



## **2017 State Formula AmeriCorps Evidenced – Based Intervention Planning Grant Competition**

### **REQUEST FOR APPLICATIONS**

**State Formula New Applicants**

**Application DEADLINE: June 1, 2017 by 5:00pm**

## ***Important Notice***

These application instructions conform to the Corporation for National and Community Service's online grant application system, [eGrants](#). All funding announcements by the Corporation for National and Community Service (CNCS) are posted on [www.nationalservice.gov](http://www.nationalservice.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 40 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jennifer Bastress Tahmasebi, 250 E Street, SW, Suite 300, Washington, DC 20525. CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one are current and valid. (See 5 CFR 1320.5(b)(2)(i).)

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

### **Indirect Cost Rates:**

- Serve DC allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the following options:  
Using a federally approved indirect cost rate
- If no indirect cost rate is approved 5% of federal funds may be used for administrative costs, and 10% matching may be used for administrative
- Claiming certain costs directly as outlined in 2 CFR § 200.413 Direct costs.

Applicants who hold a state or federal negotiated indirect cost rate must enter that information in the Organization section in eGrants.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

## Table of Contents

<i>Important Notice</i> .....	2
<i>Overview</i> .....	4
Serve DC .....	4
Corporation for National and Community Service .....	4
Disclosure Serve DC .....	4
Key Dates .....	5
Additional Information .....	5
<i>Federal Award Information</i> .....	5
Estimated Available Funds .....	5
Project and Award Period .....	5
Program Authority .....	5
CNCS Focus Areas .....	5
National Performance Measures .....	6
Type of Award .....	6
<i>Eligibility Information</i> .....	6
Eligible Applicants.....	6
<i>Application and Submission Information</i> .....	7
<i>Funding Restrictions</i> .....	8
Cost Sharing or Matching .....	8
Indirect Costs .....	8
<i>Submission Requirements</i> .....	8
Electronic Application Submission in eGrants .....	8
Submission of Additional Documents .....	9
Page Limits .....	9
<i>Application Review Information</i> .....	9
Criteria 9	
Review and Selection Process .....	12
Selection for Funding.....	13
<i>Administrative and National Policy Requirements</i> .....	13
<i>Application Instructions</i> .....	15
<b>ATTACHMENT A: Detailed Budget Instructions for Cost Reimbursement</b> .....	<b>22</b>
<b>ATTACHMENT B: Budget Worksheet</b> .....	<b>24</b>

## Overview

### Serve DC

Serve DC – The Mayor’s Office on Volunteerism, is the DC Commission on National and Community Service as such Serve DC provides oversight and support to applicants selected as sub-grantees. Oversight includes site visits, fiscal monitoring, and reporting requirements. Support includes AmeriCorps trainings, program director meetings, and one-on-one technical assistance.

Serve DC was established by an Executive Order in 2000 and is housed in the Office of Community Affairs in the Executive Office of the Mayor. Serve DC is the District of Columbia Government agency dedicated to promoting service as an innovative, sustainable solution to the challenges we face as a community and a nation. Serve DC engages District communities by building partnerships and organizational capacity, serving as the local lead for national volunteer and service initiatives, and providing and promoting meaningful service opportunities throughout the year. This application applies to programs operating only in the District of Columbia.

### Corporation for National and Community Service

Serve DC receives federal funding from the Corporation for National and Community Service (CNCS) to support National Service programs in the District of Columbia including the AmeriCorps State program. The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

AmeriCorps grants are awarded to eligible organizations (see Eligible Applicants section) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

### AmeriCorps

AmeriCorps is a National Service program funded by CNCS. Locally, Serve DC supports the AmeriCorps State program in Washington, DC. AmeriCorps projects address a combination of the national service priorities, meet critical needs of our nation, achieve national service goals, and address community problems. These include disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families. Within these issue areas, programs may submit proposals that address specific problems of local communities. Full-time members who complete their service earn an Eli Segal AmeriCorps Education Award of \$5,815.00 to pay for college, graduate school, or to pay back qualified student loans. Members who serve part-time receive a partial Award. Some AmeriCorps members may also receive a modest living allowance during their term of service.

