

**NOTICE OF FEDERAL FUNDS OPPORTUNITY  
OVERVIEW**

**Federal Agency Name:** Corporation for National and Community Service  
**Funding Opportunity Title:** National Providers of Training and Technical Assistance  
**Announcement Type:** **Revision to Initial Announcement (Revised June 12, 2008)**  
**CFDA No.:** 94.007  
**Dates:** **Notices of Intent to Apply are due Tuesday, June 24, 2008,**  
5:00 p.m. Eastern Time  
**Applications are due Thursday, July 10, 2008**  
5:00 p.m. Eastern Time

**This is a *Notice* for the selection of organizations to provide training and technical assistance to Corporation grantees on behalf of the Corporation. This is not a notice for program grant proposals.**

**Funding Opportunity Description:** The Corporation for National and Community Service (the Corporation) announces the availability of up to approximately \$6,000,000 for the first year of potential five-year cooperative agreements to fund organizations to provide training and technical assistance (TTA) to build the capacity of local programs and organizations that use service and volunteering to meet community needs. Funding for years two through five of each agreement is contingent upon the availability of funds and the recipient's satisfactory progress towards agreed-upon objectives.

This assistance will be awarded and administered under the Uniform Administrative Requirements and OMB's Cost Principles applicable to the entity that receives the award.

**Eligibility:** State and local government entities, non-profit organizations, institutions of higher education, Indian tribes, and commercial entities are eligible to apply.

**Submission Dates and Times:** Please submit an e-mail stating your intent to apply to [TTANOFO@cns.gov](mailto:TTANOFO@cns.gov) by **Tuesday, June 24, 2008 at 5:00 p.m. Eastern Time.**

The deadline for applications is **5:00 p.m. Eastern Time on Thursday, July 10, 2008.** Applications must be submitted using eGrants, the Corporation's integrated, secure, web-based system for grant application and management. To create and submit an application, access eGrants at <http://www.nationalservice.gov/egrants/>.

Applications submitted by hard copy, email, or fax will not be accepted. **This *Notice* does not contain all application instructions. Please access the Application Instructions for complete instructions and guidelines on this funding opportunity. Applications Instructions are available at: [http://www.nationalservice.gov/for\\_organizations/funding/nofa\\_detail.asp?tbl\\_nofa\\_id=57](http://www.nationalservice.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=57) or by e-mailing [TTANOFO@cns.gov](mailto:TTANOFO@cns.gov).**

**The Corporation will host two technical assistance calls to provide potential applicants with an opportunity to ask clarifying questions on the requirements of this funding opportunity. Applicants are encouraged to participate in one of the calls.**

**Notice of Revision:** *This document reflects several changes from the initial announcement of the Notice. Changes were made as of June 12, 2008, and are highlighted in yellow.*

The call information is as follows:

**Technical Assistance Call Information:**

**Date:** June 16, 2008 (Monday)

**Time:** 1:00 PM Eastern Time

**Dial-In Number:** 800-857-4532

**Participant Passcode:** TTA NOFO

**Replay Information for 1<sup>st</sup> TA Call**

If you are unable to participate in this call, it will also be recorded. Replays are generally available one hour after a call ends.

**Toll Free Replay Number:** 800-839-2203

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**Date:** June 25, 2008 (Wednesday)

**Time:** 2:00 PM Eastern Time

**Dial-In Number:** 800-857-3059

**Participant Passcode:** TTA NOFO

**Replay Information for 2<sup>nd</sup> TA Call**

If you are unable to participate in this call, it will also be recorded. Replays are generally available one hour after a call ends.

**Toll Free Replay Number:** 800-873-7690

## FULL TEXT OF ANNOUNCEMENT

### I. FUNDING OPPORTUNITY DESCRIPTION

#### A. Funding Opportunity Description

For more than a decade the Corporation—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has worked to mobilize new generations of engaged citizens. In 2008, more than 3.8 million individuals of all ages and backgrounds will work through Corporation-supported programs to help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies to meet local needs in education, the environment, public safety, disaster services, and other critical areas.

