Corporation for
NATIONAL & COMMUNITY SERVICE

# 2007 Application Instructions

# Training and Technical Assistance Cooperative Agreements

**OMB Control #: 3045-0105**
**Expiration Date: 05/31/08**

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# IMPORTANT NOTICE

The Corporation for National and Community Service has changed its application instructions to conform to the on-line grant application system, Grants.gov.

**Public Burden Statement:** The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 C.F.R. 1320.5(b)(2)(i)). **Time Burden - Application:** The time required to complete this collection of information for the application is estimated to average 80 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 Application Information:** The information collected constitutes an application to the Corporation for the funding of a cooperative agreement. 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 awarding funds to the applicant. **Time Burden – Planning/Reporting – applies only to applicants who are selected for an award through the application process:** The time required to complete the collection of information for the budget planning and reporting is estimated to average 80 hours per year per award recipient, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **Use of Reporting Information:** The information collected constitutes a report on the accomplishments and use of the funds awarded to the recipient. The Corporation uses the reports for monitoring/oversight of the awards and analyzes the reports to make decisions on continued improvement and subsequent training and technical assistance strategies and uses of funds. **Effects of Non-Disclosure:** Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to monitor/oversee the use of the award funds and the appropriateness and accomplishments of the training and technical assistance to grantees and sub-grantees.

# Application Instructions for Training & Technical Assistance Cooperative Agreements

To develop your application, you need to carefully read these Application Instructions, the Training and Technical Assistance Notice of Funding Availability (NOFO), and any additional guidance given by the Corporation for National and Community Service. These Application Instructions will help you complete your application. You may access all of this information on our website, at: **http://www.nationalservice.gov under "New Funding Opportunities" or at the Grants.gov website, http://www.grants.gov under "Find Grant Opportunities"**.

## A. Submission and Compliance Requirements

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 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.

**Please refer to the Notice of Funding Availability for the application deadline.**

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, Box TTA, Washington, DC 20525 **by 5:00 p.m. Eastern Time on April 13, 2007**. If there are differences between the paper application and the diskette/CD Rom, we will use the diskette/CD Rom version.

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.**

Clear instructions are provided to applicants in Appendix A, page 19 regarding the importance of securing a Central Contract Registry Number well in advance of attempting to submit an application. In the event that you did not secure a Central Contract Registry Number in time to complete your application, YOU MAY NOT BE ABLE TO submit your application by the deadline and it will not be reviewed.

You must then submit the following items to the Corporation:

- A brief paragraph including your explanation of **technical** difficulties that prevented you from submitting in Grants.gov;
- A paper application; and
- A diskette or CD Rom with an exact duplicate of your application.

Submit these items via overnight carrier (non-US Postal Service because of security–related delays in receiving mail from USPS) or by hand delivery to: Corporation for National and Community Service, 1201 New York Avenue, NW, Box TTA, Washington, DC 20525. These items must be postmarked no later than Noon on April 12, 2007 and received by **5:00 p.m. Eastern Time on April 13, 2007.**

**GRANTS.gov APPLICATIONS**

- Remember to follow the character limits listed in the narrative section below. We use character limits rather than page limits. Characters are letters, punctuation, and spaces included in your document. Your word processing software can provide a character count. Use the character count "including spaces".

- Grant applications 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.

- Except for the documents listed in B. 4 Attached Documents below, do not submit any other supplementary materials such as annual reports, videos, brochures, and letters of support. They will not be reviewed.

## **Helpful Hints**

- ❑ We suggest that you prepare and save your application as a word processing document prior to inputting it into Grants.gov.
- ❑ Use only uppercase letters for all section headings and other information you would like to highlight in your narrative.
- ❑ Do not use any of the following in your application: bold face text, bullets, underlines or other types of formatting such as charts, diagrams and tables.
- ❑ Remember to follow the character limits identified in the narrative section of these instructions. Characters include letters, punctuation, and spaces in the document.
- ❑ Applicants 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.
- ❑ You will need your DUNS number to register with the Central Contractor Registry (CCR). Applicants must register with the Central Contractor Registry (CCR). CCR is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. CCR will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications.

If your organization is not registered, you can register online at www.ccr.gov or apply by phone (1-888-227-2423). CCR has developed a worksheet at www.ccr.gov/CCRRegTemplate.pdf (7-page PDF) to help you with the process. Allow at least two weeks to complete the process.

- ❑ Submit via hard copy the Financial Statement or Audit, to the address provided.

