

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

**National Providers of Training and Technical Assistance to Tribal entities that are operating Corporation for National and Community Service Programs
Notice of Funding Opportunity – Initial Announcement
CFDA No.: 94.007 – Training and Technical Assistance
Deadline for Application: April 12, 2007
Award Announcements: September 6, 2007**

Overview

Available Funding Opportunity: The Corporation for National and Community Service (the Corporation) announces the opportunity to apply for approximately \$425,000 in first-year funding to support training and technical assistance cooperative agreements designed to assist service programs operated by Indian Tribes or that involve Native Americans. The Corporation intends to make an award to one or more entities for up to three years, with continued funding beyond the first year contingent upon the availability of funds, satisfactory performance, and other criteria established in the award agreement.

Purpose of the Awards: The purpose of the cooperative agreement(s) awarded under this notice is to fund training and technical assistance (TTA) services provided to Tribal entities and entities involving Native Americans that operate AmeriCorps, Senior Corps and Learn and Serve America programs, or that are involved with VISTA projects. This is not a notice of funding opportunity for the operation of a community service grant program. The selected TTA provider(s) will work with the Corporation in building the capacity of Tribal grantees and their partners to more effectively use service and volunteering to meet community needs and to improve the lives of those who serve, as detailed in this notice.

Eligible Applicants: State and local government entities, non-profit organizations including faith-based and other community based organizations, institutions of higher education, Indian tribes, and commercial entities are eligible to apply. Commercial, for-profit entities are eligible, subject to certain limits as discussed in this notice. The Corporation wants to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance.

Dates: The deadline for Grants.gov submissions is 5:00 p.m. Eastern Time on Thursday, April 12, 2007. If you are unable to submit your application using Grants.gov, a paper application along with a diskette or CD Rom with an exact duplicate of your application must be received at the Corporation for National and Community Service, 1201 New York Avenue, NW, Attn: TTA NOFO, Washington, DC 20525 by 5:00 p.m. Eastern Time on Friday, April 13, 2007. Applications submitted by fax or email will not be accepted. To allow us to gauge the number of applications we are likely to receive, please send an email by Thursday, March 22, 2007, to TTANOFO@cns.gov, stating that you plan to submit an application for this grant competition. Although submission of the notice of intent to apply is not mandatory, your email will help the Corporation to plan more efficiently for our review. In your email, include the name of your organization, address, contact person, and phone number.

For Further Information: This Notice, with the complete application, instructions and other relevant material, is available on the Grants.gov website, <http://www.grants.gov> under “**Find Grant Opportunities**” or on the Corporation’s website at: <http://www.nationalservice.gov> under “**New Funding Opportunities.**” In addition to the web site, you may contact the Corporation for National and Community Service at TTANOFO@cns.gov. Upon request, this information will be made available in alternative formats for persons with disabilities.

NOTE: Publication of this announcement does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the National Providers of Training and Technical Assistance competition.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

The Corporation is an independent Federal grant-making agency that encourages Americans of all ages and backgrounds to engage in community service. This service addresses the nation's educational, public safety, environmental, homeland security and other human needs to achieve direct and demonstrable results. In addressing those needs, we strive to foster civic responsibility, strengthen the ties that bind us together as Americans, and provide educational opportunities for those who make a substantial commitment to service. We support a range of volunteer service programs, including AmeriCorps, Learn and Serve America, and Senior Corps.

The Corporation works to support volunteer community service and service-learning at the local level and to support public and private non-profit organizations, including faith-based and other community-based organizations, that use volunteer service as a strategy for addressing national and community needs. Corporation-sponsored programs and projects focus on the mobilization of community resources and volunteers, support for faith-based and other community-based organizations, citizenship development, capacity building and organizational sustainability, and foster an ethic of civic responsibility. The Corporation’s service programs tap into and further develop the skills, talents, and experience of Americans to address a wide range of community challenges. Service participants and volunteers, working side-by-side, conduct safety patrols for local police departments, participate in environmental projects, provide intensive educational services to children and adults, serve one-on-one as tutors and mentors to young people, help homebound seniors and other adults maintain independence in their own homes, and respond to natural disasters, among other activities.

The primary purpose of the TTA to Tribal Programs award is to provide services and training for the benefit of the Corporation’s tribal grantees and potential grantees. The provider(s) selected under this Notice will provide training and technical assistance services, and develop and disseminate training curricula and materials in support of the Corporation’s tribal grantees and partners.

