Learn and Serve America
2009 Community-Based Grant Application Instructions

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IMPORTANT NOTICES

These application instructions conform to the Corporation for National and Community Service's (the Corporation) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site www.cns.gov and at www.grants.gov.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)).

Time Burden: The time required to complete this collection of information is estimated to average 8 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection before submitting.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant.

Privacy Act: Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

CONTENTS OF THE GRANT APPLICATION

If you have questions about Learn and Serve America application procedures, please contact lsacommunity@cns.gov.

The deadline for *eGrants* application submissions is Tuesday, April 14, 2009 at 5:00 p.m. Eastern Time.

Use these instructions in conjunction with the associated *2009 Community-Based Notice of Funding Opportunity (Notice).* The *Notice* includes deadlines, eligibility requirements, submission requirements, and other information that changes year-to-year. Both documents are available on the Learn and Serve America website: http://www.learnandserve.gov/for_organizations/funding/nofa.asp

Your completed application consists of the following sections:

I. Standard Form 424 Facesheet

II. Applicant Info

III. Application Info

IV. Narrative

V. Performance Measures

VI. Other Documents

VII. Budget

VIII. Funding/Demographics

IX. Review and Submit

X. Survey on Ensuring Equal Opportunity for Applicants (Optional)

I. Standard Form 424 Facesheet

The Standard Form-424 facesheet is required for applications submitted for federal assistance. The SF-424 contents are duplicated in eGrants, although the format is different. (Appendix A)

Note: When completing the application in eGrants, a number of the text boxes will already be completed through the process of setting up an account for the applicant organization and individual program contact.

II. Applicant Info

If you need help establishing a new organization account in eGrants, or a new user account for an existing organization account, please refer to the eGrants Help Desk website: http://www.learnandserve.gov/egrants/help.asp

After you create your eGrants account, begin by selecting "New" under the *Creating an Application* heading on your Home Page. Select "Learn and Serve America" as the

Program Area and click "Go." You will then be asked to *select a NOFA*. Choose: Learn and Serve America Community-Based 2009 (NEW). Once you create an application, you will be allowed to edit as needed until you are ready to submit.

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

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

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

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

III. Application Info

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

Enter the dates for the ***proposed project start and end*** dates. Your project period is up to three years and must begin no later than September 30, 2009.

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

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

State Application Identifier: Enter N/A.

Note: Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine or imprisonment for not more than five (5) years, or both. (18 USC § 1001)

A. Narrative Sections

Sections 1-7 are text boxes in eGrants. Click on the heading of each one to enter text, or cut and paste text from a word processing document into the text field. Please note that we recommend using word processing software that will check spelling and count characters.

In evaluating your application, reviewers will assess these narrative sections on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness.

When writing your application narrative, please keep in mind the goals set forth in the *Notice of Funding Availability* (http://www.learnandserve.gov/for_organizations/funding/nofa.asp)*:*

- Expanding opportunities for out-of-school time service-learning activities that increase civic engagement, leadership capacity, community problem solving skills and readiness for careers and post-secondary education.
- Engaging young people in the planning and implementation of service-learning activities that directly address community needs in order to build healthier communities.
- Developing community partnerships at the local level that include well-defined roles for public or profit nonprofit organization partners and adult volunteers engaged in service-learning programs.

The weights assigned to each category and its corresponding narrative sections are listed in the chart below.

Category	Percentage	Narrative Sections
Program Design	70%	Executive Summary, Three Year Plan, Participant Development, Needs and Activities, and Strengthening Communities
Organizational Capacity	20%	Organizational Capacity
Budget Adequacy/Cost Effectiveness	10%	Budget Adequacy/Cost Effectiveness

Character limits for each narrative section are listed below. Please note that character limits include spaces.

1. **Executive Summary**
(Maximum character limit: 3,000, or approximately 1 ½ double-spaced pages, 12 point font.)

Briefly summarize your proposed program in a few paragraphs. Think of this summary as your “elevator speech” in which you briefly summarize the key aspects of your proposed program.

The summary must include:

- Anticipated number of participants engaged over the three year grant period
- Participant Development emphasis area (academic or civic engagement)
- Mode of delivery (e.g., type of out-of-school program and age ranges)

- Notable and unique features or partnerships (may include innovative use of social media)
- At least one community issue that most subgrantees will address through service-learning activities

2. Three Year Plan

(Maximum character limit: 6,000, or approximately 3 double-spaced pages, 12 point font.)

