



# **Martin Luther King, Jr. Day of Service Grants Application Instructions**

OMB Control #: 3045-0110  
Expiration Date: **XX XX, XXXX**

## IMPORTANT NOTICE

Federal Agency Name: Corporation for National and Community Service (Corporation)  
Funding Opportunity Title: Martin Luther King Jr. Day of Service Grants  
Announcement Type: Notice of Federal Funding Opportunity  
Catalog of Federal Domestic Assistance (CFDA) Number(s): 94.007

All Corporation funding announcements are posted on our web site [www.cns.gov](http://www.cns.gov) and at [www.grants.gov](http://www.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 CFR 1320.5(b)(2) (i).

**Time Burden:** The time required to complete this collection of information is estimated to average 10 hours per applicant.

**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. In this case, it will not be possible to consider granting funds to the applicant.

**Privacy Act Notice:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the Martin Luther King, Jr. Day of Service Grant Application Instructions is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National and Community Service without prior written permission.

**Public Comments:** Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Georgia State Office, Attn: Rochelle Barry, 401 W. Peachtree Street NW, N.E. Atlanta, GA 30308.

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### NEW AND RECOMPETING PROGRAMS

## **Application Resources**

Please use the following application instructions if you are a new or recompeting applicant applying for the following grant: Martin Luther King Jr. Day of Service.

Use these instructions in conjunction with the Notice of Federal Funds Available or Notice of Federal Funding Opportunity (Notice) for the year in which you are applying.

The award period is up to three years, with funding provided in annual increments, subject to availability of annual appropriations. Grantees will be eligible for continuation funding in the second and third years, contingent on the availability of appropriations, compliance with grant conditions, and satisfactory performance, including having secured sufficient matching funds.

Should applicants infer any kind of discrepancy between the *Notice* and the Application Instructions, the Notice of Funding Availability takes precedence over the Application Instructions.

## **New and Recompeting Applicants**

Submitting Your Application in eGrants

Applicants need to establish an eGrants account by accessing this link:

<https://egrants.cns.gov/espan/main/login.jsp>

and selecting:

“Don’t have an eGrants account? Create an account.”

In eGrants, before Starting Section I you will need to:

- Start a new Grant Application
- Select a Program Area (MLK Day of Service)
- Select a NOFA: MLK Day of Service.

Your application consists of the following components. Please make sure to complete each section.

1. Standard Form 424 (SF-424) Facesheet
2. Narratives
  - a. Executive Summary
  - b. Program Design
  - c. Organizational Capacity
  - d. Cost-Effectiveness and Budget Adequacy
3. Standard Form 424A Budget
4. Authorization, Assurances, and Certifications
5. Survey on Ensuring Equal Opportunity Survey on Ensuring Equal Opportunity (Optional; OMB Control# 1894-0010, Expiration Date 5/31/2012)

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

Should you encounter problems while creating an account, preparing or submitting an application, please contact the National Service Hotline at 800-942-2677 or via <https://questions.nationalservice.gov/app>

Be prepared to provide the eGrants application ID, organization's name, and the Notice to which you are applying. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. Eastern Time Monday through Friday.

### **Applicant Info:**

In eGrants, complete the Applicant Info Section. This section is particularly important for data collection and evaluation. Please take the time to reflect your proposed program activities accurately in this section.

- In the Program Info Section, select Continuation/Renewal if you are continuing (starting Years Two or Three of your grant). Select New only if you are applying for the first time.
- If you are applying for the first time, enter your contact information into the fields that appear.
- Select a primary Program Model and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

*Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.*

In the **Application Info** Section please enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation with both letters capitalized for each state where you plan to operate. Separate each two letter state abbreviation with a comma. For city or county information, please follow each with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. You may not request a program start date earlier than September 28. The project period is three years.
- If you are delinquent on any federal debt.
- State Application Identifier: Enter N/A.
- State Single Point of Contact: This is pre-filled as "No, this is not applicable."
- For "Project Director" please enter the Executive Director or other authorizing executive who will certify the grant.
- Leave the box for "Program Initiative" blank.
- The "Estimated Funds Requested" box will be populated automatically after you complete the budget.