### Evidenced –Based Intervention Planning Grant

Serve DC is seeking applications for planning grants that will be used to develop new national service models that seek to integrate members in innovative ways into evidence-based interventions. An Evidenced Based Intervention is determined by body of evidence that supports the role of national service in effective education interventions is emerging. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

### Disclosure Serve DC

Funding for this award is contingent on funding from the grantor. This Request for Applications (*RFA*) does not commit the Serve DC to make an award. Serve DC reserves the right to accept or deny any or all applications. Serve DC reserves the right to issue addenda and/or amendments or to rescind this *RFA*.

## Key Dates

Applications are due **June 1, 2017 at 5:00pm** Eastern Time to Serve DC. Serve DC's application and funding recommendations are due to CNCS by **June 23, 2017**.

Serve DC will not consider applications received after the deadline, except as noted below. Serve DC reserves the right to extend the submission deadline and any notice of such extended deadline will be posted.

## Additional Information

This *RFA* should be read together with the Serve DC Notice of Funding Announcement (NOFA). AmeriCorps Regulations, 45 C.F.R. §§ 2520–2550, and the Performance Measure Instructions which are incorporated by reference. These documents can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The full Regulations are available online at [www.ecfr.gov](http://www.ecfr.gov).

## ***Federal Award Information***

### **Estimated Available Funds**

Serve DC expects a highly competitive AmeriCorps FY 2018 Formula grant competition. Serve DC anticipates awarding \$40,000 to subrecipients; however, the level of funding is subjected to the availability of annual appropriations, which have not yet been made. No grants will be awarded in excess of \$30,000.

### **Project and Award Period**

The project period is one year with a start date proposed by the applicant. Continuation funding for subsequent years will not be considered.

### **Program Authority**

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990, as amended, (NCSA) (42 U.S.C. 12501 et seq.)

### **CNCS Focus Areas**

The National and Community Service Act of 1990, as amended by the Serve America Act, emphasizes measuring the impact of service and focusing on a core set of issue areas. In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

#### **Disaster Services**

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recovering from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

#### **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 people; help economically disadvantaged people, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

#### **Education**

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

### **Environmental Stewardship**

Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.

### **Healthy Futures**

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by Serve DC and CNCS-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

### **Veterans and Military Families**

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by Serve DC and CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

### **National Performance Measures**

Serve DC expects applicants to use National Performance Measures as part of their comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>].

All applications must propose at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. Serve DC values the quality of performance measures over the quantity of performance measures. The performance measure should be included as part of the narrative and not in the performance measure section of eGrants.

### **Type of Award**

#### **Cost Reimbursable Award**

Serve DC's planning grant is cost reimbursement only.

## ***Eligibility Information***

### **Eligible Applicants**

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; labor organizations; and partnerships and consortia. Receiving funding previously from CNCS or another Federal agency is not a prerequisite to apply. This application is only open to New Applicants. New Applicants are organizations that have not received any prior funding from Serve DC or CNCS or have not been funded by Serve DC within the last 5 years.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501 (c)(4), that engages in lobbying activities is not eligible to apply.

Organizations proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not presently debarred as a result of any actions by the District of Columbia

Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency cannot apply for funding.

## ***Application and Submission Information***

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

In eGrants, applicants will enter the following components of a complete application:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system
- Narratives
  - Executive Summary
  - Program Design
  - Organizational Capability
  - Cost Effectiveness and Budget Adequacy
  - Evaluation Plan
- Logic Model
- Standard Form 424 Budget
- Performance Measures
- Authorization, Assurances, and Certification

### **Dun and Bradstreet University Numbering System (DUNS) Number 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. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [DUNS Request Service](#). Serve DC recommends registering at least 30 days before the application due date.

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

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

### **Additional Documents Deadline**

Any required additional documents are due on the application deadline. See *Submission of Additional Documents* section for other guidance.

### **Late Applications**

Serve DC may consider an application submitted after the deadline if an applicant submits a letter to [pamela.weinberg@serve.dc.gov](mailto:pamela.weinberg@serve.dc.gov) explaining the extenuating difficulties that caused the delay. **Serve DC must receive the letter within one business day of the submission deadline.** If technical difficulties prevent a timely submission, the letter should include the Help Desk ticket number provided by the National Service Hotline. (See the *Electronic Application Submission in eGrants* section). Applicants are also required to continue working in [eGrants, CNCS's web-based system](#) and with the National Service Hotline to submit the application as soon possible after the deadline. Serve DC will determine whether or not to accept a late application on a case-by-case basis.