## Application Instructions: Training and Technical Assistance

**1. Submitting an Application Using Grants.gov (See Appendix A to register with Grants.gov)**

Go to the Grants.gov website, http://www.Grants.gov. Click on the "Find Grant Opportunities" link on the left of the page.

a. Click on "Search Opportunities"
b. Select "Browse by Agency" link in the middle of the page.
c. Click on the "Corporation for National and Community Service" link in the middle of the page.
d. Click on the "Training and Technical Assistance Cooperative Agreement" link under Funding Opportunities.
e. Click on the "How To Apply" button in the middle of the page.
f. (At this point if you have not installed PureEdge Viewer software to be able to work with applications from Grants.gov, you will need to do so. Please click on the link that will enable you to down load that software for free.)
g. Now that PureEdge Viewer is installed, please click on the Download button on the left side of your screen under Instructions and Application, to download the Training and Technical Assistance Cooperative Agreement application package.
h. You will be invited to give your email to receive any announcements about the package from Grants.gov if any changes are made to the application. We strongly encourage you to provide your email to get any automatic updates about this application.
i. Scroll down the page and click on the link that says Application Instructions. You should save a copy to your hard drive.
j. Click on Download Application Package to open the forms that will be needed for you to complete your Training and Technical Assistance Cooperative Agreement application.
k. The application package is now saved to your hard drive. The application package can be completed offline and submitted when it is finished.
l. As you complete forms, move them from "Mandatory Documents" to "Mandatory Completed Documents for Submission" by highlighting the document and clicking the => to move form to submission list.

To submit the finished application, open the saved application, check it for errors, and press the submit button. Grants.gov will require the applicant to sign in, the submitting person must be designated in the Grants.gov system as being authorized to submit applications for the organization.

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.**

## B. Application Instructions for Training and Technical Assistance Grants

Submit an application that consists of the following components in the following order.

1. **SF424 Facesheet (Applicant & Application sections)**
   Complete the Applicant section. (See Appendix B.) When completing the Federal Award Identifier field, enter **94.007** for **TTA-Tribal**.

2. **Narrative (Narrative section)**
   *Before you complete this section, carefully read the Training and Technical Assistance Notice of Funding Availability found at:*
   **http://www.nationalservice.org/funding_initiatives/index.html** .
   *The NOFO provides specific information that will help you to address the narrative topics below.*

Provide a well-designed strategy and plan with a clear and compelling justification for awarding the requested funds. The narrative covers the three-year project period for which you are requesting approval.

Please adhere to the strict character limits listed in these instructions. We will only consider content up to the character limit, all information beyond the character limit will be disregarded. We request that you submit all narrative documents in Microsoft Word format.

The Narrative includes:

**a. Executive Summary** (6,000 characters[1])
**b. Summary of Accomplishments and Outcomes**, if applicable (4,000 characters)
**c. Training and Technical Assistance (TTA) Strategy and Delivery Plan** (32,000 characters)
**d. Proposed Activities** (6,000 characters)
**e. Organizational Capacity** (28,000 characters)
**f. Budget/Cost Factors** (4,000 characters)
**g. Other** (n/a)

The following is a description of the content that should be included in these sections:

[1] Characters = all letters, punctuation, and spaces included in a document. One double-spaced, 12-point font page equals approximately 2,000 characters.

**a. Executive Summary**

Provide a concise overview of your proposal that summarizes your proposed first year workplan of training and technical assistance strategies for helping Corporation grantees achieve the goals of the NOFO category you have chosen, your planned activities for carrying out these strategies, anticipated learning outcomes (e.g., changes in knowledge, skills or behaviors), how the outcomes will be measured, relevant time considerations, and costs. The maximum length for the Executive Summary is 6,000 characters (equal to approximately three double-spaced, 12 pt font pages).

**b. Summary of Accomplishments and Outcomes**

If your organization currently receives Corporation funds of any type or has received such funds within the last three years, provide a clear, concise description of the accomplishments and outcomes (e.g., changes in knowledge, skills or behaviors) you achieved in relation to your objectives during the past or current agreement period.

If your organization has not received Corporation funds, you may use this space to describe the accomplishments and outcomes you achieved in another project or agreement that describes experience you consider relevant to this application.

The maximum length for the Summary of Accomplishments and Outcomes is 4,000 characters (equal to approximately two double-spaced, 12 pt font pages).