### **Helpful Hints**

- ❑ We suggest that you prepare and save your application as a word processing document prior to inputting it into eGrants.
- ❑ 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. Do not use any of these in your application whether using eGrants or submitting by paper.
- ❑ Remember to follow the character limits. We use character limits rather than page limits because of the structure of eGrants. Characters include letters, punctuation, and spaces in the document. Your word processing software can provide a character count.
  - ❑ Executive Summary (maximum length – 2,000 characters)
  - ❑ Narratives: (maximum length for combined narratives – 41,000 characters)

- Grant applications must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711. There is a DUNS number field in the Organization section in eGrants.
- Grant applicants must be registered with the Central Contractor’s Registry (CCR). CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually.

We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3 to 5 days to finalize CCR registration. To register online go to [www.bpn.gov/CCR](http://www.bpn.gov/CCR).

## **Application Instructions: MLK Day of Service Grants**

Submit an application that consists of the following components in the following order. Please make sure to complete each section:

1. Standard Form 424 (SF-424) Facesheet
2. Narratives
  - a. Executive Summary
  - b. Program Design
  - c. Organizational Capacity
  - d. Cost-Effectiveness and Budget Adequacy
3. Performance Measures
4. Authorization, Assurances, and Certifications
5. Survey on Ensuring Equal Opportunity Survey on Ensuring Equal Opportunity (Optional; OMB Control# 1894-0010, Expiration Date 5/31/2012)
6. Reporting Requirements for Applicants Selected for Awards

### **1. SF424 Facesheet (eGrants “Applicant & Application Information” Sections)**

The Standard Form-424 Facesheet is required for applications submitted for federal assistance. The SF-424 contents are duplicated in eGrants, although the format is different.

Please note that the SF-424 is automatically generated by completing the data elements in the eGrants system. When completing the application in eGrants, many of the fields will be populated with information entered during the organization’s registration process.

**Applicant Info:**

Please note that the Authorized Representative name is blank. You cannot select a name for this field. Instead, the Authorized Representative will need to have his/her own account to click on the Assurances and Certifications at the end of the application. (*Attachment A*)

Under “Project Information” select, “Enter New” and choose a title for the proposed project. It is possible to enter another address for the project, which may or may not be the same as that of the Legal Applicant.

To select an individual as the Project Director, choose a name from the pull-down menu or add a new contact.

Enter your program website if you have one.

**Application Info:**

Areas affected by the project: List only the largest political or municipal entities affected (e.g., counties and cities).

Enter the dates for the proposed project start and end dates. If awarded, your CNCS Program Officer will work with you to finalize your project start date. Your project period is up to three years.

**Intergovernmental Review of Federal Programs:** This program is NOT subject to Executive Order 12372.

**Delinquent on any federal debt:** Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If yes, type your explanation in the text box provided.

**State Application Identifier:** Enter N/A.

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 or imprisonment for not more than five (5) years, or both. (18 USC § 1001).

**2. Narrative (eGrants “Narratives” Section)**

The application narrative comprises four separate sections. Content guidelines for each of these narrative sections include:

1. Executive Summary
2. Program Design
  - A. Goals and Objectives
  - B. Description of Activities
  - C. Community Resources
3. Organizational Capacity
  - A. Ability to Provide Program Oversight
  - B. Ability to Provide Fiscal Oversight
4. Cost-Effectiveness and Budget Adequacy
  - A. Budget and Program Design

**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, how the outcomes will be achieved and measured, and the estimated length of time needed to complete the project.

**b. Program Design**

**1. Background.** Describe your organization, its role in the community, and the community need(s) that the organization seeks to address through this Martin Luther King, Jr. Day of Service grant. The application must:

- Describe the target community, state or region that you propose to serve.
- Focus on one or more of CNCS strategic areas that include: Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity and Disaster Services with special consideration given to applicants proposing to support and engage Veterans and Military Families in activities reflecting the life and teachings of Dr. King. Provide statistics on the needs related to the issue area(s) within the specific local geographic area.
- Describe the specific measurable outcomes you propose to improve.
- Describe the availability of relevant data and your approach to assess whether your investments caused improvement in the proposed measurable outcomes.