**Please note:** Serve DC will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance listed above.

### **Required Technical Assistance Sessions**

Applicants are required to attend the technical assistance (TA) sessions listed below:

- May 9, 2017 at the Frank D. Reeves Municipal Center, 2000 14th Street, NW, Suite 101, Washington, DC 20009 from 2:00pm to 3:30pm

## ***Funding Restrictions***

### **Cost Sharing or Matching**

No match is required for a one-time planning grant.

### **Indirect Costs**

Serve DC allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate. If no indirect cost rate is approved, applicants may use 5% of federal funds for administrative costs. Lastly, an applicant may claim certain costs directly as outlined in 2 C.F.R. § 200.413 Direct costs. All methods must be applied consistently across federal awards.

Applicants who hold a state or federal negotiated indirect cost rate must enter that information in the Organization section in eGrants.

## ***Submission Requirements***

Applicants must submit one (1) hard copy of each of the items listed below:

1. Original signed copy of the SF424 Facesheet (see Appendix A)
2. A copy of the signed SF424 Facesheet
3. Application
4. Budget
5. Budget Narrative
6. Program evaluations (as required under 45 CFR 2522.730)
7. Most recent A-133 Audit or Form 990
8. Labor concurrence (if applicable as required under 45 CFR 100 (c)) on behalf of your programs, depending on amount of funds and history with the Corporation
9. A copy of financial policies and procedures

### **Electronic Application Submission in eGrants**

Applicants must submit applications electronically via [eGrants, CNCS's web-based system](#). Serve DC recommends that applicants create an eGrants at least a week before the application deadline. Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the grant deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. When determining compliance with page limits in this *RFA*, Serve DC will consider the number of pages as they print out per the guidance in the *Page Limits* section.

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

Contact the National Service Hotline at (800) 942-2677 or via [eGrants Questions](#) if a problem arises when creating an account or preparing or submitting the application. See hours below. Be prepared to provide the application ID, organization's name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit their application via



eGrants. National Service Hotline hours are as follows: Mon - Fri, 9 am – 7 pm ET (Jan, Aug, Sept) Mon - Thu, 9 am – 7 pm ET (Oct, Nov, Dec).

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may email the application to [pamela.weinberg@dc.gov](mailto:pamela.weinberg@dc.gov)

## Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

- Current indirect rate cost agreement, if used to claim indirect/administrative costs.
- Evaluation briefs, reports, studies. Please refer to the *Evidence Base* section for detailed instructions by evidence tier.

Additional Documents must be emailed to [pamela.weinberg@dc.gov](mailto:pamela.weinberg@dc.gov) with the following subject line: [Legal Applicant Name] – [Application ID number]. Emails should include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

Do not submit other items not requested in this *RFA* or Application Instructions. Serve DC will not review or return them.

## Page Limits

Applications may not exceed **10 pages** for the Narratives.

In determining whether an application complies with page limits, Serve DC will include:

- the application’s Executive Summary
- SF 424 Facesheet (signed copy)
- the Narrative portions containing the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections

Serve DC will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. Serve DC will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. Serve DC strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable. However, the Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Please note the length of a document in word processing software may be different than what will print out in eGrants. Reviewers will not consider submitted material that is over the page limits in the printed report, Also note that eGrants will not prevent an applicant from entering text which will exceed page limitations. This applies to both the application page limit and the Logic Model page limit.

## ***Application Review Information***

### Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. Serve DC urges applicants to submit high quality applications that carefully follow the guidance in this *RFA*. The quality of an application will be an important factor in determining whether an organization will receive funding. Reviewers will assess your application against the selection criteria. To best

respond to the criteria listed in the *RFA*, we suggest that you include a brief discussion of each bullet if it pertains to your application.

#### **A. Executive Summary (Required - 0 percent)**

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, tribal, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan. 23

#### **B. Program Design (50 percent)**

##### **1. Need (10 points):**

- The community need is prevalent and severe in communities where the program plans to serve and the need has been documented with relevant data.