**c. Training and Technical Assistance Strategy and Delivery Plan**

Provide a narrative that includes the following:

(1) A first-year workplan that presents your proposed best approach to achieving the goals of the category you have chosen. As an addendum, you should briefly summarize changes (if any) for years two and three.

For year one, you should select learning outcomes and deliverables appropriate to the NOFO category chosen and discuss the learning strategies (e.g., materials development, on-line course development, face-to-face training modules, peer clinics, coaching sessions via phone or e-mail, etc.) you are proposing in order to achieve those outcomes. Specifically, describe:

- the learning outcomes you will be addressing,
- how you will measure achievement of these outcomes,
- how you will apply the various learning strategies and activities you have chosen to achieve the outcomes,
- how you will use technology to support your learning strategies [2], and,
- as appropriate, how you might use strategies in conjunction with each other to achieve the outcomes.

[2] The Corporation has selected one TTA provider to coordinate all TTA activities on the web. This provider hosts a learning management system with the capacity for hosting e-learning courses, an effective practices database collection, registration for conferences on-line, and a clearinghouse and materials dissemination function. All other providers are required to make use of the services of this provider for on-line support and materials dissemination.

(2) Indicate how you propose to maximize efficiencies across commonalities of national service audiences while, at the same time, accounting for specific differences in the needs of AmeriCorps grantees, Senior Corps Grantees, Learn and Serve programs, VISTA projects, and NCCC campuses.

(3) Provide a measurement approach for each learning strategy presented and elaborate on how you propose to regularly measure your performance and how you would use the findings for continuous improvement. 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 based on the goals identified in the selected NOFO category, indicators of success in this work, and how progress can be judged or measured. The Corporation needs tangible information documenting the effectiveness and outcomes of provider activities. (The Corporation may also require an independent assessment of provider performance.)

The Corporation will identify certain performance measures that will be applicable to all providers. In addition, applicants must identify at least one and no more than three performance measures of their own design (these will be finalized in the award negotiation). Performance measures will include both "outputs" (the number of trainings delivered, participants served, or products completed) and "outcomes" (changes or benefits experienced by the recipients of provider services). The Corporation distinguishes between *intermediate* outcomes and *end* outcomes. An example of an intermediate outcome for a training provider is: "as a result of participating in the train-the-trainer program of instruction, state commission program officers will report an increase in their ability to conduct the new program orientation as measured by pre- and post-tests." An example of an end outcome is: "as a result of participating in the new program orientation, state commission program officer site visits identify fewer compliance issues with sub-grantees as measured by…"

Because provider services are one step removed from direct service delivery, the level of performance measurement to which providers will generally be held accountable will be the intermediate-outcome level. However, we encourage applicants to propose feasible and cost- effective end outcomes.

In this section of the narrative, applicants should present and discuss their approach and proposed strategy for identifying meaningful performance measures and gathering and analyzing the relevant performance data.

The maximum length for the Training and Technical Assistance Strategy and Delivery Plan section is 28,000 characters (equal to approximately 14 double-spaced, 12 pt font pages).

**d. Proposed Activities (Sample)**

To support the workplan provided in (1) and (2) above, provide a sample of the following as it might be presented or marketed to potential national service grantee participants:

(a) A title and description of a proposed training and technical assistance activity, product, or event: the targeted skill level; and desired learning outcomes.

(b) A description of one online or training-for-trainers course in a content area relevant to the application category. The description should include desired learning outcomes, an outline of the session's content, and the activities that will accomplish the desired outcomes.

The maximum length for the Sample Deliverables section is 6, 000 characters (equal to approximately 3 double-spaced, 12 pt font pages).

**e. Organizational Capacity**

Provide a narrative that describes:

(a) The organization's capacity to provide training and technical assistance services nationwide[3] and recent work similar to that being proposed;

(b) The organization's knowledge of and/or experience with national service programs;

(c) Names and contact information of three to five references who can comment on the work described above.

(d) A list of proposed staff (no more than ten) who will be primarily responsible for the proposed deliverables with their areas of expertise and relevant experience highlighted. (Note: key staff will be subject to Corporation approval)

The maximum length for the Organizational Capacity section is 28,000 characters (equal to approximately 14 double-spaced, 12 pt font pages).

**f. Budget/Cost Factors**

Explain how the overall budget will effectively support the scope of training and technical assistance activities proposed in section 2 c.

**g. Other**

**Does not apply at this time.** Enter N/A in this field.

**3. Budget (Appendix D SF424A Budget Instructions) We request that you submit this document in a Microsoft Excel spreadsheet.**

The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar.