Learn and Serve America is interested in learning how you are planning to implement your Community-Based program. In this section, explain the rationale and approach of the proposed three-year program plan. Please provide a program plan that outlines:

- The process used (or planned) for youth to identify community needs and assets in order to target the service-learning activities to areas of greatest need in coordination with existing community resources
- Major goals
- A timeline describing key tasks and corresponding dates for the development and management of your proposed program (e.g., service-learning conferences and trainings, estimated dates to publish RFP and make subgrants, coordination with major events, including national days of service)
- Subgrant information, including:
    - anticipated number of subgrants
    - size (in dollars) of subgrants
    - whether the subgrants are preselected or competitive (It is recommended that you preselect your subgrantees, at least for Year 1)
    - whether the subgrants are single or multi-year
- **Evaluation Plan**. The evaluation plan should contain the strategies grantees will use to track progress toward meeting the performance measures. Applicants are strongly encouraged to allocate ample resources for program evaluation. Grantees and subgrantees may consider an independent evaluation and/or seeking support from higher education or other experts to help design data collection and the evaluation system.

  Your plan should describe how evidence will be gathered on the program's effects on youth-serving organizations, community conditions, and students' academic and civic engagement. Note that it is allowable to work with other service-learning agencies or programs to create and implement a common evaluation. Applicants may consider evaluating against the K-12 Service-Learning Standards for Quality Practice which describe how to provide students with high quality service-learning experiences.
- **Sustainability Activities**. Indicate clear plans for sustainability, including how you will institutionalize service-learning in participating youth serving organizations. Describe plans for publicizing and co-branding your program and supporting Learn and Serve national identity.

3. Participant Development

(Maximum character limit: 8,000, or approximately 4 double-spaced pages, 12 point font.)

Recent research supports using a six-step process to increase the likelihood that service-learning will have positive outcomes. This process is abbreviated IPARDC and involves students in:

- Investigating community issues
- Planning a project
- Acting to address a problem
- Reflecting on their experiences and the process
- Demonstrating their work to a wider audience
- Celebrating

While the IPARDC process clarifies what service-learning is, the new K-12 Service-Learning Standards for Quality Practice spell out in detail what it takes to provide students with high quality service-learning experiences. A crucial part of a grantee's role is to ensure that subgrantees understand the IPARDC process and how to deliver it in a high-quality manner.

In this section, please describe how you will use service-learning to achieve increased academic or civic engagement for participants. Areas you may wish to address include, but are not limited to:

- Engaging youth, particularly targeting outreach to youth in disadvantaged circumstances, in out-of-school time service-learning activities that promote retention in school and career or post-secondary education
- Bringing students from different backgrounds together to address shared community problems.
- Involving youth in the planning and implementation of program design; youth philanthropy or social entrepreneur models are encouraged
- Developing a *Training and Technical Assistance* strategy (including social media/Web 2.0 tools where appropriate) to assist youth workers and others working with student participants to increase civic and academic engagement

Community-Based participants are defined as youth ages 5 to 17 engaged in service through the service-learning program. Participants may also include children with disabilities as defined in section 602 of the Individuals with Disabilities Education Act (20 U.S.C. 1401), who receive services under part B of that Act.

Please visit the 2009 Learn and Serve Grant Competition website for more information on the Quality Standards and the IPARDC process: http://www.servicelearning.org/lsa/lsa_page/2009_nofos/index.php

What is Service-Learning?

The Corporation uses the interpretation provided in the National and Community Service Trust Act of 1993, which defines service-learning as an educational method that:

- is conducted in and meets the needs of a community;
- is coordinated with an elementary school, secondary school, institution of higher education, or community service program, and with the community; and
- helps foster civic responsibility; and that--
- is integrated into and enhances the academic curriculum of the students, or the educational components of the community service program in which the participants are enrolled; and
- provides structured time for the students or participants to reflect on the service experience.

4. Community Needs and Service Activities

(Maximum character limit: 5,000, or approximately 2 ½ double-spaced pages, 12 point font.)

Learn and Serve America expects that grantees will engage students in meaningful service activities that address social needs as a means to create healthy communities.