##### **2. Evidence-Based Intervention (30 points)**

- The evidence-based intervention has successfully addressed the need in other communities. The applicant must describe the evidence for the intervention in the application narrative and must submit at least one, and no more than two, randomized controlled trials (RCT) or quasi-experimental design (QED) evaluations of the intervention. If applicable, cite the clearinghouse and rating where the intervention is rated (if applicable). The studies must be well-designed and well-implemented, must have been conducted by an independent, external evaluator, and must demonstrate, at minimum, evidence of effectiveness (positive findings) on one or more key outcomes that address the community problem/need.
- The key elements of the intervention will be implemented with fidelity to the evidence based model (e.g., context, target population, content or curriculum, delivery process, training for members).
- AmeriCorps members are well-suited to deliver the evidence-based intervention.
- Identify the national performance measures that you will be using to measure the effectiveness of your program's implementation of the evidenced-based model.

##### **3. Planning Process/Timeline (10 points):**

The applicant describes a clear and logical planning process, including:

- A detailed description of the planning process and who is leading it.
- A well-developed timeline for planning activities.
- A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.

The applicant includes development of the following program elements in the planning process/timeline:

- Theory of Change/Logic Model that describes implementation of the evidence-based intervention with fidelity and why the proposed intervention is expected to produce the proposed outcomes
- Member recruitment, selection and training plan
- Member supervision plan
- Commitment to AmeriCorps Identity
- Compliance and Accountability
  - Submitting Monthly Claims
  - Monitoring Prohibited and Unallowable Activities
  - Completing the Background Check Process
- Securing Match Support for the Program
- Performance measurement plan including data collection, data correction and analysis.

The applicant includes development of the following evaluation elements in the planning process/timeline:

- Assessing fidelity to the evidence-based intervention being replicated, including a detailed accounting of which core components were modified as a result of integrating AmeriCorps members, how they were modified, and which core components were implemented with fidelity without adaptation

- Assessing outcomes achieved in previous evaluations of the evidence-based intervention
- Assessing any new outcomes anticipated as a result of integrating AmeriCorps members into the evidence-based intervention

### **C. Organizational Capability (25 percent)**

#### **1. Organizational Background and Staffing(25 points)**

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement

### **D. Cost Effectiveness and Budget Adequacy (25 percent)**

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

#### **Cost Effectiveness (18 points)**

- The budget is sufficient to carry out the program effectively.
- The budget aligns with the applicant's narrative.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- Program costs not included in the formal budget, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment. Failure to provide adequate information in this section may result in a lower score.

#### **Budget Adequacy (7 points)**

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.

Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):

- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Price applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

### **E. Evaluation Plan (0 percent)**

Evaluating the implementation and outcomes of proposed models will be critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b)

description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan

- Qualifications needed for the evaluator
- The estimated budget

#### **F. Amendment Justification (0 percent)**

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

#### **G. Clarification Information (0 percent)**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

#### **H. Continuation Changes (0 percent)**

Enter N/A. This field will be used to enter changes in the application narratives in continuation requests.

### **Review and Selection Process**

The assessment of applications involves a wide range of factors and considerations. The AmeriCorps State Planning Grant application process includes two levels of review: one by Serve DC staff and commissioners and one by Peer Reviewers. CNCS has final approval of Serve DC's Planning Grant Applicants.

Serve DC and CNCS will engage external reviewers to provide insight and input with respect to eligible applications. In addition, Serve DC and Commissioners will apply their experience and expertise in evaluating applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in these application instructions.

#### **Compliance and Eligibility Review**

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

- Is an eligible organization
- Submits an application by the submission deadline
- Submit an application that is complete, in that it contains all required elements and follows the instructions provided in this *RFA*

#### **Risk Assessment Evaluation**

Serve DC staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If Serve DC determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, Serve DC may consider the following, but not limited to:

- Financial stability
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- Information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - Dun and Bradstreet, or
  - "Do Not Pay"
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits
- IRS Tax Form 990
- An applicant organization's annual report
- Publicly available information including information from an applicant organization's website

- Any other information listed in 45 C.F.R. § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Financial Policies and Procedures

#### **Clarification Process**

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by Serve DC in making final recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for additional information in response to clarification questions in a timely fashion may result in the removal of applications from consideration.

