



2006 Child Care Cooperative Agreement Application Instructions

TABLE OF CONTENTS

1. Introduction	4
2. Submission and Compliance Requirements.....	4
3. Helpful Hints.....	5
4. Application Instructions.....	5
5. APPENDIX A – Grants.gov Registration Checklist.....	11
6. APPENDIX B – SF424 Facesheet and Instructions.....	15
7. APPENDIX C – Assurances and Certifications.....	22
Assurances.....	23
Certifications.....	24
8. APPENDIX D – SF424A Budget Instructions and Worksheet.....	26
9. APPENDIX E – Grants.gov Attachments Form.....	31
10. APPENDIX F - Survey on Ensuring Equal Opportunity for Applicants	32

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:** The time required to complete this collection of information is estimated to average 10 hours per applicant, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **Use of Information:** The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process. **Effects of Non-Disclosure:** Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant. **Public Comments:** Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, 10th floor, Attn: Marlene Zakai, 1201 New York Avenue, N.W. Washington, D.C. 20525.

Introduction

To develop your application, you need to carefully read these Instructions, the Child Care Cooperative Agreement Notice of Funding Availability, and any additional guidance given by the Corporation for National and Community Service regarding the Child Care Cooperative Agreement. These instructions, in tandem with the supplemental information we provide, will help you complete your application. You may access all of this information at the Grants.gov website, <http://www.grants.gov> under “Find Grant Opportunities” or on the Corporation’s website, <http://www.nationalservice.gov> under “New Funding Opportunities”.

Submission and Compliance Requirements

The Corporation requires that all Child Care 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.

You should contact the Grants.gov Help Desk immediately if a problem arises while you are creating your account, preparing, or submitting your application. Applications submitted by fax or email will not be accepted.

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.

We require applicants to:

- ❑ Submit applications by the posted deadline.
- ❑ Adhere to the character limits listed in the narrative section below¹.
- ❑ Submit financial statements or audits, and budget forms for the individual years of the grant period. Forms submitted by fax or email will not be accepted. Do not submit any other supplementary materials such as annual reports, videos, brochures, letters of support, or any supplementary material not requested in the application. They will not be reviewed or returned.

The Corporation reserves the right to review any application that is submitted.

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

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 of the following in your application: bold face, 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 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.

Application Instructions: Child Care Cooperative Agreement

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 Grant 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 Child Care 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 Child Care 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 Child Care 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.

1. 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 and the submitting person must be designated in the Grants.gov system as being authorized to submit applications for the organization.

What if you have problems with the Grants.gov submission?

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 other 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 the NOFA 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.

In the event you are prevented from completing and submitting your application by the deadline **because Grants.gov is unavailable or other error on the part of the Grants.gov system**, you must contact the person listed under Agency Contact in the NOFA prior to the deadline. The Corporation must acknowledge and confirm these periods of unavailability or error before granting you an extension. In the event of prolonged unavailability of Grants.gov on the date of submission, the Corporation reserves the right to extend the Grants.gov submissions deadline. A notice will be placed on the CNCS web site http://www.nationalservice.gov/for_organizations/funding/nofa.asp notifying all users of the extended deadline. In this case applicants would need to submit applications via Grants.gov by the new deadline. The Corporation reserves the right to permit the filing of late applications upon a finding of good cause.

If you are granted an extension, you must submit the following items to the Corporation to the address listed under number 6. *Additional Documents: Financial Statements or Audits* listed below:

- A brief paragraph including your explanation of the technical issues that prevented you from submitting in Grants.gov by the deadline;
- An unbound, single-sided paper application;
- A diskette or CD Rom with an exact duplicate of your application; and
- A Financial Statement or Audit.

Paper applications

The Corporation strongly encourages applicants to use Grants.gov to submit their application. In the event that you are unable to submit in Grants.gov, you may submit a paper application, following these instructions. **Paper applications must arrive at the**

Corporation by the application deadline. Send the completed paper application package to the address listed under number 6. *Additional Document: Financial Statements or Audits* listed below.

- ❑ Include a cover memo explaining why you are unable to submit in Grants.gov.
- ❑ Submit one unbound, single-sided original paper application.
- ❑ Type and double-space the application in Times New Roman, 12-point font size with one-inch margins.
- ❑ Adhere to the character limits listed in the narrative section below and number the pages.
- ❑ Use each Appendix in these Application Instructions to complete your application package.
- ❑ Include your the Financial Statements or Audit.
- ❑ You must also submit a diskette or CD Rom in order to expedite processing. The diskette or CD Rom version must be an exact duplicate of the paper original and will be used to copy and paste your application information into Grants.gov. (Facsimiles or email versions of your application will not be accepted.)
- ❑ 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 the Corporation (see Addresses). These items must be **postmarked no later than noon on September 13, 2006** and received at the Corporation no later than **5:00 p.m. Eastern Time on September 14, 2006**.