Describe one critical social need (of potentially many) that projects will address (e.g., including but not limited to, nutrition education and community gardens, peer mentoring of youth at risk of dropping out, use of technology to address nonprofit community health providers' capacity issues, testing and cleaning up local watersheds, identification of the unique needs of veterans and how to meet them.) Focus on how your program benefits people other than the service-learners and makes communities healthier places to live.

Provide a general rationale for choosing your issue and support your decision with evidence and data. For example, it may be a priority of your Board of Directors to address children's exercise and nutrition habits, and you may have data on children's health in the areas where you are planning to make subgrants.

5. Strengthening Communities

(Maximum character limit: 5,000, or approximately 2 ½ double-spaced pages, 12 point font.)

This section deals with the effect of service-learning on institutions such as national, regional or local nonprofits, schools, and partner organizations.

Describe how your program will:

- Provide assistance to subgrantees on strategies for establishing and maintaining collaborative partnerships at the local level that include well-defined roles for public or profit nonprofit organization partners and adult volunteers engaged in service-learning programs

- Promote the use of social media tools to increase and improve student involvement in service-learning activities that strengthen their connection with communities.
- Work to institutionalize service-learning at the state, organizational and subgrantee levels (e.g., through state or local policies, a youth-worker mentor initiative, or on-going agency-wide in-service training).
- Encourage planning for Summer of Service and other out-of-school-time service-learning opportunities in coordination with public and private nonprofit organizations and/or higher education institutions.

6. Organizational Capacity

(Maximum character limit: 9,000, or approximately 4 ½ double-spaced pages, 12 point font.)

This section refers to the capacity of the applicant to manage a federal grant, effectively lead a group of subgrantees, and complete the project plan.

Include the following subheadings in this section of the application: a) Federal Grant Experience/Track Record, b) Program/Fiscal Oversight, c) Previous Experience with Learn and Serve America (or Corporation) Grants, and d) Staff Roles and Experience

- **Federal Grant Experience/Track Record**. Applicants must provide evidence they have the experience and/or the capacity to manage a federal grant (i.e., have the systems in place to manage federal funds). Fund management includes the ability to document and report cash and in-kind matching funds.
- **Program/Fiscal Oversight.** Applicants must be capable of providing sound programmatic and fiscal oversight. Sound oversight includes the ability to implement ongoing self-assessment and continuous improvement efforts as well as to provide or secure needed technical assistance. Applicants should also describe their capacity to adequately support, assess and monitor subgrantees.
- **Previous Experience with Learn and Serve America (or Corporation) Grants.** If applicants have received funding from Learn and Serve America and/or other Corporation for National and Community Service programs, please describe what was accomplished with the Corporation funding. Previous Learn and Serve America grantees should describe how the proposed program will build on previous successes or how activities in this application are substantially different. If your organization has never received Learn and Serve or Corporation funding, you may indicate N/A.
- **Staff Roles and Experience**. Applicants should list the key personnel who will oversee and implement their program, describe their roles and responsibilities, and experience administering federal grants. Applicants must ensure qualified personnel who have appropriate experience in service-learning or community-service programming and fiscal management are responsible for program operations.

7. **Budget Adequacy/Cost Effectiveness**
(Maximum character limit: 4,000, or approximately 2 double-spaced pages, 12 point font.)

Describe plans to develop a cost-effective program, including development of diverse resources. How does the proposed program leverage resources to support program implementation and sustainability? Explain how the proposed program builds community support for the program at the local, state and/or national levels.

Please note: Grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of the budget or budget narrative that do not clearly connect with the project activities, please justify their inclusion in this section.

B. Performance Measures

Applicants must create a complete performance measure for participant development. It will spell out how many student participants you will involve and the specific positive effect you expect the program to have on them. Participants are youth engaged in service-learning activities – not service beneficiaries.

eGrants will prompt you to create a complete measure as follows. After clicking on "Create a performance measure," you will:

- Select the Issue Area and Service Categories that represents the core activities of the proposed program (e.g., Environment, Disaster Response, Education, etc)
- Enter the requested information for the participant development measure as prompted by the text box labels. Specify your output, intermediate outcome, and end outcome:
  1. Output – estimated # of student participants over 3 years
  2. Intermediate Outcome - X% of these students you expect to improve in academic engagement or civic engagement (whichever you chose as the focus for this measure)
  3. End Outcome – Aspirational statement of longer term benefit to participants (e.g., % of students graduating from high school). You must enter an end outcome even though you will not be required to collect this data.

