



2006 Learn and Serve America Higher Education Grant Application Instructions

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IMPORTANT NOTICES

The Corporation for National and Community Service has changed its application instructions to conform with the on-line grant application system, *eGrants*. The Corporation's eGrants website system will serve applicants and grantees until the government-wide E-Grants portal is available for use. It is the Corporation's intention to participate in this E-Gov initiative when it is available.

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 C.F.R. 1320.5(b)(2)(i)). **Time Burden:** The time required to complete this collection of information is estimated to average 10 hours per applicant, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **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. **Public Comments:** Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, 10th floor, **Attn: LaMonica Shelton, 1201 New York Avenue, N.W. Washington, D.C. 20525.**

Application Overview

The Learn and Serve America application instructions are identical for the three program areas listed below. Budget instructions, however, are different for each program area and care should be taken to ensure you are following the correct set of budget instructions.

1. School-Based Formula and Competitive
(Including U. S. Tribes and Territories)
2. Community-Based
3. Higher Education
 - 3a. Individual Institutions
 - 3b. Consortia

Getting Started

Before you begin to develop your application you should read the following documents:

- ✓ **Notice of Funding Availability (NOFA)**
Guidance on specific Learn and Serve America grant competitions, including funding availability, how to apply, deadlines for applying, and selection criteria.
- ✓ **Application Instructions (below)**
Application questions and instructions on how to complete the standard 424 application for federal assistance for Learn and Serve America.
- ✓ **Budget Instructions (below)**
Program-specific instructions for each Learn and Serve America program area.

Each section of the Learn and Serve America application packet contains the information needed to complete a high-quality application. You must address or follow the guidance and answer questions specific to the program for which you are applying.

The above documents are available electronically at:

http://www.nationalservice.gov/for_organizations/funding/index.asp

Submission Procedures Date and Time

Project Period

The project period for Learn and Serve America grants is three-years. Your proposal should include a detailed three year project overview, as well as proposed activities and a budget for the first year of operation. If your application is approved, the Corporation will award a multi-year grant award agreement and provide funding for the first year of your program.

Continuation Funding

Funding for the second and third years of an approved program is contingent upon: 1) Satisfactory progress toward meeting your approved performance measures; 2) the availability of funds via Congressional appropriation; 3) the timely submission of continuation applications; 4) consistent, timely compliance with all reporting requirements; and, 5) any other criteria established in your award agreement.

Multiple Submissions

Legal Applicants can submit only one application for each competitive program area (Higher Education, Community-Based and School-Based).

Applicants are Required to:

- Submit applications by the posted deadline.
- Adhere to the character limits listed in the narrative sections below¹.
- If requested, make available financial statements, audits and recent evaluations of your program to program staff during the application review process. Do not submit any other supplementary materials such as annual reports, videos, brochures, letters of support, or any supplementary material not requested in the application.

Applying Online using the *eGrants* System

The Corporation requires that applicants make every effort to submit their application electronically using *eGrants*, the Corporation's web-based application system. Go to <http://www.nationalservice.org/egrants/> and create an *eGrants* account (if you do not already have one) to begin the process of submitting your application online. Instructions on how to create an account are available at this website.

The Corporation strongly encourages you to create an *eGrants* account and begin completing your application at least three weeks prior to the final submission deadline. This will allow you time to address technical issues prior to the deadline.

If you have questions about **Learn and Serve America application procedures, please contact** 202-202-606-7510 or LSAHigherED@cns.gov.

¹ The character count includes all letters, punctuation, and spaces in a document. One double-spaced, 12-point font page equals approximately 2,000 characters.

The deadline for *eGrants* application submissions is 5:00 p.m. Eastern Time on the date listed in the Notice of Funds Availability (NOFA).

If you are unable to submit your application using eGrants, you may submit a paper application along with a diskette or CD Rom with an exact duplicate of your application to the Corporation for National and Community Service, 1201 New York Avenue, NW, **Box LSA**, Washington, DC 20525 **by 5:00 p.m. Eastern Time on the working day after the due date.** Applicants should use an overnight mailing service to ensure applications arrive on time. Applicants should not send proposals via the United States Postal Service due to security screening-related delays.