The successful applicant for the Technical Assistance for Tribal Programs cooperative agreement will have:

1. Extensive knowledge of, and experience with, service programs operated by Indian tribes and/or involving Native Americans.
2. An understanding and knowledge of the nature of volunteer and service programs.
3. An understanding and knowledge of key issues tribal entities face when operating federally funded grants.
4. Knowledge of how Tribal and Federal government partnerships work to support service in Indian communities and an understanding of the role of national service in these efforts.
5. Experience in organizational development, curriculum design and knowledge of creative training methods is essential, especially around topics relevant to program development as well as AmeriCorps member development and support.

TTA provider should at a minimum, be able to:

1. Identify best practices and other information useful to tribal programs in developing and operating national service programs.
2. Conduct ongoing needs assessments to determine the most pressing training and technical assistance needs, and the most effective strategies to meet these needs.
3. Develop ongoing means of sharing information among tribal programs such as conference calls, listservs, electronic newsletters, webinars, affinity groups and peer exchanges.
4. Adapt existing TTA materials and curricula for use with Tribal grantees and native populations as needed to include (but not limited to) the following existing resources:
 - Use of the Corporation's web-based reporting and grants management systems WBRS/eGrants
 - Recruiting participants, participant and program management, policies and effective practices
 - Managing conflict
 - Helping members make successful transitions to life after AmeriCorps
 - Recruiting and managing volunteers
 - Establishing effective performance measures
 - Using technology in collecting and measuring program performance
 - Ensuring sound fiscal and organizational management systems and practices compliant with program and grant requirements
 - Conducting outreach to uninitiated organizations
 - Youth service and service-learning
5. Design and support an annual national conference on service in Indian communities in conjunction with the Corporation and other TTA providers.
6. Conduct technical assistance for individual or small groups of tribal grantees via email, telephone, and on-site, as required.
7. Collaborate with CNCS staff.
8. Collaborate with other National Training and Technical Assistance Providers particularly in the area of participant recruitment and development, leveraging volunteers, performance measurement, and financial management.

9. Utilize the National Resource Center as the single portal to submit all materials developed for use by national service grantees and participants and to access materials to be shared with and used by national service grantees and participants.

Specific learning outcomes the applicant will address for the Corporation's tribal grantees will include (but not be limited to) the following:

Tribal grantees and their partners working with tribes and national service programs that are currently, or may become involved in service in tribal communities will:

1. Understand and respond to program specific (AmeriCorps, Senior Corps, Learn and Serve, and VISTA) requirements to effectively operate their Corporation funded program.
2. Work within their existing organizational/governmental structure making adaptations as necessary to program specific infrastructure to ensure organizational capacity to effectively operate their program.
3. Identify resources within national service with whom they can partner to support local community efforts.

The provider will learn about existing resources to help national service programs or projects achieve the above learning outcomes, and adapt existing resources as needed. In addition, the provider will identify unique challenges for native service participants and managers of tribal programs in achieving the above learning outcomes, and develop appropriate interventions to ensure success.

In addition, during the performance of this award, the provider shall:

1. Ensure that provider staff and consultants know the background, mission, objectives, key policies, and programs of the Corporation
2. Participate in the planning and implementation of national provider meetings and national training events (e.g., the National Conference on Volunteering and Service and Corporation grantee meetings) as requested by the Corporation.
3. Collaborate on materials development and training events of other national training and technical assistance providers or the Corporation, as requested.
4. Share effective TTA practices with other providers through the training and technical assistance listserv.
5. As directed, use the Corporation's training brand for all Corporation supported training and technical assistance activities and use provided graphic templates for materials production.
6. Keep current the listing of upcoming activities with dates and locations for posting onto the Corporation's Master Training Calendar.
7. Meet as necessary with the Corporation Training Officer (cognizant training officer), program or other staff or consultants designated by the cognizant training officer, to review work plans and budgets, monitor progress, and exchange ideas and information concerning training and technical assistance.