#### **Selection for Funding**

The assessment of applications involves a wide range of factors and considerations. Serve DC staff will apply their experience and expertise in evaluating and recommending applications. In the end, the review and selection process will produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this *RFA*.

Specifically, the review and selection process will:

A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.

B. Yield a diversified portfolio based on the following strategic considerations:

- Focus area representation
- Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members (e.g.; people with disabilities, low-income individuals, older Americans, etc.) and expand opportunities to serve as AmeriCorps members
- Moderate and Strong evidence levels

In selecting applicants to receive awards under this *RFA*, the Board of Commissioners will endeavor to include a diverse portfolio of applications based on staff and peer evaluations, recommendations, priorities, and strategic considerations.

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

### ***Administrative and National Policy Requirements***

#### **CNCS Terms and Conditions**

The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of applicable sections of the National and Community Service Act of 1990 and other applicable statutes. Awards will also be subject to the specific terms and conditions established for AmeriCorps grants and/or defined in the Terms and Conditions or Special Conditions attached to the award.

#### **Requests for Improper Payment Information**

CNCS may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. This information request will come through Serve DC. It is important to meet any deadlines set by Serve DC. Failure by Serve DC to make timely responses to Improper Payments Information Act requests may result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS may, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

## **Uniform Guidance**

Grants under this program are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in [2 C.F.R. Parts 200](#) and [2205](#). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, and A-122 (the former Cost Principles), A-110 and A-102 (the former Administrative Requirements), A-133 and A-50 (the former Audits and Audit Follow up), and A-89 (the former Federal Domestic Assistance Program Information).

## **Serve DC Program Participation Requirements**

### *Serve DC National Service Program Director Events*

The AmeriCorps Program Director (or his/her designee) will be present at all Serve DC Program Director Meetings, orientations, training events, and AmeriCorps special events. In addition, AmeriCorps participants from the program will be present at all statewide participant events and meetings. The sub-grantee will ensure that AmeriCorps Members are in attendance and are provided with the appropriate supervision at all Washington, DC AmeriCorps special events.

## **Reporting Requirements**

All approved applicants will be required to submit the following reports (and any others per CNCS/Serve DC guidelines and requirements):

- *Progress Reports (Quarterly)*  
Must identify the status of progress of tasks and performance measures as provided in the Application and Budget approved by Serve DC and CNCS
- *Progress Report Data (Quarterly)*  
Must report progress toward the grant's approved performance measure outputs and outcomes
- *Periodic Expense Reports (Monthly)*  
Must identify funds expended during the Reporting Period
- *Federal Financial Reports (Semi-Annually)*  
Must identify funds expended to date during the Reporting Period

Once the grant is awarded, recipients will be expected to have data collection and data management policies and practices that provide reasonable assurance they are providing Serve DC with high quality programmatic and financial data. At a minimum, grantees should have policies and practices addressing the following aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

## **Re-Focusing of Funding**

CNCS reserves the right to re-focus funding in the event of disaster or other compelling need for service. If this occurs it will adversely affect funding in Serve DC's formula portfolio which include funds for evidenced-based planning grants.

## ***Application Instructions***

Use these instructions in conjunction with the Request for Applications (RFA), and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The RFA includes deadlines, eligibility requirements, submission requirements and other information that is specific to the grant competition.**

The AmeriCorps regulations include pertinent information (see Table 1, below). The CNCS version of the Notice of Funding Opportunity (NOFO) can be found at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>

The full regulations are available online at:  
<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

**Table 1: Requirements in the AmeriCorps Regulations**

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the RFA, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Request for Applications*, which takes precedence over the
3. Application Instructions.

### **SUBMITTING YOUR APPLICATION IN EGRANTS**

New applicants need to 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.”

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Under the Select a NOFO click FY 2017 AmeriCorps State and Territory Commission (New and Continuations)  
**PLEASE NOTE:** this NOFO will have the due date of 1/18/2017. This is the correct NOFO. .

Your application consists of the following components. Make sure to complete each section.