Learn and Serve America Grant Application Instructions

PART 1. Facesheet Instructions

These instructions refer to the information found on the Standard Form-424 Facesheet (See Appendix A)

This form is required for applications submitted for federal assistance. The SF-424 contents are duplicated in eGrants, although the format is different. Note: When completing the application in eGrants, a number of the below boxes will already be completed through the process of setting up an account for the applicant organization and individual program contact.

The SF-424 contents are duplicated in *eGrants*, **although the format is different.**

1. Filled in for your convenience.
2. Self-explanatory.
3. 3.a. and 3.b. are for State use only. All Learn and Serve applicants should leave blank.
4. Item 4a and 4b: Leave blank. This will be assigned upon receipt.
5.
 - a. Legal Name: The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate “National University” instead of “Liberal Arts Department.”)
 - b. Organizational Unit: The name of the primary organizational unit that will undertake the assistance activity, if different from 5.a.
 - c. Address: Your organization’s complete address with the 5 digit ZIP code, and the four digit extension. In *eGrants*, this should be the address for the Legal Applicant. The Project Director address may be different, but it is requested in a different part of the application process.
 - d. Name and contact information of the cognizant project director or other person to contact on matters related to this application: Self explanatory.
6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service and your DUNS number.
7.
 - a. Type of Applicant: Enter the appropriate letter in the box. You may select only one. In *eGrants* this is a drop down list.
 - b. CNCS Applicant Characteristics: Consult the following list of characteristics of applicants and enter the corresponding numbers, each in a separate blank. Select all that apply. In *eGrants* this is a drop down list.

1. 2-year college
2. 4-year college
3. Area Agency on Aging (cont.)
4. Chamber of Commerce/Business Association
5. Community Action Agency/Program
6. Community College
7. Community-Based Organization
8. Faith-based organization
9. Governor's Office
10. Grant-making Entity
11. Health Department
12. Hispanic Serving College or University
13. Historically Black College or University (HBCU)
14. Law Enforcement Agency
15. Local Affiliate of National Organization
16. Local Education Agency
17. Local Government Municipal
18. National Non-profit (Multi-state)
19. Other Native American Organization
20. Other State Government
21. School (K-12)
22. Self-Incorporated Senior Corps Project
23. Service/Civic Organization
24. State Commission
25. State Education Agency
26. Statewide Association
27. Tribal Government Entity
28. Tribal Organization (non-government)
29. U.S. Territory
30. Vocational/Technical College
31. Volunteer Management Organization

8. Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes: **All** Learn and Serve America applicants will select "New" since this is a new grant cycle.

9. Filled in for your convenience.

10. Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing and write that number in the boxes.

- 94.004 Learn and Serve America—School and Community Based Programs
- 94.005 Learn and Serve America—Higher Education

In *eGrants*, select the funds for which you are applying:

- LSA-School-Based Formula (for State Education Agencies Only)
- LSA-School-Based Competitive
- LSA School-Based Indian Tribes and Territories
- LSA-Community-Based
- LSA-Higher Education—Individual
- LSA-Higher Education—Consortia

11. a. Enter the title of the project.

b. Program Initiative. Enter the name of the CNCS program initiative only if you are applying for School-Based Competitive funds or Higher Education Funds.

The program initiative refers to the specific category. If you are applying for School-Based Formula or Community-Based funds, leave this blank.