When you negotiate the final grant award with your Learn and Serve program officer, you will create performance measures for Strengthening Communities and Community Needs and Service Activities.

Please refer to the 2009 Learn and Serve Grant Competition website for more information on completing performance measures:
http://www.servicelearning.org/lsa/lsa_page/2009_nofos/index.php

IV. Documents

The default setting in eGrants is "Not Sent." If the applicant does not change this status, eGrants will not verify the application for submission.

1. A133 Audit Report or Financial Statement

The Corporation may request applicants' financial information after approval of a grant application and prior to award. Organizations that expend $500,000 or more of federal funds annually should ensure that the most recent A133 Audit report on file with the Federal Audit Clearinghouse. Other applicants should be prepared to submit organization's most recent financial statement upon request.

Applicants should select one of the following:

- Not Applicable
- Already on File at CNCS *(this option means on file with the Federal Audit Clearinghouse for this question)*

2. Previous Evaluations of Program Activities

If you have conducted a recent (within the past 3 years) evaluation of program activities previously funded by Learn and Serve America, you must provide a copy of this evaluation prior to or during the grant application review process.

Applicants should select one of the following:

- Not Applicable
- Sent
- Already on File at CNCS *(this option refers to items on file with Learn and Serve America's National Service-Learning Clearinghouse)*

3. No Additional Appendices

We cannot accept any additional appendices with this application. Any additional documents sent will not be reviewed.

V. Budget

Please see Budget Instructions in Appendix C.

VI. Funding/Demographics

Applicants must enter the approximate number of participants and adult volunteers they expect engage in community service and service-learning activities over the full project period.

VII. Review, Authorize and Submit

eGrants requires the applicant to review and verify the entire application before submitting. Read the Authorization, Assurances, and Certifications carefully **(Appendix B)**. Complete each section of the Assurances and Certifications by clicking on "I Agree." In eGrants, the Authorized Representative must log on to the system using his/her own account and verify that he/she has read them.

VIII. Survey on Ensuring Equal Opportunity for Applicants *(Optional–Appendix D)*

APPENDIX A – FACESHEET (Form SF424)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:
Application ☒ Non-Construction

2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):	3. a. DATE RECEIVED BY STATE:	3.b. STATE APPLICATION IDENTIFIER:
	4. a. DATE RECEIVED BY CNCS:	4.b. CNCS GRANT NUMBER:

5. APPLICANT INFORMATION

5a. LEGAL NAME:
5b. ORGANIZATIONAL UNIT:

5c. ADDRESS (give street address, city, county, state and zip code):

5d. NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME:
TELEPHONE NUMBER: ( ) -
FAX NUMBER: ( ) -
INTERNET E-MAIL ADDRESS:
WEBSITE:

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

☐☐-☐☐☐☐☐☐☐

7.a. TYPE OF APPLICANT: (enter appropriate letter in box) ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School District
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Private Non-Profit Organization
O. Other (specify)

7.b. CNCS APPLICANT CHARACTERISTICS
Enter appropriate code in each blank: ______, ______, ______, ______, ______

8. TYPE OF APPLICATION (Check appropriate box):
☐NEW ☐NEW/PREVIOUS GRANTEE
☐CONTINUATION ☐AMENDMENT
If Revision, enter appropriate letter(s) in box(es):

A. AUGMENTATION: ☐ B. BUDGET REVISION: ☐
C. NO COST EXTENSION: ☐ to (enter date)
E. OTHER (specify below): ☐

9. NAME OF FEDERAL AGENCY:
Corporation for National and Community Service

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

☐☐ ☐☐☐

Name of Program -

11. a. TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: END DATE:

14. ESTIMATED FUNDING: Check applicable box: Yr 1: ☐ Yr.2: ☐ or Yr 3: ☐

a. FEDERAL	$
b. APPLICANT	$
c. STATE	$
d. LOCAL	$ N/A
e. OTHER	$ N/A
f. PROGRAM INCOME	$ N/A
g. TOTAL	$

15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESSS FOR REVIEW ON:
DATE ___________________________________