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Logic Model
- V. Performance Measures
- VI. Program Information
- VII. Documents
- VIII. Budget
- IX. Funding/Demographics
- X. Review
- XI. Authorize, and Submit

### Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet. **If you are submitting your application in hard copy, please contact Pamela Weinberg @ [pamela.weinberg@dc.gov](mailto:pamela.weinberg@dc.gov).**

- Select **New**
- Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

### II. Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. For ward, PSA or neighborhood information, please follow each one with DC (the two-letter capitalized state abbreviation.)
- Requested project period start and end dates. The length of the project period is one year.
- State Application Identifier: Enter N/A.
  - The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.

### III. Narratives

In eGrants, you will enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Summary or Plan.

Note: The Narratives Section also includes fields for Clarification Summary, Amendment Justification, and Continuation Changes. **Please enter N/A in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative.**

### IV. Logic Model

Enter N/A

### V. Performance Measures

In the performance measures module, you will create a performance measure for your formula planning grant.

#### Home Page

- To start the module, click the “Begin” button on the Home Page.
- As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.
- Once you have started the module, clicking “Continue Working” will return you to the tab you were on when you last closed the module.
- To edit the interventions, objectives, MSYs, and slot allocations for your application, click the “Edit Objectives/MSYs/Slots” button.
- After you have created your performance measure, the Home Page will display a chart summarizing your measure. To edit a performance measure, click the “Edit” button. To delete a measure, click “Delete.” To create a new performance measure, click the “Add New Performance Measure” button.



### Objectives Tab

- An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.
- First click on the “Other Community Priorities” focus area. Then click on the “Other” objective and select the “Other” intervention.
- Choose “Other Community Priorities” as your program’s primary focus area in the drop-down list at the bottom of the page. Next, select “other” as your primary intervention.
- Click the next button to continue.

### MSYs/Slots Tab

- On this tab, you must enter a numerical value of “1” in all MSY and slot fields in order to submit your application. Then click the next button to continue.

### Performance Measure Tab

- To create your performance measure, begin by selecting “other” from the objective drop-down.
- Enter the following title: Planning Grant.
- Enter NA in the problem statement text box.
- Check the box next to the intervention text box. Enter this text in the intervention text field: Plan an AmeriCorps program.
- Click the button next to the output text box. Enter this text in the output text field: Work with grantor staff to design and conduct planning process as outlined in the application.
- Check the box next to the outcome text box. Enter “NA” in the outcome text field.
- Enter a numerical value of “1” in the MSYs and slots fields at the bottom left of the page.
- Click “next” to proceed to the data collection tab.

### Data Collection Tab

- On this tab, enter NA in the intervention text box. Then expand each output and outcome. Enter “1” for all numerical values required and enter NA in all text boxes. Select “other” as your data collection method for both the output and the outcome.
- After entering data collection information for the output and outcome, click “Mark Complete.” You will return to the Performance Measure tab. To continue to the next step of the module, click “Next.”

### Summary Tab

- The summary tab shows all of the information you have entered in the module.
- To print a summary of all performance measures, click “Print PDF for all Performance Measures.”
- To print one performance measure, expand the measure and click “Print This Measure.”
- Click “Edit Performance Measure” to return to the Performance Measure tab.
- Click “Edit Data Collection” to return to the Data Collection tab.
- “Click Validate Performance Measures” to validate this module prior to submitting your application
- For more information about Performance Measures go to:  
<http://www.nationalservice.gov/resources/performance-measurement/ameri-corps>

## VI. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**General Information:** select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.

- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

### **AmeriCorps Funding Priorities**

Check any priority area(s) that apply to the proposed program. Only select Priorities that represent a significant part of the proposed program focus, high quality program design, and outcomes. Below is a list of all of CNCS's funding priorities:

- Disaster Services- improving community resiliency through disaster preparation, response, recovery, and mitigation
- Economic Opportunity – increasing economic opportunities for communities by engaging opportunity youth, either as the population served and/or as AmeriCorps members
- Education - improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
- Environment – 21st Century Service Corps
- Healthy Futures – Reducing and/or Preventing Prescription Drug and Opioid Abuse
- Veterans and Military Families: positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor(s) Initiatives
- Programming that supports My Brother's Keeper
- Multi-focus that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. i.e. rural and other underserved communities
- Evidence Based Intervention Planning Grants
- Safer Communities - activities that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between police and community.
- Encore Programs - engage a significant number of participants age 55 or older in evidence-based Senior Corps Foster Grandparents Program and Senior Companion Program grantees in order to expand their programs through AmeriCorps funding.
- No RFA priority area

