



Learn and Serve America Higher Education 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 202-606-7510 or Isahighered@cns.gov.

The deadline for application submissions is Thursday, March 26, 2009 at 5:00 p.m. Eastern Time.

Use these instructions in conjunction with the associated *2009 Higher Education 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. (See 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 Higher Education 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 IX 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. The 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 an 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)

IV. 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.

Please refer to the NOFO for more information on review priorities (www.learnandserve.gov/for_organizations/funding/nofa). 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, 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: 2,000 characters or approximately one double-spaced page, 12-point font)

Briefly summarize the proposed program. Include the projected number of participants, subgrantee model (if applicable), service project goals, main activities, and anticipated outcomes.

2. Three Year Plan

(Maximum character limit: 18,000 characters limit or approximately 9 double-spaced pages, 12-point font)

In this section, explain the rationale and approach of the proposed three-year program plan. Similar to a business plan, please describe the program's major goals, program activities, and a general timeline by which these activities will be completed. In describing the proposed program's goals and activities, please indicate how they directly relate to the purpose and priorities for this grant competition (www.learnandserve.gov/for_organizations/funding/nofa).

In completing this section of the narrative, there are a number of program components applicants may wish to address. Please either describe those components first and include a three-year timeline at the end, or embed your anticipated completion dates within the narrative text.

Components of the proposed program plan may include, but are not limited to:

- Program development activities (i.e. hiring staff, recruiting students, training participants, etc.)
- Service-Learning or community service program implementation plans
- Subgrant selection and administration plans (if applicable)
- Training and technical assistance activities
- Evaluation plan
- Student leadership
- Technology use (particularly Web 2.0 or social media tools)
- Branding and promotion of your Learn and Serve America program
- Program sustainability plans

In the following sections (3-5), specify the impacts the proposed program will make in the following areas: Participant Development, Needs and Service Activities, and Strengthening Communities. If the three-year plan section of the narrative is the “what?” of the program, the following three sections should explain the “so what?”

3. Participant Development

(Maximum character limit: 6,000 characters or approximately 3 double spaced pages)

Learn and Serve America Higher Education grants aim to engage more college students in service and service-learning opportunities in order to increase academic content knowledge and build an ethic of civic responsibility. Please describe the impact the proposed program will have on participants. The response to this section should correspond with the performance measure(s) for participant development (see section V).

4. Needs and Service Activities

(Maximum character limit: 6,000 characters or approximately 3 double spaced pages)

To be in alignment with the priorities of this NOFO, the proposed program should address a local community need caused or exacerbated by the economic downturn. Clearly describe the community need that the program will address, how this need was identified, and how the program will take steps to address it. The answer to this section should correspond with the performance measure(s) for needs and service activities (see section V).

5. Strengthening Communities

(Maximum character limit: 4,000 characters or approximately 2 double spaced pages)

Learn and Serve America emphasizes the role of higher education institutions serving as civic institutions to meet the human, educational, environmental or public safety needs of their local communities. Describe how the proposed program will strengthen the capacity of its host institution (or subgrantees’ institutions) to meet the needs of local communities. Describe how the key partnerships the applicant has or will develop will foster community-problem solving. The answer to this section should correspond with the performance measure(s) for needs and service activities (see section V).

6. Organizational Capacity

(Maximum character limit: 10,000 characters or approximately 5 double spaced pages)

This section refers to the capacity of the applicant to manage a federal grant, effectively lead a group of subgrantees (where applicable), 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

- a. **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.
- b. **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. If relevant, applicants should also describe their capacity to adequately support, assess and monitor subgrantees.

- c. **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. As stated in the NOFO, previous Learn and Serve America Higher Education grantees should describe how the proposed program will build off those 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.
- d. **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 characters or approximately 2 double spaced pages)

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.

V. Performance Measures

Performance measure(s) should be clearly linked to the program narrative and focus on the particular issue(s) or need(s) that will be addressed. Performance measures targets should cover the full project period.

When entering performance measures in the Performance Measures section, please note:

- Select the Issue Area and Service Categories that represents the core activities of the proposed program (e.g., Environment, Disaster Response, Education, etc.);
- There are three Performance Measure Categories: Participant Development, Needs and Service Activities, and Strengthening Communities. All Performance Measure Categories must have an output, intermediate outcome and end outcome measure. Learn and Serve America Higher Education grantees must complete at least one performance measure under each category. Performance measures should align with answers to the corresponding narrative sections (IV. 3-5)
- All measures will have associated pull-down menus (population measured, indicator, target and instrument) that must be completed. Applicants selecting “Other” must indicate what that

means in the narrative box. Anything typed in the narrative box will not be saved if “Other” is not selected from the pull-down menu.