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES If "Yes," attach an explanation. ☐ NO

17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED:

Modified Standards Form 424-(Rev. 4/03 to conform to the CNCS eGrants system)

APPENDIX B – Assurances and Certifications

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.
- Will keep such records and provide such information to the Corporation with respect to the programs as may be required for fiscal audits and program evaluation.
- Will comply with the nonduplication, nondisplacement, and grievance procedure requirements of 45 CFR Part 2540.
- Will, in the case of a grantmaking entity, local partnership or local educational agency applying for a school-based grant, develop an age-appropriate learning component for participants in the program that includes a chance for participants to analyze and apply their service experiences.

- Will, except for a state educational agency or Indian tribe applying for a school-based grant, prior to the placement of a participant, 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 the program, to prevent the displacement and protect the rights of those employees.
- Will, in the case of a local partnership applying for a School-Based grant from the Corporation, ensure that the LEA will serve as the fiscal agent.

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 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

A. Publishing a drug-free workplace statement that:

   a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;

   b. Specifies the actions that the grantee will take against employees for violating that prohibition; and

   c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;

B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;

C. Establishing a drug-free awareness program to inform employees about:

    a. The dangers of drug abuse in the workplace;

    b. The grantee's policy of maintaining a drug-free workplace;

    c. Any available drug counseling, rehabilitation, and employee assistance programs; and

    d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;

D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;

E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:

    a. Taking appropriate personnel action against the employee, up to and including termination; or

    b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- 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.

APPENDIX C – Budget Instructions

Learn and Serve America
Community-Based Formula Budget Instructions

The budget narrative must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where possible, your calculations should be presented in an equation format, identifying the number of persons or items involved, the per person or unit cost, and/or the annual salary cost.

Summary of statutory budget requirements for School-Based Formula applicants:

All Corporation for National and Community Service (CNCS) Community-Based Formula Learn and Serve America (Learn and Serve) budgets must conform to the following statutory requirements:

- Grantees who have received Learn and Serve America funding for more than three years must provide at least 50% of the total program costs (a minimum of a dollar for dollar match) for each year. The source(s) may be federal (non-CNCS), state, or local (public or private).
- You must allocate at least 10% of the CNCS share to planning and capacity building costs (Section I of your budget).
- Equipment costs can not exceed 10% of the total CNCS share.
- Administrative Indirect costs can not exceed 5% of the ***total*** CNCS funds requested.
- The grantee share of the total cost (Corporation Share + Grantee Share) of carrying out a program must be at least:
    - 10 percent for the first year
    - 20 percent for the second year
    - 30 percent for the third year
    - 50 percent for the fourth and any subsequent year(s). The 50% match requirement applies to any recipient that has received a previous three-year grant from Learn and Serve America.

Consistency of treatment: To be allowable under this award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

Section I. Planning and Capacity Building Costs

Source of Funds/Match. Describe the major source(s) of match contributions for Section I by clearly indicating the source(s), the type of contribution (cash or in-kind), and the approximate amount (or estimate) of the match. This field is found by clicking on the budget header for Section I.

Please note: The grantee's share of match may come from private, state, local, or federal sources**. *In the case of federal sources, the funds of another agency may only be used as match if the other agency permits such use*.**

A. Personnel Expenses

Include the portion of staff time attributed directly to the operation of the Learn and Serve America project. List each staff position as a separate line item.

B. Personnel Fringe Benefits

Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. Fringe benefit rates totaling greater than 30 percent of the relevant salary will require additional explanation/justification.

C. Monitoring and Other Travel

Describe the purposes for travel. Allowable costs include transportation, lodging, subsistence, and other related expenses for local travel and project-related travel outside the area. Please specify different types of travel expenses as separate line items (e.g., monitoring visits, conference attendance, etc.) and show detailed breakdown of all costs (e.g. 2 people x 3 days @ $50 per day for lodging = $300).

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 (five thousand) or more per unit (including accessories, attachments, and modifications). Include items that do not meet this definition in section E below. Purchase of equipment is limited to 10% of the total CNCS share. Show the unit cost and number of units you request.