12. List only the largest political or municipal entities affected (e.g., counties and cities).
13. Enter the dates for the proposed project period. Your project period is three years and may begin no earlier than June 1, 2006.
14. Check the appropriate box to indicate the grant year for which funding is being requested. You are requesting funds for Year One. Enter the appropriate amounts for a, b, and g. **(These fields are populated automatically in eGrants when you complete your budget.)**
 - a. Federal The total amount of Federal funds requested in the budget.
 - b. Applicant The total amount of the applicant share (matching funds) entered in the budget.
 - c. Local NA for Learn and Serve America
 - d. State NA for Learn and Serve America.
 - e. Other NA for Learn and Serve America.
 - f. Program Income NA for Learn and Serve America
 - g. Total The applicant's estimate of the total funding amount for the agreement
15. Indicate whether this application is subject to review by the state "Executive Order 12372 Process" by checking the box. The purpose of Executive Order 12372, "Intergovernmental Review of Federal Programs," is to foster intergovernmental partnerships by relying on state and local processes for the coordination and review of proposed federal financial assistance and direct federal development. The Order allows each state to designate an entity to perform this function. A list of these "Single Point of Contact" entities can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>. Contact your Single Point of Contact to determine whether your application is subject to the state intergovernmental review process.
 - a. If Yes, indicate the date a copy of your application was submitted to the state for review under the Executive Order 12372 Process
 - b. If No, check the appropriate box.
16. 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. **Paper Users:** fill in the date and attach an explanation.
17. The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Note: (The Authorized Representative is the official within an applicant organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the applicant as may be required by a grant maker. The signature of the Authorized Representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grant maker's regulations, guidelines, and policies. Note that the Authorized Representative is not necessarily the Project Director.)

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 of not more than \$10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001)

PART 2. Application Narrative Sections

Sections 1-8 are text boxes in *eGrants*. Click on the heading of each one to enter text, or cut and paste your text into the box.

- 1. Executive Summary**—One double-spaced page, 12 point font, or 2,000 characters. Briefly summarize your proposed program. Include the projected number of participants, subgrantees (if applicable), service goals, and main activities.
- 2. Summary of Accomplishments**—One double-spaced page, 12 point font, or 2,000 characters. Briefly summarize the accomplishments from prior Learn and Serve and/or other Corporation program funds you have received.
- 3-8. Proposal Narrative**—The maximum combined length of sections 3-8 is 41,000 characters (including spaces) in *eGrants*, or approximately 20 double-spaced pages with 12 point font.

IMPORTANT: When responding to the below questions, be sure to refer to the guidance provided in the Notice of Funds Availability (NOFA) related to the program for which you are applying. The length of responses to each of the narrative sections is up to the individual applicant.

3. Three Year Plan

All applicants must submit a three year plan that outlines major milestones, key tasks, and corresponding dates for the development and management of your proposed program.

Note: Consortia applicants must demonstrate that they have the experience and capacity to publicize a grant competition and identify, award, monitor and support high-quality subgrantees engaged in meaningful service-learning activities. Consortia applicants should explicitly address the following points in their three year plan and/or in the additional narrative responses below.

1. Overall subgranting and portfolio management strategy and how it will support the goals of this grant competition and the priorities of your organization;

2. Subgranting selection and awards process, including the purpose(s) for each of your subgrant types (planning, sustaining, leadership, etc.) and rationale for the level of funding for each type;
3. Fiscal/programmatic monitoring and oversight of subgrantees;
4. Strategies for supporting policy development and institutionalization of service-learning at state and local levels;
5. Training and technical assistance to support subgrantees and others within your network. Include how TA will be provided, by whom and when;
6. Data collection and evaluation strategies, including support for subgrantees to use required data collection systems and instruments;
7. Partnership development and maintenance at grantee and subgrantee levels that strengthen your network's ability to use service-learning;
8. Sustainability efforts, including funding diversification and policy development; and,
9. Expansion of service-learning to new institutions/organizations and schools.

4. Needs and Activities

Needs: Describe the specific community needs your program will address and how these needs were identified.

Strategy: Describe your strategy for meeting those needs and your rationale for that strategy.

Description of Activities: Describe your proposed Service-Learning activities and how they support your strategy.

5. Strengthening Communities to Support Service Learning (Consortia grantees may reference responses provided in Section 3 above.)

Community Partnerships: Describe the community partnerships you intend to develop, including well-defined roles for private schools, and/or faith- and/or community-based organizations where appropriate.