### **Populations Served**

Check "None of the above"

### **Grant Characteristics**

Check "None of the above grant characteristics"

### **Grant Characteristics- AmeriCorps Member Population:**

Check any grant characteristics that will be a significant part of the proposed program:

- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above categories

### **AmeriCorps Identity/Co-branding Questions** Select Yes or No.

- AmeriCorps members will wear the AmeriCorps logo every day.
- AmeriCorps members will create and deliver elevator speeches.
- The AmeriCorps logo will be prominently displayed on the front page of the organization's website.

## **VII. Documents**

In addition to the application submitted in eGrants, you are required to provide your evaluation, a federally-approved indirect cost agreement (if applicable and as indicated in the *RFA*), other required documents listed in the *RFA* (if applicable), and an explanation of federal debt delinquency (if applicable), as part of your application. After you have submitted the documents via the guidance in the *RFA*, change the status in eGrants from the default “Not Sent” to the applicable status “Sent,” or “Not Applicable.”

#### **A. Evaluation**

Submit any completed evaluation plan or report as described in E., below. Select Evaluation and select “Sent” once you have submitted a completed evaluation plan or report.

#### **B. Federally-approved Indirect Cost Agreement**

Applicants applying directly to CNCS that include a federally approved indirect cost rate amount in their budget must submit the current approved indirect cost rate agreement to [AdditionalDocuments@cns.gov](mailto:AdditionalDocuments@cns.gov) at the same time they submit their application.

#### **C. Other Documents**

Provide other required documents list in the *RFA* (if applicable) via the email listed in the *RFA*, as part of your application.

#### **D. Delinquent on Federal Debt**

Any applicant that checks Yes to the question on federal debt delinquency must submit a complete explanation to [Additionaldocuments@cns.gov](mailto:Additionaldocuments@cns.gov) at the same time they submit their application.

#### **E. Submission Instructions for Evaluations, Labor Union Concurrence, Indirect Cost Rate Agreements, Other Required Documents, and Explanation of Federal Debt Delinquency, as applicable.**

Please submit the required documents to the email listed in the *RFA* using the naming convention and other instructions found there. This information must be received in eGrants **May 1, 2017**.

### **VIII. Budget Instructions**

#### **A. Preparing Your Budget**

Follow the detailed budget instructions in Attachment A to prepare your budget.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment C) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information. 2 CFR Part 200 also includes, audit requirements and the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds. 2 CFR Part 200 can be found on-line at [https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)

## IX. Funding/Demographics

In the Funding/Demographics Section enter:

- Other Revenue funds. Enter N/A
- Number of Episodic Volunteers Generated by AmeriCorps members. Enter N/A
- Number of Ongoing Volunteers Generated by AmeriCorps members. Enter N/A
- Percentage of MSYs who are opportunity youth. Enter N/A
- Number of reported in performance measure O15 who are opportunity youth. Enter N/A
- Number of reported in performance measure O17 who are opportunity youth. Enter N/A

## XI. Review, Authorize, and Submit

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 D). The person 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 the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***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."

## V. Program Information

In the Program Information Section, applicants must check the relevant boxes in order to be considered for CNCS' assessment of the strategic considerations and Special Initiatives. Applicants should only check the boxes for those characteristics that represent a significant part of the program.

**General Information:** select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant.  
Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

## IX. Review, Authorize, and Submit

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 E). The person 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 the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's Authorized Representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

***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."

## **ATTACHMENT A: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section)**

---

Fixed Amount Grants refer to Attachment E

### **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, for Year 1 of the grant, as follows:

#### **A. Personnel Expenses**

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

#### **B. Personnel Fringe Benefits**

Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

#### **C. 1. Staff Travel**

Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

#### **C. 2. Member Travel**

As this is a planning grant with no members, there should be no expenses in this line.

#### **D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

#### **E. Supplies**

Include the amount of funds to purchase consumable supplies and materials. You must individually list any single item costing \$1,000 or more.