E. Supplies

Include the purchase of consumable supplies and materials, including equipment that does not fit the equipment definition of D. above. *You must individually list any single item costing $1,000 (one thousand) or more.*

F1. Curriculum Development

Include costs for consultants related to curriculum development (contracts/mini-grants/release time). Payments to individuals for services under this grant ***may not exceed $540 per day*** (exclusive of any indirect expenses, travel, and supplies). Indicate daily rate for consultants where applicable.

F2. Contractual and Consultant Services

Include costs for any contractual services not covered in other categories. Payments to individuals for consultant services under this grant ***may not exceed $540 per day*** (exclusive of any indirect expenses, travel, and supplies). Indicate daily rate for consultants where applicable.

G. Training and Technical Assistance

Include the costs associated with training and professional development of teachers or program staff, such as costs for consultants, trainers, speakers, conference attendance and training materials. Indicate daily rates of consultants, where applicable. Please note that training of Service-Learning Coordinators may be paid for under Implementation (Section II of your budget).

H. Evaluation

Include costs for project evaluation activities and data collection against performance measures; including additional staff time or subcontracts you did not budget under Section IA (Personnel Expenses). Include use of evaluation consultants, purchase of instruments and other costs specific to this activity. Indicate daily rates of consultants, where applicable.

I. Other Operating Costs

Allowable costs in this category may include travel to CNCS-sponsored meetings and dissemination. In addition, these costs may include Internet expenses that are specifically used for Learn and Serve America and are not part of the organizations indirect cost/administrative cost. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget narrative.

Please include:

Travel to CNCS-Sponsored Meetings – Include up to $2,500 per person in this line item to cover the cost of CNCS-sponsored technical assistance meetings.

Dissemination (optional) – Include costs to publish or disseminate training manuals, evaluation assessment tools, promising practice guides and other successful products of your program.

Section II. Implementation, Expansion, Operation and Replication of Service-Learning Programs

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Source of Funds. Describe the major source(s) of match contributions for Section II by clearly indicating the source(s), the type of contribution (cash or in-kind), and the approximate amount (or estimate) of the match. This field is found by clicking on the budget header for Section II.

Please note: The grantee's share of match may come from private, state, local, or federal sources. ***In the case of federal sources, the funds of another agency may only be used as match if the other agency permits such use.***

A. Subgrants to Local Partnerships

Include costs for subgrants to local partnerships to implement service-learning programs. Indicate any match that you will require of your subgrantees under the "grantee share" column in this category. Subgrant funds may cover only costs allowable under CNCS grant guidelines. Provide a breakdown of the types of subgrants you are proposing by Category (e.g. planning, technical assistance, operating, sustaining, etc.). Use a separate line item for each type of subgrant you propose to make. Be sure to give a description of each type of subgrant in the budget narrative section.

B. Personnel Expenses

Include the portion of staff costs that are attributed to implementation activities of the program (e.g. service-learning coordinators). Identify each staff member in terms of responsibilities and title, and express the cost of that person either as a percentage of the individual's base salary (the total salary and percentage of time allocated to the proposed project cited) or as an hour pro-ration (the hourly rate and the number of projected hours cited). Note that staff time may be prorated between the Capacity Building, Implementation and Administrative sections as appropriate.

C. Personnel Benefits

Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries.

D. Adult Volunteer Programs

Include costs for subgrants to local partnerships to implement school-based service-learning programs involving adult volunteers.

E. Other Costs

List individually and clearly explain items related to implementation that do not fit in other categories.

Section III. Administrative/Indirect Costs (choose either A or B)

Source of Funds. Describe the major source(s) of match contributions for Section III by clearly indicating the source(s), the type of contribution (cash or in-kind), and the approximate amount (or estimate) of the match. This field is found by clicking on the budget header for Section III.

Please note: The grantee's share of match may come from private, state, local, or federal sources**. *In the case of federal sources, the funds of another agency may only be used as match if the other agency permits such use*.**

The CNCS/federal share of administrative costs is limited by statute to 5% of total federal funds actually expended under this grant. To calculate the federal maximum share of 5%, add the CNCS share subtotals of Sections I and II and multiply the sum by 5.26% (.0526). This total is the maximum amount you may request from CNCS for this budget category.

Applicants can choose to use one of two methods to calculate administrative costs – a CNCS Fixed Percentage method (Option A) or a Federally Approved Indirect Cost Rate method (Option B). Select **only one** of these options.

