information requested. Your application narrative will be assessed against the following:

### Basic Selection Criteria: Categories and Respective Weights

Category	Percentage
Program Design	35%
Organizational Capability	45%
Budget/Cost Effectiveness	20%

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

##### Primary Criteria (25%)

- Rationale for region proposed.
- Plan and infrastructure to secure appropriate meeting facilities, lodging, meals, and logistics support.
- Outreach, marketing, and engagement plan to include enrollment targets for Foster Grandparent Program, Senior Companion Program, and RSVP project directors and AmeriCorps program directors.
- Plan for conference design, topics to be covered and outcomes, curriculum development, securing presenters and facilitators to meet the required CNCS learning outcomes.
- Proposed 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 to the conference event.

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

##### Primary Criteria (30%)

- Demonstrated success in designing, implementing and overseeing conferences. Strong experience in providing TTA on compliance and performance measures to national service grantees and projects, particularly AmeriCorps and Senior Corps.

##### Secondary Criteria (15%)

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

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

- 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.

CNCS staff will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a portfolio of approximately five grants covering all states and territories of the United States aligned with the selection criteria and funding priorities described in Section I of this *Notice*:

- Demonstrated success in providing TTA to national service programs and projects.
- Capacity to deliver an excellent conference experience for participants.
- Inclusiveness of proposed planning process.
- Incorporation of CNCS expected training outcomes and capacity to report results.
- Reasonableness of costs for participants.

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. Applications that are submitted by eligible organizations, submitted by the deadline, and that are complete will advance to Internal Review. Applications that do not meet all compliance criteria will not be considered.

### **2. Internal Review**

CNCS staff from headquarters and field offices 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 the 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 unanticipated factors.***

### **3. Selection for Funding**

The Chief Executive Officer will select the final portfolio based on staff recommendations.

### **4. Feedback to Applicants**

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

## **5. 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 for new and recompetite applications will be published on the CNCS website (<http://nationalservice.gov/about/open/grants.asp>), within 90 business days after all grants are 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 successful applicants.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notice**

CNCS will award grants following the grant selection announcement. We anticipate announcing the results of this competition no later than May 29, 2013.

### **B. What other administrative and national policy requirements apply?**

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. 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).
- 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 submit one progress report, a final report, and a minimum of two Federal Financial Reports (FFRs).

The final program report will be due no later than 30 days after the end of the grant and is cumulative over the entire award period. The narrative will be submitted in eGrants. However, grantees will also be required to submit a report on data collected during their conference delivery using provided templates.

At the time of award or soon after, awardees will be provided with a list of the required competencies that must be included in the curriculum provided during the conference and used for measuring knowledge gains. CNCS anticipates the core competencies to be available at the time of award. Prior to conference delivery, awardees will be provided with assessment questions tied to the competencies along with the methodology for collecting data on knowledge gains. CNCS is requesting Office of Management and Budget approval for this information collection under the Paperwork Reduction Act. CNCS anticipates approval for the information collection in time for the delivery of the regional training conferences. CNCS intends to aggregate data on knowledge gains collected from all five conferences to assess the degree to which AmeriCorps programs and Senior Corps projects are gaining the capacity to measure performance and meet CNCS requirements. Awardees will also be provided with already approved templates for reporting conference outputs and customer satisfaction data.

### **E. What are the requirements for access for persons with disabilities?**

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

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

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

#### **F. What other requirements are there for awardees?**

Awardees must:

- Submit digital copies of all curricula, handouts, and other materials developed for upload to the National Service Knowledge Network for access by the broader network.
- As directed, use the CNCS's brand and graphic templates on materials produced and/or reproduced and distributed under this grant.
- Attend a face-to-face or virtual convening of all awardees under this Notice for purposes of orientation and overview of the training and technical assistance needs of all CNCS audiences, introduction to core competencies, review of draft reporting templates, and to encourage efficiencies across grantees through collaboration and sharing.

#### **VII. AGENCY CONTACT**

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 800-833-3722. For further information or for a printed copy of this *Notice*, call 202-606-7515.

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

#### **VIII. OTHER INFORMATION**

##### **Technical Assistance**

The Corporation will host a technical assistance calls to answer questions from potential applicants about this funding opportunity on:

- February 27, 2013 at 3:30 pm EST the call-in number is 888-469-0941 participant code is 9636191, and
- March 6, 2013 at 11:00 a.m. the call-in number is 800-779-1454 and participant code is 7703933.