While all Corporation-funded programs and projects address the agency's mission to strengthen communities through service, there are statutory differences in the programmatic and administrative requirements for each program (e.g. AmeriCorps, Senior Corps, Learn and Serve America.). The Corporation expects providers to first highlight and build upon the common aspects among programs, and to consider and reflect upon the differences in the design and delivery of training and technical assistance services depending on the needs of the Corporation's tribal grantees. For these reasons, the award under this funding opportunity will be a cooperative agreement, involving collaborative substantial involvement with Office of Leadership Development and Training staff, program staff, and program offices as applicable. They will be required to come to the Corporation for National and Community Service in Washington, D.C. to learn our systems, prioritize needs, and share and receive information. This is to ensure the accuracy and applicability of the materials that the provider plans to use in providing training and technical assistance to support the Corporation's tribal grantees.

II. AWARD INFORMATION

The funding amount of \$425,000 is the projected amount for supporting the initial phase of the agreement (generally the first year's, 12 month, budget), with additional funding contingent upon need, quality of service, the nature and scope of activities to be supported, and availability of funds for this purpose.

The Training and Technical Assistance Strategy and Delivery Plan portion of the narrative section of the application should reflect the Applicants' understanding of the provider requirements outlined in this NOFO. The Applicants must discuss their capabilities to accomplish the needed services/support outlined in **Section II** of this Notice.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

State and local government entities, non-profit organizations including faith-based and other community based organizations, institutions of higher education, Indian tribes, and commercial entities are eligible to apply. Commercial, for-profit, entities are eligible, however, they are not allowed to earn a fee, i.e., no profit or management fee is allowed from this award or subaward. A fee or profit may be paid to a contractor providing goods or services under a contract with a recipient or subrecipient. Organizations that operate or intend to operate Corporation supported programs are also eligible. The Corporation will also consider proposals submitted by a single applicant **and** proposals submitted by two or more organizations that apply as a consortium. All proposed arrangements with other organizations are subject to Corporation review and approval. The Corporation wants to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance. However, applicants must differentiate between this grant's proposed activities and those of the currently-funded program or pending application. Applicants that have never received funding from the Corporation are eligible and encouraged to apply for funding under this Notice. However, pursuant to the Lobbying Disclosure Act of 1995, an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4), which engages in lobbying is not eligible to apply.

2. Cost Sharing

No cost sharing will be required under this award.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address

Applications are to be submitted using Grants.gov the Federal government's web-based grants management system. To obtain and/or submit your application, please go to the Grants.gov website, <http://www.grants.gov> under "**Find Grant Opportunities**". Please see the application instruction for how to use Grants.gov. The Notice of Funding Opportunity and Application Instructions can also be obtained through our website at <http://www.nationalservice.gov> under "**New Funding Opportunities.**"

2. Content and Form of Application Submissions

In order to gauge the number of applications we are likely to receive, please send an email by Thursday, March 22, 2007, to TTANOFO@cns.gov, stating that you plan to submit an application for this grant competition. Although submission of the notice of intent to apply is not mandatory, your email will help the Corporation to plan more efficiently for our review. In your email, include the name of your organization, address, contact person, and phone number.

The Corporation expects applications to address the capacities described in section I using the most creative and cost-effective strategies. An applicant that proposes to work in conjunction with others should disclose the names of those organizations and describe their expertise, experience and accomplishments. Key personnel for the applicant and any subrecipient or subcontracting organization should be named and biographical information should be included. Further, applicants should pre-select those other organizations and outline a plan to monitor and manage those organizations, and provide clear explanation for the additional capacity and the overhead expenditures required. Funds may not be used to pay or to provide reimbursements for payment of the salary of a consultant at more than the daily equivalent rate of \$540.00.

To develop your application, read this NOFO, the 2007 Application Instructions – Training and Technical Assistance Cooperative Agreements, and any additional guidance given by the Corporation for National and Community Service regarding the National Providers of Training and Technical Assistance. You may access this information at our website, at <http://www.nationalservice.gov> under "**New Funding Opportunities.** Applicants should review information on the Corporation's main website at www.nationalservice.gov and other Corporation websites including www.americorps.org; www.learnandserve.org; and www.seniorcorps.org; www.seniortechcenter.org; and www.servicelearning.org. In addition to completing an on-line application, applicants must submit, in hardcopy form, all attachments specified in this NOFO and the Application Instructions.