Sustainability: Describe how your program will work to institutionalize Service-Learning at the grantee and, if appropriate, subgrantee levels.

Adult Volunteers: Describe how you will generate additional adult volunteers to support or help coordinate your efforts. Estimate the number of volunteers you expect to recruit.

6. Developing Participants

School and Community-Based Participants are defined as youth aged 5-17 *engaged in service* through the program.

Higher Education Participants are defined as students, faculty, administration or staff of the institution, or residents of the community who are engaged in service through the program.

Support: Describe your plans for involving participants in the program planning as well as training, supervising, developing, and recognizing participant efforts.

Citizenship: Describe your plan to ensure participants in your program develop civic responsibility; attaining new levels of citizenship knowledge, skills and attitudes, and developing life-long habits of service.

Disadvantaged Youth: Describe strategies for engaging and/or serving disadvantaged youth in your program model.

Diversity: Describe how your program will provide opportunities for participants and volunteers to serve together with people of different backgrounds (such as ethnicity, race, religion, socioeconomic status, age and physical ability).

Number of Participants: Estimate the number of participants you expect to engage in the first year of your program.

7. Organizational Capacity

Please address the following issues. Consortia grantees may reference responses provided in Section 3 above.

- a. Ability to provide sound program and fiscal oversight;
- b. Experience administering a federal grant;
- c. Qualifications and roles of key staff people responsible for the program;
- d. Programmatic track record of accomplishment as an organization;
- e. Plans for evaluation and assessment, and any research you plan to conduct.

8. Budget/Cost Effectiveness

Explain how your program builds community support for your program at the local, state and national levels.

Describe the other sources of support used by your program and your plans and ability to expand this support.

Describe plans for supporting Learn and Serve national identity and publicizing your program.

PART 3. Service Codes (Appendix C)

Select the Issue Area(s) that best categorizes your proposed program. Next, select as many Service Categories as apply to your program. In *eGrants*, this step appears in the Performance Measures section of the application. The Service Category drop-down menu will automatically generate a list of options associated with the selected Issue Area. Should you need additional lines in *eGrants*, consult the on-line help on the Performance Measure page.

PART 4. Performance Measures

Before you complete this section please see Performance Measurement Guidance for Learn and Serve America at http://www.servicelearning.org/nslc/perf_measurement/index.php.

Your performance measures should be clearly linked to the program narrative and focus on the particular issue(s) or need(s) that will be addressed. Performance measures can cover a period of up to three years, with targets set for each year, whenever feasible, based on the type of data collected.

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

- You will need to select the Issue Area and Service Categories that represent the core activities of your program;
- Each Performance Measure Category (Needs and Service Activities, Participant Development and Strengthening Communities) must have a completed Needs Statement and brief 3 Year Action Plan;
- All Performance Measure Categories must have an output, intermediate outcome and end outcome measure; (A total of three measures, with 3 parts for each measure, must be submitted.)
- All measures will have associated pull-downs (population measured, indicator, target and instrument) that must be completed. If you select “Other,” you must indicate what that means in the narrative box. If you do not select “Other,” anything typed in the narrative box will not be saved.

PART 5. Required Documents

For each required document, select “Sent,” “Already on File,” or “Not Applicable” in *eGrants*.

The default setting in *eGrants* is “Not Sent.” If you do not change this status, *eGrants* will not verify your application for submission. “Sent” documents must arrive at CNCS within 5 working days after the application deadline. Please note your *eGrants* Application ID # on the documents you send. They should be mailed to: Corporation for National and Community Service, ([program initiative here](#)), 1201 New York Avenue, NW, Washington, D.C. 20525.

1. A133 Audit Report or Financial Statement

The Corporation may request applicants’ financial information after approval of a grant application and prior to award. Nonprofit organizations and US Tribes must be prepared to submit either the most recent A133 Audit report (for organizations who expend \$500,000 or more of federal funds annually), or your organization’s most recent financial statement upon request.

Learn and Serve America applicants are NOT required to submit an A133 or other audit at the time of application and should select “Not Applicable” on the *eGrants* documents screen.