A. CNCS Fixed Percentage Method—Option A

If you choose Option A, you may charge, for administrative costs, a fixed 5% of the total of the federal funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures. These rates may be used without supporting documentation and are in lieu of a formally approved indirect cost rate.

1. To calculate the maximum CNCS share for administrative/indirect costs under Option A, add the subtotals of the CNCS share in Sections I and II and Multiply this sum by .0526. This is the maximum amount you can request as CNCS share of. Enter this amount as the CNCS share for Section III A.
2. To calculate the maximum grantee share of administrative/indirect costs, add the subtotals of Sections I and II (grantee share + CNCS share) and multiply this sum by 10 percent (.10). This is the maximum amount you can claim as grantee share of administrative/indirect costs. Enter this amount as the grantee share for Section III A.

B. Federally Approved Indirect Cost Rate Method—Option B

Applicants who choose to use their federally approved indirect cost (IDC) rate to calculate administrative costs should select Option B. Specify the *Cost Type* for which your organization has current documentation on file (i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate). Supply your approved IDC rate (percentage). Whether or not your entire IDC rate is used to calculate administrative costs for this grant is at your discretion. Please show your calculations and indicate, if different than the approved IDC, the rate you have chosen to use.

1. Calculate the total allowable administrative costs for the project using the method prescribed by your organization (i.e., based on salaries and benefits, total direct costs, or other), and calculate all totals.
2. Multiply the sum of the CNCS share subtotals in Sections I and II by .0526. This is the maximum amount you can request as CNCS share of administrative/indirect costs. Enter this amount as the CNCS share for Section III B.
3. Subtract the amount calculated in step 2 from the amount calculated in step 1. This is the maximum amount the applicant can claim as grantee share for administrative/indirect costs. Enter this amount as the grantee share for Section III B.

Definitions: Administrative Costs and Indirect Cost Rates

Administrative cost means general or centralized expenses of overall administration of an organization that receives CNCS funds and does not include particular project costs. For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

1. costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by CNCS as project costs;
2. costs for internal evaluation, including overall organizational management improvement costs (except for independent and internal evaluations of the project); and
3. costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

Administrative costs **may also include** that portion of salaries and benefits of the project director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in CNCS regulations.

Administrative costs **do not include** the following allowable expenses directly related to a project (including their operations and objectives), such as:

1. costs for independent evaluations and any internal evaluations of the project;
2. costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate and implement CNCS guidance and policies directly relating to a project;
3. space, facility and communications costs that primarily support project operations, excluding those costs that are already covered by an organization's indirect costs rate; and

4. other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by CNCS as directly attributable to a project.

Indirect Cost Rates

For organizations that have an established indirect cost rate for federal awards, administrative costs means those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget (OMB) Circulars A-21, A-87, and A-122.

1. If grantees have an approved indirect cost rate, such rate will constitute documentation of the grantee's administrative costs, including the 5% maximum payable by CNCS and the grantee match of administrative costs.
2. If a grantee wants to claim more than 10% match in administrative costs, it must have an approved indirect cost rate. Where appropriate, CNCS will establish an indirect cost rate that may be used for this and other federal awards.

APPENDIX D – Survey on Ensuring Equal Opportunity for Applicants

OMB NO 1890-0014; EXP 2/28/2009

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: ____

Applicant's DUNS Number: ____

Federal Program: ________________________________ CFDA Number:_________________

1. Has the applicant ever received a grant or contract from the Federal government?

☐ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☐ No

3. Is the applicant secular organization?

☐ Yes ☐ No

4. Does the applicant have 501(c)(3) status?

☐ Yes ☐ No

5. Is the applicant a local affiliate of a national organization?

☐ Yes ☐ No

6. How many full-time equivalent employees does the applicant have? *(Check only one box).*

☐ 3 or Fewer ☐ 5-50

☐ 4-5 ☐ 51-100

☐ 6-14 ☐ over 100

7. What is the size of the applicant's annual budget? *(Check only one box.)*

☐ Less Than $150,000

☐ $150,000 - $299,999

☐ $300,000 - $499,999

☐ $500,000 - $999,999

☐ $1,000,000 - $4,999,999

☐ $5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicant

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one fulltime equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0014**. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** *EEO Survey*, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.