The TTA Strategy and Delivery Plan

The Applicant shall:

- (a) Describe how specific task requirements are to be performed, analyzed, resourced, and managed to ensure quality performance in a timely and efficient manner.
- (b) Describe the availability and the approach to the management of personnel and organizational resources required to meet the task requirements.
- (c) Describe the management approach to be used to ensure appropriate interface with the Corporations' Tribal Desk Officer to facilitate task progress, communication and understanding between parties.
- (d) Describe understanding of task requirements through relevant knowledge of the Corporation Programs, and Initiatives, as well as applicable Tribal rules/regulations, etc. It is important that the Applicant's proposal provide evidence of detailed knowledge and/or experience in performing the identified tasks in the same or similar environment(s).

The Organizational Capacity portion of the narrative section of the application should contain the following elements, which are discussed more fully in subsequent paragraphs:

1. Staff Qualifications
2. Organizational Past Performance
3. Corporate Facilities

1. Staff Qualifications

- (a) Resumes: Include a resume of the education and recent experience (i.e. within the last five years) for key personnel proposed to provide the services/support requested. Resumes submitted in this Section should indicate the Applicant's breadth and depth of knowledge and experience in performing the tasks outlined. Indicate whether the particular person is an employee of the Applicant or will be utilized under a consulting agreement or subcontract.
- (b) Knowledge, Skills, and Abilities: The Applicant should address how the professional and/or technical personnel proposed have a working knowledge of the work requested under this cooperative agreement. Applicants should highlight capabilities of staff performing tasks for similar and relevant government projects and programs. Professional and technical personnel should have skill in communicating both orally and in written form.
- (c) Types of Proposed Staff: The variety and completeness of the proposed staff is of particular importance for this Notice. The Corporation is interested in receiving

proposals that identify both upper level management and key technical personnel, and lower level technical and operational personnel.

2. Organizational Past Performance

- (a) Each Applicant must demonstrate recent (i.e., within the last five years) organizational experience with the tasks outlined **in Section II.** (with a preference for work with the Federal Government).
- (b) The Applicant should submit information for all Government cooperative agreements and or contracts performed in the last three years that exhibited similar task performance requirements to those described in this Notice. The information should include the grant award or contract number, type, total value, period of performance, technical point of contact within the awarding organization, and telephone number and email address for the same contact. Include a short narrative description of the work performed, the challenges addressed and the accomplishments.
- (c) The Applicant should submit relevant past performance information about any proposed key personnel who were involved with relevant work performed by other firms in the recent past. The Corporation will evaluate the Applicant's past performance using the provided information. The Corporation reserves the right to contact the listed points of contact and/or other sources to gain information on the scope, quality, and relevance of the Applicant's past performance. The Applicant should submit similar data for all subcontractors who will perform major or critical aspects of the support work if an award is made to the Applicant.

3. Corporate Facilities

- (a) The Applicant should describe its physical facilities, its in-house support staff and any other features of its operation that might enhance or otherwise affect contract performance. The Applicant shall describe its ability to provide meeting spaces at its facilities and (b) other facilities that can be made available on an as-needed basis.
- (b) As part of this section, the Applicant should address to what extent they could support the geographical requirements of conferencing throughout the United States and its territories.

Should there be any inconsistency between the NOFO and Application Instructions, the order of precedence is as follows:

1. NOFO
2. Application Instructions

The Corporation requires that all Training and Technical Assistance Cooperative Agreement applicants submit their applications electronically through the Grants.gov system. The application will need to be downloaded, completed and submitted through the Grants.gov

website. Please go to <http://www.grants.gov> and create an account to begin the process of submitting your application online.

If your organization is not registered for Grants.gov, please see Appendix A of the application instructions for the steps on registering with Grants.gov.

The Corporation strongly encourages you to create a Grants.gov account and begin your application at least 3 weeks prior to the final submission deadline. This will allow you time to address technical issues prior to the deadline.

Equal Opportunity Survey: Applicants may choose to also fill out and submit the optional Survey on Ensuring Equal Opportunity for Applicants in Appendix F of the application instructions. Instructions for submitting this survey are included in Appendix F of the application instructions.

Universal Identifier: Applications submitted for this competition must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or applying online at <http://www.dnb.com>. You must have this number to complete your application.

3. Submission Date and Time

The deadline for grants.gov submissions is 5:00 p.m. Eastern Time on Thursday, April 12, 2007.

In the event of prolonged unavailability of the Grants.gov system on the date of submission, the Corporation reserves the right to extend the submissions deadline. In this case applicants would need to submit applications via Grants.gov by the new deadline.