#### **F. Contractual and Consultant Services**

Include costs for consultants related to the project’s operations, except training or evaluation consultants, who will be listed in Sections G. and H., below. There is not a maximum daily rate.

#### **G. 1. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is not a maximum daily rate.

#### **G. 2. Member Training**

As this is a planning grant with no members, there should be no expenses in this line.

## **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

## **I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). Please include the cost for these checks for staff or explain how your program will be covering the cost in the budget narrative.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet and similar expenses that are specifically used for project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

## **Section II. Member Costs**

As this is a planning grant with no members, there should be no expenses in these lines.

### **A. Living Allowance**

\$0.00 expenses

### **B. Member Support Costs**

\$0.00 expenses

## **Section III. Administrative/Indirect Costs**

### **Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

### **Calculating Administrative/Indirect Costs**

CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

#### **A. CNCS-Fixed Percentage Method**

##### **Five Percent Fixed Administrative Costs Option**

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation.

1. To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I by 0.0526. This is the maximum amount you can request as Corporation share. The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I +III) is not yet established. Enter this amount as the CNCS share for Section III A.

### **Source of Funds**

Enter N/A since match is not a requirement

---

**ATTACHMENT B: Budget Worksheet (eGrants Budget Section)****Section I. Program Operating Costs****A. Personnel Expenses**

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

**B. Personnel Fringe Benefits**

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C.1. Staff Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**C. 2. Member Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

**D. Equipment**

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

**E. Supplies**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				



**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Subtotal Section I:</b>			<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>

## Section II. Member Costs

### A. Living Allowance

Item	# Members	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

### B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

### Section III. Administrative/Indirect Costs

#### A. Corporation-fixed Percentage Rate

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### A. Federally Approved Indirect Cost Rate

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

#### Source of Funds

Section	Proposed vs Secured	Amt	Type	Source
Sources of Funds				
Total Source of Funds				

## ATTACHMENT C: Budget Checklist

Below is a checklist to help you make certain that you submit an accurate budget narrative that meets AmeriCorps requirements. Note: This does not apply to EAP fixed-amount grants.

In Compliance?	Section I. Program Operating Costs
Yes ___ No ___	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps planning grant? Examples include costs for staff to plan the recruitment, training, or supervision of members.
Yes ___ No ___	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
Yes ___ No ___	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
Yes ___ No ___	All positions in the budget are fully described in the program narrative?
Yes ___ No ___	The types of fringe benefits to be covered and the costs of benefit(s) for each staff position are described? Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If the fringe amount is over 30%, please list separately.
Yes ___ No ___	Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item?
Yes ___ No ___	The purpose for all staff and member travel is clearly identified?
Yes ___ No ___	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
Yes ___ No ___	All single equipment items over \$5000 per unit are specifically listed?
Yes ___ No ___	Justification/explanation of equipment items is included in the budget narrative?
Yes ___ No ___	All single supply items over \$1000 per unit are specifically listed?
Yes ___ No ___	Does the budget reflect adequate budgeted costs for project evaluation?
Yes ___ No ___	Have you provided budgeted costs for criminal history checks of members and grant-funded staff that are in covered positions per 45 CFR 2522.205? Or, if not, there is an explanation of how the program will be covering the costs.
Yes ___ No ___	Are all items in the budget narrative itemized and the purpose of the funds justified?

In Compliance?	Section III. Administrative/Indirect Costs
Yes ___ No ___	Applicant is using the CNCS-fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted? To determine the federal administrative share, multiply all other budgeted federal funds by .0526.

## ATTACHMENT D: 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.

### 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 (16 U.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 2 CFR Part 200, Chapter II, Subpart F.
- 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 Notice, grant provisions, and program regulations, and will ensure that no assistance made available by CNCS 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-CNCS funds or paid with CNCS 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”:  
<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 National and Community Service Act of 1990 (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 NCSA, and in CNCS's regulations at § 2540.100;
- Will comply with the grievance procedure requirements as set out in section 176(f) of the NCSA and in CNCS'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 NCSA or, with the approval of CNCS, 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 CNCS;
- Will ensure the provision of a living allowance and other benefits to participants as required by CNCS;
- 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 consistent with the requirements of the NCSA;
- 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 CNCS 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 31 U.S.C. 1352, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- 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, 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:**

---