2. Previous Evaluations of Program Activities

If you have conducted a recent (within the past 2 years) evaluation of previous program activities, you may be asked to provide a copy of this evaluation during the grant application review process.

Learn and Serve America applicants are NOT required to submit an evaluation at the time of application and should select “Not Applicable” on the *eGrants* documents screen.

3. No Additional Appendices

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

PART 6. Certifications and Assurances (Appendix B)

The Authorized Representative must carefully read the assurances and certifications. Then he/she must complete the form that certifies that your organization will comply with the required Federal assurances and certifications. In *eGrants*, the Authorized Representative must log on to the system using his/her own account and verify that he/she has read them.

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

Instructions

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a "prospective primary participant in a covered transaction" as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in subgrant agreements

You agree by submitting this proposal that you will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of subgrant principals

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-certification in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

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

OMB STANDARD ASSURANCES:

- 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 program costs) to ensure proper planning, management, and completion of the program 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 comply with all rules regarding screening, including background checks of program staff and participants.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with all rules regarding prohibited activities, including those stated in applicable application guidelines, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- 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 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 handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (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 program purposes regardless of federal participation in purchases.
- Will comply, as applicable, 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-7), 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 program 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.

CERTIFICATIONS

1. Lobbying (Activities)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities.

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
- (b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, Sections 85.105 and 85.510,

A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor any of the principals:

- (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- (b) Has, within a three-year period preceding this application, been convicted of, or had a civil judgment entered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) (b) of this certification, and
- (d) Has not, within a three-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will 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 34 CFR Part 85, Section 85.615 and 85.620).

The applicant certifies that it has or will continue to:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establish an ongoing drug-free awareness program to inform employees about—
 - (1) the dangers of drug abuse in the workplace,
 - (2) the grantee's policy of maintaining a drug-free workplace.
 - (3) any available drug counseling, rehabilitation, and employee assistance programs, and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement, and
 - (2) notify the employer, in writing of his or her conviction for a violation conviction for a violation of any criminal drug statute occurring in the workplace no later than five days after such conviction.
- (e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d) (2)) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination...; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f)

ASSURANCES AND CERTIFICATIONS

ASSURANCE SIGNATURE: **NOTE: Sign this form and include in the application if unable to submit application using *eGrants*.**

SIGNATURE: By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

CERTIFICATION SIGNATURE: **NOTE: Sign this form and include in the application if unable to submit application using *eGrants*.**

Before you start: Before completing certification, please read the Certification Instructions.

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:
 Certification: Debarment, Suspension and Other Responsibility Matters
 Certification: Drug-Free Workplace
 Certification: Lobbying Activities

Legal Applicant: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

APPENDIX C -- SERVICE CODES

Double-click on the box and click on "checked," or print this form off and check all service codes that apply.

- Delivery of Health Services
- Health Education
- Maternal/Child Health Services
- Mental Health
- Congregate Meals
- Mental Retardation

HEALTH/NUTRITION

- Substance Abuse
- Physical Disabilities Programs
- In-Home Care
- Hospice/Terminally Ill
- Food Distribution/Collection
- HIV/AIDS

- Immunization
- Other Health/Nutrition
- CHIPS/SCHIPS
- Health Screening

EDUCATION

- Pre-Elementary Day Care
- Elementary Education
- Secondary Education
- Special Education
- Tutoring & Child Literacy –
Elementary
- Tutoring and Child Literacy – Middle
School

- Tutoring and Child Literacy – High
School
- Job Preparedness/Vocation Education
- Library Services
- Cultural Heritage
- ESL
- GED/Dropouts
- Head Start/School Preparedness

- Adult Education and Literacy
- Other Education
- After School Programs
- America Reads
- Computer Literacy
- Youth Leadership/Development

ENVIRONMENTAL

- Waste Reduction/Management/Recycling
- Environmental Awareness
- Clean Air
- Clean and Safe Water
- Energy Conservation
- Indoor Environment
- Toxic Waste Management
- Wildlife, Land, Vegetation Protection/Restoration
- Other Environment
- Community Restoration/Clean Up