2. SF424 Facesheet

Please download and open the “Application for Federal Assistance (SF-424)” using PureEdge Viewer software. Fill out the form and save it as part of the Child Care Cooperative Agreement application package.

To open the “Application for Federal Assistance (SF-424)” form click on the title, highlighting it, then click open.

When you have filled out the form, click on “close form” to save any changes. This will allow you to move back to the submission page. Move the “Application for Federal Assistance (SF-424)” from “Mandatory Documents” to “Mandatory Completed Documents for Submission” by highlighting the document and clicking the “=>” to move the form to the submission list.

See Appendix B for instructions on filling out the “Application for Federal Assistance (SF-424)” and to see an example of how the form will look online.

3. Narrative Section (10,000 character limit)

Provide a well-designed plan with a clear and compelling rationale explaining the organization’s qualifications to manage the Cooperative Agreement. The narrative will cover the first year of the Cooperative Agreement.

The narrative includes:

- A. Executive Summary (2,000 characters)
- B. Summary of Accomplishments and Outcomes, if applicable (4,000 characters)
- C. Program Design
- D. Organizational Capacity
- E. Budget/Cost Effectiveness

The maximum length for the Executive Summary is 2,000 characters. The maximum length for the Summary of Accomplishments and Outcomes is 4,000 characters. The maximum length for the Program Design, Organizational Capacity, and Budget/Cost Effectiveness is 41,000 characters. Although each of these fields has a maximum capacity of 32,000 characters, the total of all five fields combined cannot be more than 47,000 characters.² This allows you flexibility in the number of characters you place in each field.

A. Executive Summary

Provide a concise overview of the proposed project that summarizes the need, the proposed strategy for addressing the need, anticipated outcomes and accomplishments and how the outcomes will be achieved and measured. (Maximum length: 2,000 characters)

B. Summary of Accomplishments and Outcomes

Complete this section if your organization has received Corporation program funds of any type within the last three years. Provide a clear description of the accomplishments and outcomes you have achieved in previous years. (Maximum length: 4,000 characters)

C. Program Design

1. Background Describe your organization and how you will manage the Child Care program. Your description should address the following:

- a. Process for analysis, validation and approval of child care applications and invoices from child care providers for authorized services.
- b. Time frame for notifying members, sponsors, grantees and Corporation officials of the status of their application.
- c. Process to verify the eligibility of the member and verify the attendance of the child.
- d. Process to determine the maximum amount that can be paid for child care in the geographic area in which the service is provided.
- e. The process for finding a comparable service at a lower price or negotiating a lower fee.
- f. The process for notifying the member that an invoice has been paid.
- g. The mechanism to communicate all procedures and relevant information to members, sponsors, and grantees.
- h. The use of technology to capture, process and maintain all information necessary to perform all functions related to the program including but not

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

limited to the number of members receiving child care benefits, locations of childcare providers, number of children receiving child care.

- i. Managing the transition of all phases of this program should that be necessary.
- j. Description of internal controls you will use to preclude waste, fraud and abuse within your organization and among child care providers and AmeriCorps members.

D. Organizational Capacity

Describe your capacity to manage the Child Care program.

1. Institution Capacity Describe the demonstrated expertise your organization has in analyzing the HHS Child Care and Development Fund Block Grant (CCDFBG) program and why your organization is uniquely suited for this grant.

2. Key Information to Stakeholders Please identify the key stakeholders for this project and the methods for communicating your organization will utilize.

3. Ability to Provide Program Oversight Describe the demonstrated experience and infrastructure your organization has in managing programs similar to the one proposed in this application. Who is the key staff responsible for program oversight? What past experience does the key staff have in securing previously untapped sources of private funds? Detail the responsibilities of each key staff member.

4. Ability to Provide Fiscal Management and Oversight Describe the experience and infrastructure your organization has in managing grants. What is your current organizational budget and what percentage of the budget would this grant represent? Describe your capacity to provide payments in accordance with the Child Care and Development Fund Block Grant program throughout the states and territories. Include a description of your information technology systems that will aid you in these efforts. How will you ensure that the fiscal management is compliant with Federal requirements? Who are the key staff responsible for fiscal oversight, and what past experience will they bring to program? Detail the responsibilities of each key staff member.