The Corporation anticipates awarding cooperative agreements to organizations with the capacity and expertise to deliver training and technical assistance to grantees and potential grantees, subgrantees, sponsoring organizations and projects, and participants and members of the AmeriCorps, VISTA, National Civilian Community Corps (NCCC), Senior Corps, and Learn and Serve America programs and in support of other special initiatives of the Corporation.

Applicants will use their technical expertise and/or capacity to deliver services primarily through Web-based and other distance learning approaches either directly through or in coordination with the Resource Center ([www.NationalService.gov/resources](http://www.NationalService.gov/resources)), the VISTA Campus (to be launched July 2008), the National Service Learning Clearinghouse ([www.ServiceLearning.org](http://www.ServiceLearning.org)) and any future CNCS online resources and delivery systems. Services of the Resource Center to be used by other Providers include the master training calendar, webinar technology, learning system, management of discussion lists, publication of eNewsletters, etc.

Applicants are requested to provide a comprehensive plan for providing services in the subject category for the program year October 1, 2008 - September 30, 2009. As appropriate, such a plan should specify learning goals, methods, schedule, numbers of anticipated participants involved, and use of continuous improvement. Plans should include multiple strategies (e.g., webinars, online courses, materials, social networking). The following tasks are required in all categories:

- ❑ Regularly review, revise, remove/add information to the Resource Center library, databases, forms collection, etc., in the Provider's area of expertise;
- ❑ Collaborate with CNCS staff and other Providers as directed in the creation and/or delivery of joint products and services;
- ❑ All applicants must present the capability to deliver face-to-face training if needed during the term of the agreement. However, for purposes of this proposal, only Category 1 Member Training and Development and Category 6 Disability Inclusion explicitly require face-to-face training in the proposed learning strategy.

In reviewing applications for these awards, the Corporation will give priority consideration to applicants that can demonstrate efficiencies of scale by providing high-quality expertise in multiple categories. Applicants must submit a complete proposal in each category for which they wish to be considered. Applicants are encouraged to document issue expertise through

previous work, staff expertise, and/or identification of consultants willing to work on a contractual basis in a particular category or issue area.

**Category 1 – Member Training and Development.** *(Up to approximately \$3.5 million for year one)*

The purpose of this category is to provide online materials and services for use by AmeriCorps, VISTA and NCCC members and project staff working with members and to provide face-to-face training for VISTA Pre-Service Orientations (PSO), Supervisor Orientations, Leader Development and other member training as determined by the Corporation. The Provider must be able to develop and deliver training through face-to-face training, eLearning methods-including blended curricula-and other means as may be determined. The Provider must also have the capacity to provide logistics and other support as may be required to achieve the learning goals. The successful applicant will be able to:

- Using established curricula, deliver approximately 40 VISTA PSOs (4-day training event) per year in locations across the country.
- Using established curricula, deliver approximately 35 VISTA Supervisor Orientations (4-day event) per year in conjunction with PSOs.
- Design and deliver four (4) development experiences per year for VISTA Leaders.
- Assess VISTA training needs, revise curriculum and develop new curriculum as requested.
- Participate in the ongoing development of the VISTA online Campus and the potential development of an online “campus” for all AmeriCorps members.
- Employ a system of ongoing monitoring and evaluation of all training to affect continual improvement of design and delivery.
- Collect and vet information and materials from local programs and projects in the topic area of member development for presentation through a campus or the Resource Center.
- Design and deliver training to AmeriCorps members in new topics through online, face-to-face, and blended formats.
- Use social networking techniques to connect members and encourage reciprocal learning.

**Category 2 – Sustainability and Partnership Development.** *(Up to approximately \$300,000 for year one)*

The purpose of this category is to provide information and strategies to programs and projects to diversify funding, develop partnerships, and utilize other resource development strategies so that volunteer and service programs will continue to operate when CNCS resources are no longer available. In the case of Learn and Serve America, the Provider is expected to support the institutionalization of service learning in K-12 schools, colleges and other relevant organizations. The learning strategies are expected to rely on distance learning techniques such as webinars, distance coaching, online materials, etc. Innovative approaches using blended learning strategies designed to support participants’ ability to develop sustainability activities over time is highly desired.