DISASTER

- Disaster Preparedness
- Disaster Mitigation
- Disaster Response
- Disaster Recovery
- Other Disaster

HOMELAND SECURITY

- Homeland Security-Public Health
- Homeland Security-Public Safety
- Homeland Security-
Disaster Preparedness/Relief

PUBLIC SAFETY

- Safety/Fire Prevention/Accident
Prevention
- Adult Offender/Ex-Offender
Services/Rehabilitation
- Child Abuse/Neglect
- Crime Awareness/Crime Avoidance
- Victim/Witness Assistance
- Community Policing/Community
Patrol
- Conflict Resolution/Mediation
- Elder Abuse/Neglect
- Family Violence
- Improvement of Household Security
- Neighborhood Watch/Block Watch
- Sexual Abuse/Rape
- Children & Youth Safety Programs
- Juvenile Justice/Delinquency/Gangs
- Legal Assistance
- Safe Havens
- Other Public Safety

HOUSING

- Home Management Support/Education
- Homelessness
- Housing Referrals/Relocation/Other
- Housing Rehabilitation/Construction
- Independent Living-Disabled
- Independent Living-Seniors
- Tenant Organizing
- Transitional Housing
- Other Housing

HUMAN NEEDS – GENERAL

- Adult Day Care/Senior Center
- Companionship/Outreach
- Crisis Intervention
- Mentoring
- Respite
- Teen Pregnancy/Parent Support Education
- Senior Center Program (non-residential)
- Other Human Needs Services

COMMUNITY AND ECONOMIC DEVELOPMENT

- Consumer Education
- Community Development
- Transportation Services
- Community Improvement
- Regional/State/City Planning
- Social Services Planning/Delivery
- Community-Based Volunteer Programs
- Cooperatives/Credit Unions
- Food Production/Community Gardens/Farming

- Job Development/Placement
- Other
- Management Consulting
- Small/Minority Business
- Tax Counseling/Counseling
- Thrift Store
- Microenterprise
- Technology Access
- Welfare to Work



APPENDIX D – Budget Instructions

Learn and Serve America Higher Education 2006 Budget Instructions

Your 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:

- ◆ You must match with cash or in-kind contributions 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 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 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 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.

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 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.

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.

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.

Required expenses under this line item include:

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

Computer headsets (headphone + microphone)—include up to \$100 for the purchase of equipment needed to allow staff to participate in web-based meetings and training programs. An average headset costs approximately \$25.

Optional Expense:

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

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)

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% (.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.

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 Section I and multiply by .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 (.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 .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 2541.220(b)].

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							

HIGHER EDUCATION BUDGET FORM Applicant Organization:

SECTION I: PROGRAM OPERATING COSTS					
	Column 1	Column 2	Column 3	Column 4	Column 5
A. Personnel Expenses	Annual Salary	% Time Spent on Program	Total Program Cost	CNCS Share	Grantee Share
Subtotal - Personnel			\$	\$	\$
B. Benefits	(includes FICA, Workers' Comp, Leave, other Fringe)				
C. Monitoring and Other Travel					
D. Equipment	(not greater than 10% of total CNCS budget costs)				
E. Supplies					
F. Curriculum Development					
G. Training and Technical Assistance					
H. Evaluation and Research					
H. Evaluation	(Consultant daily rate not to exceed CNCS maximum \$540/day)				
I. Other	(includes CNCS-sponsored meetings, Dissemination and Outreach)				
J. Participant Stipends					
K. Subgrants					
Subtotal SECTION I.			\$	\$	\$
SECTION II: ADMINISTRATIVE COSTS (Choose A or B)					
A. Grantee Administrative Costs	(CNCS Admin not to exceed 5 % of CNCS Section I) (Up to 10% Match allowed without approved Indirect Cost Rate)				
B. Federally-approved Indirect Cost Rate					
Subtotal SECTION II.			\$	\$	\$
TOTAL BUDGET COSTS			\$	\$	\$