**a. Project Personnel Expenses –** Proposed staff, including the titles of staff, number of positions, annual salaries, and total costs.

**b. Personnel Fringe Benefits –** Proposed personnel fringe benefits.

**c. Travel –** Proposed travel descriptions and calculations.

[3] The applicant should identify and demonstrate their geographic service delivery capacity. The Corporation assumes that most applicants have the capacity to provide services to all states and regions in the U.S. However, the Corporation reserves the right to select different providers for the same category or categories with demonstrably regional capacity and a compelling reason why this is advantageous over one national provider.

**d.** **Equipment –** Proposed equipment needed to operate the project when cost of a single item is equal to or exceeds $5,000.

**e.** **Supplies –** Description and cost estimates of the expendable supplies proposed for the agreement. Include any related equipment that costs less than $5,000.

**f.** **Contractual and Consultant Services –** Description and cost estimates of the contractual and consultant services proposed. Services of this type, when operational, must be documented in a contract.

**i.** **Other Support Costs –** Other support costs not previously identified, such as communications (printing, phone calls, etc).

**j.** **Indirect Costs –** indirect costs assigned to this work

**4. Additional Documents (Documents section)**

All additional documents must be submitted to the Corporation by the application deadline. The information requested below is best presented as separate documents. As part of the application, applicants must submit the following three documents:

**a. Budget by Personnel, Task, and Sub-task.**
**b. Organizational Chart**
**c. Workplan**
**We request that all documents be submitted in either Microsoft Word or Excel compatible formats via Grants.gov**

*Before you prepare these documents described in detail below, carefully read the Training and Technical Assistance Notice of Funding Availability found at http://www.grants.gov under "Find Grant Opportunities" or at* **http://www.nationalservice.gov** under new funding opportunities. *The NOFO provides specific information that will help you to address the topics treated in the documents.*

If you can not submit the documents through grants.gov they must be submitted by mail. Documents submitted by email or facsimile will not be accepted. The documents (on paper, diskette, or CD-ROM) should be submitted:

Via mail (paper, diskette or CD-ROM):
Corporation for National and Community Service
Box TTA
1201 New York Avenue N.W.
Washington, DC 20525

These items must be received by 5:00 p.m. April 13, 2007. If you choose U.S.P.S. mail as a method of delivery, due to delays in the delivery of regular U.S.P.S mail to government offices, there is no guarantee that this portion of your application will arrive in time to be considered. **We suggest you use U.S.P.S. priority mail or a commercial overnight delivery service.**

The following is a description of the content that should be included in these documents:

**a. Budget by Personnel, Task, and Sub-task. We request that you use Excel to submit this document.**
A detailed, line-item budget of no more than 6 pages with costs organized by personnel, task, and sub-task that lead to the deliverables as outlined in the proposal narrative and work plan. Costs in proposed budgets must consist solely of costs allowable under applicable cost principles found in OMB Circulars (OMB Circular A-87 for state and local governments, A-122 for non-profit organizations, A-21 for institutions of higher education) and in F.A.R. Part 31 for commercial entities.

Applicants should be mindful that a demonstrated commitment to providing services in the most cost-effective manner possible will be a major consideration in the evaluation of proposals. Provider match is not required. The budget should include:
(i) Proposed staff and expert-consultant hours and pay rates by task and sub-task (include daily maximums for consultants);
(ii) Types and quantities of other direct costs being proposed by task and subtask (for example, amount of travel and volume of other task-related resources, such as communications, postage, etc.)

**b. Organizational Chart**
An organizational chart of no more than 2 pages that shows the relationship of the training and technical assistance service provider (including partners, if any) to the overall structure of the legal applicant to this Notice.

**c. Workplan**
A detailed one-year work plan and timeline of no more than 2 pages outlining your best strategy for helping Corporation grantees achieve the competencied defined in the NOFO. The work plan will include all deliverables and the tasks leading to them.

5. **Authorization, Assurances, and Certifications (Authorize and submit section.)**
Read the authorization, assurances, and certifications carefully. By submitting this application in grant.gov you are agreeing to the assurances and certifications.

6. **Survey on Ensuring Equal Opportunity for Applicants (Appendix F)**
The Corporation and other Federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives (FBCI) to conduct a survey of organizations that have received Federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization.

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

## C. Selection Criteria

The Corporation will assess applications based on the criteria listed below.

1. **Technical Factors (35%)**

   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.