5. Training and Technical Assistance Describe your plans and your capacity to provide or secure needed training and technical assistance for this project.

6. Customer Service Describe your capacity for national level customer service and support. Who are the key staff responsible for this function? Detail the responsibilities of each key staff member.

E. Budget/Cost-Effectiveness

1. Budget and Program Design Explain how the proposed program budget reflects the program's goals and design.

2. Match Sources - No cost sharing is formally required, although applications providing cost sharing to include any reduction in Indirect Costs will receive special consideration.

4. Authorization, Assurances, and Certifications Section

Carefully read the Assurances and Certification documents included in the Child Care Cooperative Agreement Application Instructions. By completing and signing (submitting) the application to Grants.gov, the applicant is agreeing to abide by the Assurances and Certifications listed in the Child Care Cooperative Agreement Application Instructions. See Appendix C for the Assurances and Certifications.

5. Additional Documents: Financial Statements or Audits

Applicants **must** provide their most recent financial statement or audit. **The additional document must be submitted by hard copy to the Corporation by the application deadline.**

Submit one printed version of the complete financial statement or audit. The following is required:

- If your organization expended **more** than \$500,000 in federal funding in your previous fiscal year, submit a copy of your A-133 audit.
- If your organization expended **less** than \$500,000 in federal funding or received no federal funding, submit your financial statements or your audit for your most recently completed fiscal year.

Include a cover letter to indicate with which application the documents correspond. Forms submitted by fax or email will not be accepted. Materials should be mailed to:

Corporation for National and Community Service
Attn: Child Care
1201 New York Avenue N.W.
Washington, D.C. 20525

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.

Entering your Application into Grants.gov

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 **Child Care 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
<p>1. Find out your institution's DUNS number</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>More information about DUNS numbers is available here.</p>	<p>You will receive a DUNS number at the conclusion of the phone call.</p>	<p>Record and protect your DUNS number and have it available for quick reference in the following steps.</p>
<p>2. Register your institution with Central Contractor Registry (CCR)</p>	<p>This is the most cumbersome step. We recommend that you</p>	<p>The CCR site uses terminology that</p>

<p>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.</p> <p>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.</p> <p>When your organization registers with CCR, you must designate:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p>	<p>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.</p> <p>Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.</p>
<p>3. Register with Grants.gov credential provider</p> <p>Each staff member who will be submitting applications on your organization's behalf must first register with Grants.gov's</p>	<p>Same day.</p> <p>AORs will receive usernames and passwords when they submit their</p>	<p>An organization does not need more than one AOR. While the AOR is the</p>

<p>credential provider. These staff members 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.</p> <p>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.</p> <p>AOR UserIDs and passwords serve as "electronic signatures" when your organization submits applications through Grants.gov.</p> <p>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).</p>	<p>information.</p>	<p>only one who can submit applications, others (e.g., project director, development director) can work on the proposal prior to submission.</p> <p>AORs should record and protect their UserIDs and passwords, and have them available for quick reference.</p>
<p>4. Register with Grants.gov</p> <p>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.</p> <p>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.</p> <p>When an AOR registers with Grants.gov, the Ebiz POC for your organization will</p>	<p>Same day.</p> <p>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.</p>	<p>If you are uncertain about your organization's AORs, contact Grants.gov with your DUNS number and they can check for you.</p>

receive an e-mail notification. Your Ebiz POC must then log on to Grants.gov (using 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.

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. Completed for you.
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 Child Care 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)

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
--	--	---

* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>
---	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

* a. Legal Name: <input type="text"/>
--

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>
---	---

d. Address:

* Street1:	<input type="text"/>
Street2:	<input type="text"/>
* City:	<input type="text"/>
County:	<input type="text"/>
* State:	<input type="text"/>
Province:	<input type="text"/>
* Country:	<input type="text"/>
* Zip / Postal Code:	<input type="text"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
---	---

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

Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	

Title: <input type="text"/>

Organizational Affiliation: <input type="text"/>
--

* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
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* Email: <input type="text"/>

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

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.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

*** 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

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: _____

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

Tracking Number:

Funding Opportunity Number:

Received Date: Time Zone: GMT-5

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 NOFA, 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-1 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.

Assurances and Certification

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 Child Care Cooperative Agreement Application package.

SUPPORT EXPENSES

- A. Personnel Expenses** – Include the portion of principal staff time attributed directly to the operation of the Child Care project. 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.

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 Narrative for Child Care Cooperative Agreement**
- 2) Please attach Attachment 2 Budget in a spreadsheet format**

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.