You should contact the Grants.gov Help Desk immediately if a problem arises while you are creating your account, preparing, or submitting your application. The Grants.gov Help Desk associates will work with you to overcome technical issues. **If the reason that you have contacted the help desk is a technical issue on your end, you are expected to submit your application by the deadline.**

4. Intergovernmental Review

This program is not subject to Executive Order 12372.

5. Funding Restrictions

This is a not for profit award. Grants under this program are subject to the applicable Cost Principles under OMB Circulars **A-21, A-122, A-87 or FAR 31.2**. Commercial, for-profit, entities are eligible, however, they are not allowed to earn a fee, i.e., no profit or management fee is allowed from this award or sub-award. A fee or profit may be paid to a contractor providing goods or services under a contract with a recipient or sub-recipient. Awards will not allow for reimbursement of pre-award costs.

6. Other Submission Requirements

Applicants must submit all attachments specified in this Notice and application instructions.

V. APPLICATION REVIEW INFORMATION

1. Selection Criteria

In awarding these grants, the Corporation will consider: **Technical Factors** - program design (35%); **Organizational Capacity** – staff qualifications, organizational past performance, and corporate facilities (45%); and **Budget Cost Factors** - budget/cost effectiveness (20%). The Corporation will make all final decisions concerning awards and may require revisions to the grant proposal in order to achieve the objectives under this Notice.

2. Evaluation Criteria

The Corporation will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, proposed cost/price, and other factors considered. The Applicant's technical capability as measured by the program design and organizational capacity are substantially more important than the Budget Cost Factors.

A. Technical Factors

The Corporation will consider the quality of the proposed design based on:

- (a) The soundness, relevance and creativity of the applicant's overall strategy, including relevant research base, as appropriate;
- (b) The applicant's identification of learning outcomes associated with the category chosen and appropriate learning strategies to achieve them;
- (c) The applicant's approach to measuring achievement of learning outcomes and how data collected will be used to modify and improve strategies, products and services;
- (d) The applicant's approach to using technology as a teaching tool;
- (e) The applicant's demonstrated application of adult learning principles and techniques in its strategies and activities;
- (f) The applicant's proposed strategy to address both the commonalities and differences among Corporation programs.

B. Organizational Capacity

The Corporation will consider the capacity of the applicant to deliver the proposed services based on:

- (a) Demonstrated ability to manage a federal grant or apply sound fiscal management principles to grants, as evidenced by previous grants experience;
- (b) Demonstrated ability of staff and consultants to conduct the proposed activities and deliver high-quality adult training and technical assistance in the category chosen, as evidenced by education and past experience relevant to the programs to be served;
- (c) Demonstrated ability to provide training and technical assistance services nationwide³ as evidenced by proposed plans for staffing, partnerships, and technology and by previous experience relevant to the programs to be served.

C. Budget Cost Factors

The Corporation will consider the budget based on:

- (a) Cost-effectiveness of the proposed training and technical assistance activities in relation to the scope of the services proposed (i.e., the number of participants and proposed activities); and
- (b) The clarity and thoroughness of the budget and budget narrative.

3. Reviews and Selection Process

Subject to the availability of funds and scheduling requirements, peer reviewers will review all new proposals using the selection criteria stated above. If the Corporation determines that peer review is not feasible for any reason, Corporation staff will review all proposals using the selection criteria. During the staff review process, Corporation staff may request supporting documentation from the applicant.

4. Anticipated Announcement and Award Dates

We anticipate announcing selections under this Notice in September 2007.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

The category described above will be the subject of a separate or multiple cooperative agreement(s). The Corporation anticipates making a single award in this category, but may make more than one award if deemed the best approach to addressing all of the desired learning outcomes or specific capacities.

Selected applicants are approved to negotiate with a Corporation training and grants officer for a grant award. During the negotiation period, any issues or questions identified during the review of your application must be satisfactorily resolved before a grant can be awarded. Upon successful conclusion of grant negotiations, a Notice of Grant Award (NGA) will be issued.

Awards made under this Notice will be in the form of a cooperative agreement. Administration of cooperative agreements is controlled by two Corporation regulations: 45 CFR Part 2541 (for agreements with state and local government agencies) and 45 CFR Part 2543 (for agreements with institutions of higher education, non-profit organizations, and commercial entities).