2. **Organizational Capacity (45%)**

   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 nationwide[3] as evidenced by proposed plans for staffing, partnerships, and technology and by previous experience relevant to the programs to be served.

3. **Budget/Cost Factors (20%)**

   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.

## D. Reporting Requirements for Applicants Selected for Awards

Applicants who are selected for awards and enter into a cooperative agreement with the Corporation will be subject to the following planning, reporting and data submission requirements:

1. **Financial Management Systems.**

   Applicants selected for funding must provide documentation demonstrating that the applicant's financial management system complies with the requirements in the applicable regulations at 2541.200 and 2543.21. 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 from or most recent audit by the applicants 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. When requested, 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.

**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 the 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.

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.

**2. Financial Reports**

Financial status reports (FSRs) must be submitted semi-annually and must include a summary of expenditures for the period. The reports are cumulative and must be submitted on the Corporation's web-based grants management system, eGrants.

**3. 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 that is cumulative over the entire award. The final FSR is also due 90 days after the end of the agreement.

**4. Other data-collection requirements**

The provider must:

a. Submit copies of all curricula, handouts, and other materials developed to the Corporation's website/clearinghouse.

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 such special reports as may be reasonably requested by the Corporation.

## APPENDIX A: Grants.gov Registration Checklist

Corporation for National and Community Service on
Registering with Grants.gov

Your organization must register with Grants.gov before you can apply for a **Training and Technical Assistance Cooperative Agreement.** The following checklist will guide you through the Grants.gov registration process.

**The registration process can take up to three weeks to complete! Please start early.** While you are waiting for your registration, you should begin working on your narrative.

Registration creates a profile of basic information about your organization, including the staff members who are authorized to submit applications on its behalf. These steps take a number of days, so please don't wait until the last minute if you have a deadline approaching!

**If you have problems registering with Grants.gov, call the help desk at 1-800-518-4726.**

| What you need to do | Time it takes | Tips |
|---|---|---|
| **1. Find out your institution's DUNS number**<br><br>All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed.<br><br>Ask your grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers.<br><br>If your institution doesn't have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge.<br><br>More information about DUNS numbers is available here. | You will receive a DUNS number at the conclusion of the phone call. | Record and protect your DUNS number and have it available for quick reference in the following steps. |
| **2. Register your institution with Central** | This is the most | The CCR site |

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|---|---|---|
| **Contractor Registry (CCR)**<br><br>CCR is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. CCR will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with CCR.<br><br>If your organization is not registered, you can register online at www.ccr.gov or apply by phone (1-888-227-2423). CCR has developed a worksheet at www.ccr.gov/CCRRegTemplate.pdf (7-page PDF) to help you with the process. You will need your DUNS number (Step 1 above) to register with CCR.<br><br>When your organization registers with CCR, you must designate:<br><br>1) CCR Point of Contact (CCR POC). This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary.<br><br>2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both CCR POC and as Ebiz POC.<br><br>During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 4 below. | cumbersome step. We recommend that you allow up to 3 days to gather information and prepare the application. After you submit your registration information, CCR will send an e-mail confirmation, generally on the same day. | uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc; just provide the requested information.<br><br>Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact. |
| **3. Register with Grants.gov credential provider**<br><br>Each staff member who will be submitting applications on your organization's behalf must first register with Grants.gov's credential provider. These staff members | Same day.<br><br>AORs will receive usernames and passwords when they submit their information. | An organization does not need more than one AOR. While the AOR is the |

| | | |
|---|---|---|
| are called Authorized Organization Representatives (AORs). Before starting on this step, your CCR registration (Step 2 above) must be complete. Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider.<br><br>To register, each AOR must apply for a UserID and password from Operational Research Consultants (ORC) at apply.grants.gov/OrcRegister. AORs will need to know your organization's DUNS number in order to complete the process. We recommend that each AOR print out the ORC eAuthentication Account Confirmation and keep it for his/her records.<br><br>AOR UserIDs and passwords serve as "electronic signatures" when your organization submits applications through Grants.gov.<br><br>It is possible for the individual who serves as your organization's CCR POC and/or Ebiz POC to also serve as the AOR (or as one of the AORs). | | only one who can submit applications, others (e.g., project director, development director) can work on the proposal prior to submission.<br><br>AORs should record and protect their UserIDs and passwords, and have them available for quick reference. |
| **4. Register with Grants.gov**<br><br>Finally, your organization's AOR(s) must register with Grants.gov at https://apply.grants.gov/GrantsgovRegister using their UserIDs and passwords obtained in Step 3.<br><br>Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf.<br><br>When an AOR registers with Grants.gov, the Ebiz POC for your organization will receive an e-mail notification. Your Ebiz POC must then log on to Grants.gov (using | Same day.<br><br>Registration will be complete when the AOR submits his or her information. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR. | If you are uncertain about your organization's AORs, contact Grants.gov with your DUNS number and they can check for you. |