**Category 3 – Performance Measurement and Reporting.** *(Up to approximately \$400,000 for year one)*

The purpose of this category is to provide models and standardized measurement approaches to assist grantees, potential grantees, and VISTA sponsors in measuring and reporting on their

performance and meeting CNCS reporting requirements. Applicants must demonstrate an understanding of the Corporation's programs and reporting requirements and the capability to work with Corporation staff in developing standard performance measures in selected program areas (e.g., education, disaster services). A TTA plan that provides for consultation and personal coaching to the widest number of programs and projects is highly desirable.

**Category 4 – Educational Success and Youth Development.** *(Up to approximately \$250,000 for year one)*

The purpose of this category is provide access to the latest research in a wide range of education, youth development and youth service topics and the capacity to develop training and technical assistance services based on that research for national service audiences. In particular, the Provider must be able to respond rapidly to new policy and special initiatives by developing new TTA interventions that build capacity of local programs and projects to initiate new or improved services. Distance learning approaches should be the primary delivery mechanisms. Organizational expertise in education and youth service and the ability to provide experts in a wide range of youth issues is required.

**Category 5 – Disaster Services Support.** *(Up to approximately \$250,000 for year one)*

The purpose of this category is to provide the Corporation with access to expertise in the following areas: disaster preparedness, response, recovery and mitigation; the National Response Framework (especially the roles of the Corporation and its relationship to other partners); and FEMA policy and operations, including its implementation of Mission Assignments as it relates to the roles of the Corporation and national service programs and projects in national response efforts. The Provider will be tasked to use this expertise on an as-needed basis to assist in developing online training and technical assistance, to develop and deliver face-to-face training sessions, and to consult with state service commissions, AmeriCorps national direct grantees, and other national service programs on specific issues.

**Category 6 – Disability Inclusion.** *(Up to approximately \$1,000,000 for year one)*

The purpose of this category is to provide Corporation grantees and projects assistance in outreach, recruitment, placement, accommodation, and retention of members and participants with disabilities. The Provider must have the capability to connect CNCS grantees in meaningful ways with local disability organizations, use distance learning methods and face-to-face training as strategies for awareness and skill training, and have detailed knowledge of standards and effective practices for reasonable accommodation. The Provider will work directly with the 52 state service commissions in building and maintaining their state disability inclusion activities. (Note section III.B regarding cost sharing.)

**Category 7 – Special Initiatives and Projects.** *(Up to approximately \$300,000 for year one)*

The purpose of this category is to provide a broad range of services available on an as-needed basis to support special initiatives and projects of the Corporation. The Provider must demonstrate detailed familiarity with all Corporation programs and the capacity to rapidly apply that knowledge to developing new products and services in support of special initiatives. The Provider must have strong capability in the development of online services, in the design and delivery of face-to-face training, and in managing logistics and other necessary support services. The Corporation's MLK Day expansion activities are an example. Under the Corporation's

legislated mandate to promote Dr. King's teachings and legacy through service, the Corporation funds a small number of grantees to initiate and/or expand MLK Day activities in selected communities, promote MLK Days of Service with all national service programs, and support VISTA projects that use Dr. King's teachings as a focus for building capacity in their communities. TTA activities may include needs assessment with MLK Day grantees, planning meetings and training sessions, distance and on-site coaching, development of webtools and services, and other activities as determined by the Corporation. Supporting other special outreach projects for the AmeriCorps and VISTA programs may be tasked through this agreement. Special projects in designing and delivering training for AmeriCorps members in topics determined to need special emphasis or for which members may have special needs may also be included.

**Category 8 – Financial and Grants Management Support.** (*Up to approximately \$300,000 for year one*)

The purpose of this category is to provide training and technical assistance to assist grantees and sub-grantees in complying with the federal requirements for financial management and grant administration described in the various OMB Circulars and administrative requirements for federal grants. The training and technical assistance will cover the entire life cycle of a grant. Successful applicants must be prepared to provide training on generally accepted accounting principles, how to account for federal funds effectively and how to establish effective internal controls and funds management policies and procedures. Services will be delivered primarily through distance and blended learning methods using web-based courses with pre-and post-testing as appropriate to demonstrate acquisition of knowledge and skills. Learning strategies should be designed primarily to reach the greatest number of grantee staff with broad-based information. The ability to deliver face-to-face training and individual technical assistance must also be demonstrated.