Cooperative agreements require substantial involvement on the part of the government. Substantial involvement includes frequent and regular communication with and monitoring by the Corporation's Cognizant Training Officer (CTO). The cognizant training officer will confer with the provider on a regular basis to review service delivery and project status, including work plans, budgets, periodic reports, materials developed, preparation for and implementation of training events, targeting of provider services, and provider effectiveness.

2. Administrative and National Policy Requirements

Administrative requirements are identified in the application package. National policy requirements are noted under Part II. Funding Opportunity Description of this Notice and are otherwise identified in the application package.

The applicable regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA also incorporates your approved application and budget as part of your binding commitments under this grant.

Organizations selected as grantees must comply with the following requirements:

- A. **Access for Persons with Disabilities.** All grant recipients will ensure that all training and technical assistance services and resources including web sites are accessible to persons with disabilities, as required by law.
 1. Notify potential participants that reasonable accommodations will be provided upon request;
 2. Provide sign language interpreters, special assistance, and documents in alternate formats;
 3. Use accessible locations for training events;
 4. Use accessible technology, captioning videos. Avoid non-voice-over formats and, when indicating a telephone number, include a non-voice telephone alternative such as TTY or e-mail.
 5. Provide materials that are accessible to persons with disabilities, and incorporate into all activities planning for needs of clients without Internet access, by using accessible technology, providing materials in alternate formats upon request,

- B. **Code of Conduct.** Entities that are subject to 45 CFR parts 2541 and 2543 (including most nonprofit organizations and state, local, and tribal governments or government agencies or instrumentalities that receive federal awards of financial assistance) are required to develop and maintain a written code of conduct. (See Sections 2541.360(b)(3) and 2543.42. The code of conduct must prohibit real and apparent conflicts of interest that may arise among employees. Officers, or agents; prohibits the solicitation and acceptance of gifts or gratuities by your officers, employers and agents for personal benefit in excess of minimal value; and outlines administrative and disciplinary actions available to remedy violations of such standards. Self-recusal will not eliminate a

potential or apparent conflict of interest. At a time designated by and prior to entering into a grant agreement with the Corporation, the applicant will be required to submit a copy of its code of conduct and describe methods it will use to ensure that all officers, employees, and agents of the organization are aware of the code of conduct.

C. Financial Management Systems. Applicants selected for funding must provide documentation demonstrating that the applicant's financial management system satisfies the requirements in the applicable regulation at 45 CFR 2541.200 and 2543.21(b). Consistent with the requirements of the Single Audit Act Amendments of 1996 (31 U.S.C.7501-07), if the applicant expended \$500,000 or more in federal awards in its most recent fiscal year, such documentation must include a certification form or most recent audit by the applicant's independent public accountant that the applicant maintains internal controls over federal awards, complies with applicable laws, regulations and contract or grant provisions, and prepares appropriate financial statements. If approved for funding applicants will be notified by the Corporation of any additional documentation to be provided. The applicant will have at least 30 calendar days to respond to this requirement. If an applicant does not respond within the prescribed time or responds with insufficient documentation, then the Corporation may determine that the applicant has not met this requirement and may withdraw the grant.

D. Use of Materials. To ensure that materials generated with Corporation funding for training and technical assistance purposes are available to the public and readily accessible to grantees and sub-grantees, the Corporation reserves a royalty-free, non-exclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the agreement, including data, and to authorize others to do so. The provider must agree to make such publications and materials available to the national service field, as identified by the Corporation, at no cost or at the cost of reproduction through the Corporation's Resource Center. All materials developed for the Corporation must be consistent with Corporation editorial and publication guidelines and must be accessible to individuals with disabilities to the extent required by law

3. Reports and Other Requirements

All grant recipients will be required to report to the Corporation on a semi-annual basis as detailed in the application instructions.

1. Performance Measurement and Accountability

The Corporation is committed to accountability and to measuring the performance of all of its grantees, including training and technical assistance providers. Providers must identify the critical outcomes of their work, indicators of success in this work, and how progress can be judged or measured. Providers will be required to report semi-annually on two standardized intermediate outcome measures. Specific guidance on the collection of data against these standardized measures will be provided upon award negotiation with the selected providers. The Corporation may also require an independent assessment of provider performance.