| | | |
|---|---|---|
| the DUNS number from Step 1 and the MPIN password from Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an Ebiz POC approves an AOR, Grants.gov will notify the AOR via e-mail.<br><br>AORs can also log in to the Applicant home page at www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved. | | |

## Glossary

*Authorized Organization Representative (AOR)*: A person authorized by your E-Business POC to submit applications to Grants.gov.

*Central Contractor Registry (CCR)*: Institutions receiving any type of award from the federal government must register with CCR.

*DUNS Number*: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 1-866-705-5711 to receive one free of charge.

*E-Business Point of Contact (Ebiz POC)*: Person who will designate which staff members can submit applications through Grants.gov. When you register with CCR, your institution will be asked to designate an Ebiz POC.

*M-PIN*: Password used by your Ebiz POC to designate which staff members can submit applications to Grants.gov.

## Useful links and resources

DUNS Number information: http://www.neh.gov/grants/guidelines/duns.html

Central Contractor Registry (CCR): http://www.ccr.gov

Worksheet to help you register with CCR: http://www.ccr.gov/CCRRegTemplate.pdf (7-page PDF)

Obtain usernames and passwords for AORs: https://apply.grants.gov/OrcRegister

Grants.gov: http://www.grants.gov

Grants.gov Helpdesk: support@grants.gov

Grants.gov Customer Support Tutorials and Manuals: http://www.grants.gov/CustomerSupport

Grant.gov Support Line: 1-800-518-GRANTS (4726)

## APPENDIX B: SF424 INSTRUCTIONS and FACESHEET

This form is required for applications submitted for Federal assistance.

***Item #***

1. Filled in for your convenience.
2. Self-explanatory.
3. Completed by Grants.gov upon submission.
4. Leave blank
5. a. Leave blank
   b. Enter 94.007 for TTA Tribal
6. Leave blank
7. Leave blank
8. a. 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. Enter your Employer Identification Number(EIN) as assigned by the Internal Revenue Service.
   c. Your organization's DUNS number (received from DUN and Bradstreet).
   d. Your organization's complete address with the 5 digit ZIP code. The four-digit extension is optional.
   e. The name of the primary organizational unit that will undertake the assistance activity, if different from 8.a.
   f. The name and contact information of the project director or other person to contact on matters related to this application.
9. Consult the following list of characteristics of applicants and enter the one that represents your organization into "Type of Applicant 1"section.

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

10. Filled in for your convenience.
11. Filled in for your convenience.
12. Filled in for your convenience.
13. Leave blank.
14. List only the largest political entities affected (e.g., counties, and cities).
15. Enter the title of the project
16. a. Enter Congressional District of Applicant (http://www.house.gov/Welcome.shtml)
    b. Enter Congressional District of Applicant if multiple projects.
17. a. Enter October 1, 2006
    b. Enter September 30, 2007
18. Enter the amount requested for the second year of the budget on the appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable.
    **a. Federal** The total amount of Federal funds being requested in the budget.
    **b. Applicant** The total amount of the applicant share as entered in the budget.
    **c. Local** The amount of the applicant share that is coming from local sources.
    **d. State** The amount of the applicant share that is coming from state sources.

- **e. Other** The amount of the applicant share that is coming from other sources.
- **f. Program Income** The amount of the applicant share that is coming from income generated by programmatic activities.
- **g. Total** The applicant's estimate of the total funding amount for the agreement

19. Select C.
20. 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, please use the section on the SF424 form to provide an explanation.
21. By checking this box you are agreeing to abide by the lists of certifications and assurances included in the Training and Technical Agreement Cooperative Agreement Application Instructions.

    The Application Package can be downloaded, filled out, and saved by someone other than the Authorized Organization Representative. However, the AOR has to be the account that is logged into Grants.gov to be able to submit the application. 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. The Authorized Representative must have AOR status in Grants.gov to be able to submit the application. The signature and date will be completed by Grants.gov upon submission.