**B. Performance Measures and Accountability**

The Corporation is committed to accountability and to measuring performance of all its grantees. The Corporation has a standard methodology for counting and reporting on outputs from TTA activities and for measuring customer satisfaction. For purposes of this proposal, the Corporation is interested in a brief discussion of any methodology the applicant has used or is using to measure return on investment of any learning strategies particularly for web-based or distance learning strategies.

**C. Authority**

Support for the activities described in this *Notice* is authorized under Section 125 of Subtitle C and Section 198 of Subtitle H, both within Title I of the National and Community Service Act of 1990 (42 USC 12575 and 12653, respectively), and under the provision of the Domestic Volunteer Service Act of 1973 (42 USC 4950, et seq.). Funding for the first year of a cooperative agreement awarded under this *Notice* will be provided from appropriations made available under Public Law 110-161, the Consolidated Appropriations Act, 2008.

## II. Award Information

### A. Number of Awards and Award Amount

In making funding decisions, the Corporation may award cooperative agreements for work in multiple categories, as well as one or more agreements in individual categories.

### B. Award Period and Future Funding

The successful applicants will receive a five-year award with funding for the first year of the award. While the Corporation has no obligation to provide funds beyond the initial one-year performance period and award amount, additional funding may be made available pending satisfactory performance and availability of appropriations for subsequent years of this award. Additional funds may also be awarded for initiatives and activities that fall within the scope of this agreement, but that were not funded during the initial award or subsequent continuation awards.

### C. Type of Funding Instrument

The funding instrument is a cooperative agreement, which will allow the successful applicant and the Corporation to design and deliver training and technical assistance through collaborative development of plans and activities.

### D. Selection Criteria

In awarding this cooperative agreement, the Corporation will consider:

- **Program Design** (50%)
- **Organizational Capacity** (35%)
- **Budget/Cost Effectiveness** (15%)

The Corporation will make all final decisions concerning awards and may require revisions to the application in order to achieve the objectives under this *Notice*.

#### 1. Program Design

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

- a) The soundness, relevance and creativity of the applicant's plan for the first year;
- b) The applicant's approach, expertise and demonstrated experience with using technology to advance service and volunteerism;
- c) The applicant's process for ongoing monitoring and assessment of all services to affect continual improvement;
- d) Plan to provide training and technical assistance services nationwide as evidenced by staffing, partnerships, use of technology and demonstrated experience relevant to the programs to be served; and
- e) Innovative solutions to address customer needs, particularly using web-based technologies.

#### 2. Organizational Capacity

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

- a) Experience and expertise of key staff and consultants in delivering training and technical assistance of the type proposed and in the subject matter of the category as appropriate;
- b) Highly satisfactory past performance, within the previous five (5) years, in delivering the types of training and technical assistance proposed; and
- c) Ability to manage a federal grant or apply sound fiscal management principles to grants, as evidenced by previous grants management experience.

### **3. Budget/Cost Effectiveness**

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 completeness of the budget and budget narrative relative to the applicant's proposed plan.

## **III. Eligibility Information**

### **A. Eligible Applicants**

Eligible applicants are state and local government entities, non-profit organizations, institutions of higher education, Indian tribes, and commercial entities. A national organization that currently operates a Corporation-funded program or is applying for other Corporation funding is eligible to apply.

### **B. Cost Sharing or Matching**

Applicants in the **Disability Inclusion** category must demonstrate their commitment to matching at least 25 percent of the Federal contribution toward the operation of the program in non-federal matching funds. Match may be achieved through cash and/or in-kind contributions.

### **C. Other Eligibility Requirements**

**Lobbying:** Any organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply.

## **IV. Application and Submission Information**

### **A. Submission of the Application**

Applications must be submitted using eGrants, the Corporation's integrated, secure, web-based system for grant application and management. To create and submit an application, access eGrants at <http://www.nationalservice.gov/egrants/>.