2. Planning and Progress Reports

a) Planning documents

Budget projections for the upcoming budget period, by funding source (e.g. Senior Corps, AmeriCorps), showing projected training and technical assistance activities, numbers of participants, costs, and cost factors.

b) Progress reports

A semi-annual progress report is due thirty days after completion of each six-month period.

The report will include:

- i. Budget report for the completed budget period, by funding source (e.g. Senior Corps, AmeriCorps), showing actual training and technical assistance activities accomplished, numbers of participants, costs, cost factors and supporting budget information.
- ii. Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source.
- iii. Status of output and outcome performance measurements.
- iv. Analysis of client feedback with aggregations of training-participant evaluations by funding source.
- v. Analysis of issues related to grantee performance and recommendations regarding the need for TTA.
- vi. Discussion of any problems observed or experienced and recommended solutions.
- vii. List of upcoming activities and events with dates and locations.

3. Financial Reports

Financial status reports (FSRs) must be submitted semi-annually. The reports are cumulative and must be submitted on the Corporation's web-based grants management system, eGrants, no later than 30 days after the close of each reporting period.

4. Final Reports

In addition to their last semi-annual report, providers completing their agreement periods will be required to submit a final report that is cumulative over the entire award period and consistent with the close-out requirements of the Corporation's Office of Grants Management. The final report is due 90 days after the end of the agreement.

In lieu of the last semi-annual FSR, a final FSR must also be submitted. The final FSR is due 90 days after the end of the agreement.

5. Other data-collection requirements

The provider must:

- a. Submit copies of all curricula, handouts, and other materials developed to the Resource Center and the National Service Learning Clearinghouse, the Corporation's knowledge management providers.
- b. Identify and document effective practices in their topical area of expertise and submit them to the Corporation's effective practices database on the TTA website and relevant training and technical assistance listservs.
- c. Meet as necessary with their cognizant training officer, or other staff or consultants designated by the cognizant training officer, to review work plans and budgets, monitor progress, and exchange ideas and information concerning training and technical assistance.
- d. Keep current the listing of upcoming activities with dates and locations posted on the Corporation's Master Training Calendar.
- e. Submit special reports as may be reasonably requested by various Program Offices (AmeriCorps, Senior Corps, Learn and Serve America, and VISTA).

VII. Other Information

1. Glossary of Terms:

eGrants – an on-line, web-based grant processing system used by Corporation staff, the State Commissions and non-profit organizations to manage all aspects of the Corporation's grant process from peer and staff review, through to grant award. Upon grant award, eGrants is also used for grant management including financial status reporting and project progress reporting.

Grantee – Entities funded directly by the Corporation. These include but are not limited to: state commission, state education agencies, Tribes and U.S. Territories; national non-profits (known as national direct parent organizations); institutions, consortia and organizations of higher education; local governments and non-profit organizations. Many grantees also subgrant a significant portion of their funds to others (i.e. state commission conduct a competition and review process and fund AmeriCorps programs throughout their state; a state education agency (SEA) conducts a competition and review process and funds school systems throughout a state). None of the Senior Corps grantees are permitted by regulation to subgrant. Most organizations receiving funding from the Corporation are grantees. However, the vast majority of AmeriCorps*VISTA sponsors are not grantees. While the grantee term may not technically apply to VISTA sponsors, you should consider them included as an audience whenever the term "grantee" is used throughout this NOFO.

Participant – this term refers to an individual serving with any program or project funded by the Corporation within their respective national service program or project. These individuals may be referred to as an AmeriCorps member, a Senior Corps volunteer or a Learn and Serve participant. In this NOFO the term "participant" is used to describe any of the above mentioned.

Subgrantee – Many Corporation grantees competitively award a significant portion of their funds to other entities know as subgrantees. State commissions, for example, subgrant to local non-profit organizations. Senior Corps programs do not subgrant.

Volunteer - refers to a member of the community who volunteers and is an official participant in a Senior Corps program or project.

2. Corporation Contacts

This Notice, with the complete application, guidelines and other relevant material, is available on the Corporation’s website at: <http://www.nationalservice.gov> under “New Funding Opportunities”. The TDD number is 202-565-2799. For further information or for a printed copy of this NOFO send an e-mail to TTANOFO@cns.gov.

Gretchen Van der Veer
Director, Office of Leadership Development
and Training

Date