**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)

OMB Number: 4040-0004
Expiration Date: 07/31/2006

## Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:
- ☐ Preapplication
- ☐ Application
- ☐ Changed/Corrected Application

* 2. Type of Application:
- ☐ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s): ____

* Other (Specify): ____

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier: ____

5a. Federal Entity Identifier: ____

* 5b. Federal Award Identifier: ____

**State Use Only:**

6. Date Received by State: ____ 7. State Application Identifier: ____

**8. APPLICANT INFORMATION:**

* a. Legal Name: ____

* b. Employer/Taxpayer Identification Number (EIN/TIN): ____

* c. Organizational DUNS: ____

**d. Address:**

* Street1: ____
Street2: ____
* City: ____
County: ____
* State: ____
Province: ____
* Country: ____
* Zip / Postal Code: ____

**e. Organizational Unit:**

Department Name: ____

Division Name: ____

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: ____ * First Name: ____
Middle Name: ____
* Last Name: ____
Suffix: ____

Title: ____

Organizational Affiliation: ____

* Telephone Number: ____ Fax Number: ____

* Email: ____

OMB Number: 4040-0004
Expiration Date: 07/31/2006

## Application for Federal Assistance SF-424 Version 02

**9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

OMB Number: 4040-0004
Expiration Date: 07/31/2008

## Application for Federal Assistance SF-424 — Version 02

**16. Congressional Districts Of:**

* a. Applicant ______ * b. Program/Project ______

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

**17. Proposed Project:**

* a. Start Date: ______ * b. End Date: ______

**18. Estimated Funding ($):**

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on ______ .
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- [ ] Yes
- [ ] No

Explanation

**21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

- [ ] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: ______ * First Name: ______

Middle Name: ______

* Last Name: ______

Suffix: ______

* Title: ______

* Telephone Number: ______ Fax Number: ______

* Email: ______

* Signature of Authorized Representative: ______ * Date Signed: ______

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

## Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

## Attachments

AdditionalCongressionalDistricts

| File Name | Mime Type |
|---|---|

AdditionalProjectTitle

| File Name | Mime Type |
|---|---|

# APPENDIX C:  Assurances and Certifications

### Instructions

By signing and submitting this application package, 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:

1. 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.
2. 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.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all rules regarding prohibited activities, including those stated in applicable NOFO, 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.
6. 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).
7. 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 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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).
13. 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.
14. 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.).
15. 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.
16. 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.
17. 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.
18. 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.
19. Will comply with all of the requirements of Subpart C of 45 CFR Part 2542, implementing E.O. 12549, regarding restrictions on doing business with suspended, debarred and otherwise disqualified entities
20. Will comply with all of the requirements for providing a drug-free workplace on a continuing basis as set out in Subpart B of 45 CFR Part 2545, implementing sec.5151 – 5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690).
21. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

## CERTIFICATION

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

(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.

**ASSURANCE SIGNATURE:**

**Before you start:** Before completing Assurances, please read the Assurances Instructions.

**SIGNATURE:** By Submitting (Signing) the SF424 Facesheet you are certifying that you agree to perform all actions and support all intentions in the Assurances section.

**CERTIFICATION SIGNATURE:**

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

**SIGNATURE:** By Submitting (Signing) the SF424 Facesheet you are agreeing to these Certifications; you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The Certification is:
Lobbying Activities

## APPENDIX D: SF424A Budget Instructions and Worksheet

**Before You Begin:** Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, the per person/unit cost, and/or the annual salary cost.

Please create a detailed Budget Worksheet in a spreadsheet document. Attach the Budget spreadsheet to the "Attachment" sheet in the Grants.gov Training and Technical Assistance Cooperative Agreement Application package.

### SUPPORT EXPENSES

**A.** **Personnel Expenses –** Include the portion of principal staff time attributed directly to the operation of the TTA agreement. List each different staff position separately and provide a brief statement of responsibilities for each in the 'Position/Title' field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant.

**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.

**C.** **Project Staff Travel** - Describe the purposes for staff travels. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel.

**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 **E. Supplies** below. Purchases of equipment are limited to 10% of the total grant amount, i.e., the federal share of all budget line items. If applicable, show the unit cost and number of units you are requesting.

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

**F.** **Contractual and Consultant Services** - You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in **H. Evaluation** below. Payments to individuals for consultant services under this grant may not exceed $540 per day (exclusive of any indirect expenses, travel, and supplies). Where applicable, indicate the daily rate for consultants.