This *Notice* and the Application Instructions, available at <http://www.nationalservice.gov> under "New Funding Opportunities," constitute the guidance for preparing and submitting an application.



## **B. Content and Form of Application Submission**

### **1. Content of Application**

The required content, structure and length of the application sections are contained in the Application Instructions. Should there be any inconsistency between the *Notice* and the Application Instructions, this *Notice* takes precedence.

The sections in the application narrative are as follows:

- Executive Summary
- Summary of Accomplishments and Outcomes
- Training and Technical Assistance Strategy and Delivery Plan
- Proposed Activities (Sample)
- Organizational Capacity
- Budget/Cost Effectiveness

### **Special Instructions:**

The section “Proposed Activities (Sample)” is not required for this submission.

In the section on “Organizational Capacity,” the Corporation is particularly interested in your organization’s:

- Experience using web-based technologies to meet your goals;
- Experience convening conferences, training events and meetings and any relevant evaluation results for these meetings; and
- Expertise in the subject matter of the category.

**2. Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).

The Web site indicates a 24-hour email turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers are subject to potential rejection.

### **3. Using eGrants:**

- We suggest that you first prepare and save your application as a word processing document, then copy and paste the document into eGrants.
- **We strongly encourage you to create your eGrants account and begin your application at least three weeks prior to the final submission deadline and begin pasting your application into eGrants no later than ten days before the submission deadline.** This will allow you time to address any technical issues prior to the deadline. Technical issues are more likely to be considered as a factor in allowing a late submission if you began entering your application within this timeframe.

- Use only UPPERCASE letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into eGrants.
- **Adhere to all the character limits indicated in the Application Instructions.** Characters include all the letters, punctuation, and spaces in your document.

Technical Difficulties with eGrants: Contact the eGrants Help Desk at 1-888-677-7849 or email [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov) immediately if a problem arises while you are creating your account, preparing, or submitting your application. If you think you may be unable to submit your application by the deadline due to technical issues, contact the eGrants Help Desk prior to the 5:00 p.m. Eastern Time deadline to report your technical issue and to be issued a ticket number which records your report of a problem. If your issue is not resolved within the next 24 hours, you will be asked to submit a hardcopy application and an electronic application on disk or CD by overnight carrier (U.S. Postal Service incurs security-related delays). The hard copy application must be received within two (2) business days **(July 14, 2008)** of the published deadline by 5:00 p.m. Eastern Time. Make sure your carrier stamps the package with the date and time sent. Submit required information to Corporation for National and Community Service, Box OLDT, 1201 New York Avenue, N.W., Washington, DC 20525.

In the event you are asked to submit a hardcopy application, it must be typed, double-spaced in Times New Roman, 12-point font with one-inch margins. Please **adhere to all the character limits indicated in the Application Instructions.** Submit one unbound, single-sided original paper application. The electronic version on disk or CD must be an exact duplicate of the paper original and will be used to copy and paste your application information into eGrants. If there are differences between the paper application and the disk or CD, we will use the disk or CD version.

In the event of prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. A notice will be posted in eGrants and on <http://www.nationalservice.gov>.

### **C. Submission Dates and Times**

Please submit an e-mail stating your intent to apply to [TTANOFO@cns.gov](mailto:TTANOFO@cns.gov) by **5:00 p.m. Eastern Time Tuesday, June 24, 2008.** This is not required, but helps to plan the review of the applications.

The deadline for applications is **5:00 p.m. Eastern Time on Thursday, July 10, 2008.** Applications submitted by hardcopy or fax will not be accepted.

### **D. Intergovernmental Review**

Applicants under this program are not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs.”

### **E. Funding Restrictions**

Grants under this program are subject to the applicable OMB Cost Principles (see 2 CFR part 230; OMB Circulars A-122, A-87 or FAR 31.2 at [www.whitehouse.gov/OMB/circulars/](http://www.whitehouse.gov/OMB/circulars/)).

## **V. Application Review Information**

Corporation staff, and independent reviewers, if needed, will review all proposals using the selection criteria. During the review process, Corporation staff may request supporting documentation from the applicant.