Please refer to the 2009 Learn and Serve Grant Competition website for more information on completing performance measures:

http://www.servicelearning.org/lisa/lisa_page/2009_nofos/index.php.

VI. 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 the 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.

VII. Budget

Please see Budget Instructions in Appendix C.

VIII. Funding/Demographics

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

IX. Review, Authorize and Submit

eGrants requires the applicant to review and verify the entire application before submitting (Appendix B). Read the Authorization, Assurances, and Certifications carefully. 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.

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

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: (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 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-1 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 2009 Higher Education Budget Instructions

Your budget narrative must provide a full explanation of the proposed program's associated costs, including a brief description of 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:

- ◆ You provide match with cash or in-kind contributions for at least 50% of the project's total costs (minimum of a dollar for dollar match). The source(s) may be federal (non-Corporation), state, or local (public or private).
- ◆ Equipment costs must not exceed 10% of the total federal share.
- ◆ Administrative costs must not exceed 5% of the total Corporation funds requested.

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. Program Operating 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.

Please note: The grantee's share (match) may come from private, state, local, or non-Corporation 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 the 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 and outside the project area travel. Please specify different types of travel expenses as separate line items (e.g., monitoring visits, conference attendance, etc.) and include a 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.

F. 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.

G. Training and Technical Assistance

Include the costs associated with training and technical assistance of faculty and staff, students and community partners associated with the project, especially training that specifically enhances project implementation and professional skills, e.g., project or financial management, or faculty development. Indicate daily rates of consultants, where applicable. Payments to individuals for services under this grant may not exceed \$540 per day (exclusive of any indirect expenses, travel, and supplies).

H. Evaluation

Include costs for project evaluation activities, 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 instrumentation and other costs specifically for this activity. Indicate daily rates of consultants, where applicable. Payments to individuals for services under this grant may not exceed \$540 per day (exclusive of any indirect expenses, travel, and supplies).

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 organization's indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs. List each item and provide a justification in the budget narrative.

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

Required expense under this line item 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.

J. Participant Stipends

Because stipends cannot be given to participants who receive academic credit for their service as part of a course, the Corporation does not fund participant stipends. However, if you have participants that receive stipends through Federal Work Study or other institutional funds that complement your service or service-learning program you may include this as part of your match.

K. Subgrants

Include subgrants to other institutions here. Show the number of subgrants you plan to make and the average amount or range of those subgrants. Subgrant funds may cover only costs allowable under Corporation grant guidelines. Include any match that you will require of your subgrantees under the "Grantee Share" column in this category.

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

Please note that 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.

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%, multiply the 5.26% (0.0526) by the sum of the CNCS share subtotals for Sections I. This total is the maximum amount you may request from CNCS for this budget category.

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 Section I and multiply by 0.0526. This is the maximum amount you can request as the CNCS share. Enter this amount as the CNCS share for Section IIA.
2. To calculate the maximum grantee share of administrative/indirect costs, add the subtotals for Section I and multiply this sum by 10 percent (0.10). This is the maximum

amount you can claim as grantee share of administrative/indirect costs. Enter this amount as the grantee share for Section II A.

3. Enter the sum of the CNCS and grantee shares under Total Amount in Section II 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 subtotal in Section I by 0.0526. This is the maximum amount you can request as CNCS share of administrative/indirect costs. Enter this amount as the CNCS share for Section II 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 II B.

Definitions.

Administrative costs 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 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. 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 [45 CFR 2543.27].

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:

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.

HIGHER EDUCATION BUDGET WORKSHEET

Section I. Program Operating Costs

A. Personnel Expenses

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

B. Personnel Fringe Benefits

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. Monitoring and Other Travel

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

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

E. Supplies

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Curriculum Development

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

G. Training and Technical Assistance

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

H. Evaluation

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

I. Other Program Operating Costs

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Travel to CNCS-Sponsored Meetings				
Dissemination				
Outreach				
Totals				

J. Participant Stipends

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

K. Subgrants

Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				
SECTION I SUBTOTALS				

Section II. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount				
Totals				

B. Federally Approved Indirect Cost Rate Method

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