**G.** **Training** - Include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills, i.e., project or financial management, team building, etc. Indicate daily rates of consultants, where applicable. You may also include costs associated with the training of service participants that will support them in carrying out their service activities, e.g., Orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment, etc. Indicate daily rates of consultants, where applicable.

**H. Evaluation** - Include costs for project evaluation activities, including additional staff time or subcontracts you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This **does not** include the daily/weekly gathering of data to assess progress toward project objectives, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

**I. Other –** Allowable costs in this category may include travel to Corporation-sponsored meetings, office space rental and other costs not part of the organization's indirect cost/admin cost. If shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget worksheet.

**J. Indirect Costs**

**1. Definitions**

Administrative costs are general or centralized expenses of overall administration of an organization. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget 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:

A. costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases whether they are specifically approved in writing by the Corporation as project costs;

B. costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement); and

C. 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's 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 Corporation 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, 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 Corporation guidance and policies directly relating to a project;

2. costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement;
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 the Corporation as directly attributable to a project.

## 2. Calculating Administrative/Indirect Costs

### Federally Approved Indirect Cost Rate Method

If you have a federally approved indirect cost (IDC) rate, it will constitute documentation of your administrative costs. 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). It is at your discretion whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

**Budget Worksheet**

**Section I.  Support Expenses**

**A.  Personnel Expenses**

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

**B.  Personnel Fringe Benefits**

| Item | Description | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|---|
| | | | | |
| | Totals | | | |

**C.   Travel**

| 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 | Calculation | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|---|
| | | | | |
| | Totals | | | |

**F.  Contractual and Consultant Services**

| Purpose | Calculation (include Daily Rate) | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|---|
| | | | | |
| | Totals | | | |

**G. Training**

| Purpose | Calculation (include Daily Rate) | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|---|
| | | | | |
| | Totals | | | |

**H. Evaluation**

| Purpose | Calculation (include Daily Rate) | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|---|
| | | | | |
| | Totals | | | |

**I. Other Support Costs**

| Item | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|
| | | | |
| Totals | | | |

**J. Indirect Costs**

| Description | **Total Amount** | **CNCS Share** | **Grantee Share** |
|---|---|---|---|
| | | | |

## APPENDIX E: GRANTS.GOV ATTACHMENT FORM

To open the “Attachment Form” click on the title, highlighting it, then click open.  To attach the Narrative Document to this form click on the “Add Attachment” button, then browse to the files you wish to attach and click the “Open” button.  Repeat this step to attach the Budget Spreadsheet.

When you have attached both files click on “Close Form” to save any changes, this will allow you to move back to the submission page.  Move the “Attachments Form” from “Mandatory Documents” to “Mandatory Completed Documents for Submission” by highlighting the document and clicking the “=>” to move the form to the submission list.

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**ATTACHMENTS FORM**

**Instructions:** On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

**Important:** Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

**1) Please attach Attachment 1  SF424 Facesheet**

**2) Please attach Attachment 2  Narrative for Training and Technical Assistance Cooperative Agreement**

**3) Please attach Attachment 3  SF424A Budget**

**4) Please attach Attachment 4  Budget by Personnel, Task, and Sub-task**

**5) Please attach Attachment 5  Organizational Chart**

**6) Please attach Attachment 6  Work plan**

# APPENDIX F: Survey on Ensuring Equal Opportunity for Applicants

*Federal Agency Use Only*

______________________________

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

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

**Instructions for Submitting the Survey:** Please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your "Additional Required Documents" package submitted to the Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, DC 20525.

**Applicant's (Organization) Name:** ______________________________

**Applicant's DUNS Number:** ______________________________

**Grant Name:** ______________________________ **CFDA Number:** ____________

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

   ☐ Yes ☐ No

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

   ☐ 3 or Fewer ☐ 15-50
   ☐ 4-5 ☐ 51-100
   ☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget?

   *(Check only one box.)*

   ☐ Less Than $150,000
   ☐ $150,000 - $299,999
   ☐ $300,000 - $499,999
   ☐ $500,000 - $999,999
   ☐ $1,000,000 - $4,999,999
   ☐ $5,000,000 or more

4. Is the applicant a faith-based/religious organization?

   ☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

   ☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

   ☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local )?

   ☐ Yes ☐ No

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

   ☐ Yes ☐ No

## Survey Instructions on Ensuring Equal Opportunity for Applicant

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

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

3. Annual budget means the amount of money your organization spends each year on all of its activities.

4. Self-identify.

5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.

6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.

7. Self-explanatory.

8. Self-explanatory.