## **VI. Award Administration Information**

### **A. Anticipated Announcement and Award**

The Corporation plans to award grants immediately following the grant selection announcement. Corporation program officers may call applicants to seek clarification, resolve questions and issues, negotiate performance measures, and request revised budgets as part of the pre-award review process. Failure to respond to requests for information in a timely fashion may result in the removal of applications from consideration.

We anticipate announcing the results of these competitions in September, 2008.

Awards made under this *Notice* will be in the form of a cooperative agreement.

Cooperative agreements require substantial involvement on the part of the government which includes frequent and regular communication with and monitoring by the Corporation, development of training and other material in collaboration with Corporation staff, and when appropriate, training of Corporation staff so that they can better support the information, knowledge and practices being advanced by the Provider to our grantees. The Corporation's cognizant program officer will confer with the award recipient 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.

### **B. Administrative and National Policy Requirements**

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.

The award recipient must comply with the following requirements:

#### **1. 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.

- Notify potential participants that reasonable accommodations will be provided upon request.
- Provide sign language interpreters, special assistance, and documents in alternate formats.
- Use accessible locations for training events.

- 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.
- 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.

## **2. Code of Conduct**

Entities that are subject to 45 CFR part 2543 are required to develop and maintain a written code of conduct (See Section 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.

## **3. Financial Management Systems**

Applicants selected for funding must provide documentation demonstrating that the applicant's financial management system satisfies applicable requirements. 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.

## **4. Use of Materials**

To ensure that materials generated with Corporation funding are available to the public and readily accessible to grantees and sub-grantees, the Corporation reserves a royalty-free, nonexclusive, 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.

**5. Limitation on Consultant Fees.** 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.

## **C. Reports and Other Requirements**

All grant recipients will be required to report to the Corporation on a semi-annual basis.

### **1. Customer Satisfaction**

The award recipient for this competition must identify the critical outcomes of the work, indicators of success in this work, and how progress can be judged or measured. The recipient will be required to report semi-annually on agreed upon performance measures. Specific guidance on the collection of data against these standardized measures will be provided upon award. The Corporation may also require an independent assessment of grantee performance.

### **2. Planning and Progress Reports**

#### **a) Budget and Performance Measurement Report (BPMR)**

The BPMR is used to report workload and budget projections for a specified budget period, by funding source (e.g., Senior Corps, AmeriCorps), showing projected training and technical assistance activities, numbers of participants, and estimated costs. The BPMR is also used to report actual outputs semi-annually.

#### **b) Progress Reports**

A semi-annual narrative progress report is due thirty days after completion of each six-month performance period. The report will include:

- Budget report for the completed budget period.
- Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source.
- Progress towards performance goals.
- Analysis of client feedback with aggregations of training-participant evaluations.
- Discussion of any problems observed or experienced and recommended solutions.
- 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 semi-annual reports the award recipient completing an agreement period 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 award recipient 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 its topical area of expertise and submit them to the Corporation's effective practices database at the Resource Center and relevant listservs as appropriate;
- c) As directed, use the Corporation's brand for all Corporation supported training and technical assistance activities and use provided graphic templates for materials production;
- d) Meet as necessary with the cognizant program officer, or other staff or consultants designated by the Corporation to review work plans and budgets, monitor progress, and exchange ideas and information concerning training and technical assistance;
- e) Keep current the listing of upcoming activities with dates and locations posted on the Corporation's training calendar at the Resource Center;
- f) Submit special reports as may be reasonably requested by the cognizant program officer.

## VII. Agency Contacts

This *Notice* and other information related to this funding opportunity are available at [http://www.nationalservice.gov/for\\_organizations/funding/nofa.asp](http://www.nationalservice.gov/for_organizations/funding/nofa.asp). For further information or for a printed copy of this *Notice* or the Application Instructions, call the TTA NOFA Hotline at 202-606-7515, or send an e-mail to [TTANOFO@cns.gov](mailto:TTANOFO@cns.gov). The TTY number is 202-606-3472.

**Public Burden Statement:** The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). **This collection is approved under OMB Control #: 3045-0105** (Expiration Date: 07/31/2008).