**2. Proposed Strategy.** Describe your approach to addressing the need or problem described in the background section. Applicants must have a plan and description that includes:

- The estimated number or range of subgrant awards that will be made.
- The estimated range of subgrant award amounts.
- How and on what basis the amount of each subgrant award will be determined.
- How key subgrant eligibility criteria will be determined.
- The proposed review and selection process.
- A strategy to secure nonfederal resources to build sustainable service and volunteer programs.

**a. Goals and Objectives.**

To what extent does the applicant address the following points?



- Clearly identifies the geographies which they will serve and the target issue(s) their programming will focus on.
- Provides persuasive evidence (i.e. statistical information) as to the identified need within the geographic area(s) listed.
- Makes a persuasive case for the need related to the issue area(s) identified (i.e. providing statistical information).
  - Makes a compelling case for their ability to successfully support the focus, goals, and approach they propose.
  - Ensures that grant-supported activities focus on the Martin Luther King, Jr. Holiday weekend and provide opportunities to connect to service beyond the Holiday.
  - Reflects the life and teaching of Martin Luther King, Jr., and expand the impact of Martin Luther King, Jr. Day of Service activities from one year to the next.

**b. Direct Activities**

To what extent does the applicant address the following?:

- Provide a clear and comprehensive plan for carrying out a competitive subgrant selection process.
- Describe a subgrant plan that has a reasonable chance of success at identifying potential subgrantees..
- Proposed a reasonable and feasible timeline for major activities under the grant.

**c. Technical Assistance and Support**

To what extent does the applicant?

- Provide a compelling plan for providing technical assistance and support for their selected subgrantee portfolio.
- Describe a clear plan for supporting subgrantee capacity development. such as leadership development, financial management, data management, strategic planning, and communications;
- Provide a sound plan for monitoring subgrantees.

**d. Community Resources**

- To what extent does the applicant use existing community resources, such as other service or community organizations and community volunteers, to implement your approach?
- How will the proposed program bring additional beneficial resources to the community?

**C. Organizational Capacity**

1. **Ability to Provide Program Oversight.** Describe your capacity to implement and manage the proposed program to build sustainable service and volunteer programs. Describe the demonstrated experience and infrastructure your organization has in managing programs similar to the one proposed in this application. As an intermediary organization, your description should address the following:

- Describe the kinds of resources (e.g., data systems; staff) you have available to assist with subgrantees.
- Describe your ability to support and oversee multiple programs at different locations.
- Identify the key program positions within your organization relevant to your proposed grant program. Describe the relevant background and experience of key staff members and their respective roles, or your plans to recruit, select, train, and support additional staff, and their proposed roles.

**2. Ability to Provide Fiscal Oversight.** Describe the demonstrated experience and infrastructure your organization has in managing grants. As an intermediary organization, your description should address the following:

- Describe the experience and infrastructure your organization has in managing grants from other entities. Include key personnel with the knowledge, skills, abilities, and experience to provide fiscal oversight of subgrantees.
- Identify your current organizational budget.
- Identify what percentage of the budget this grant would represent and address the implications for your organization.
- Describe how you will ensure compliance with Federal requirements.

**3. Training and Technical Assistance.** Describe your plans and your capacity to provide or secure needed training and technical assistance for this project to support broad expansion of the King Day of Service.

#### **D. Cost-Effectiveness and Budget Adequacy**

We recommend you prepare your project budget off-line before entering it into eGrants. eGrants will create the budget and the budget narrative automatically from the detailed budget information you entered.

Budget Categories are:

- Project Personnel Expenses
- Personnel Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual and Consultant Services
- Training
- Evaluation
- Other Support Costs
- Indirect Costs

#### **1. Budget and Program Design**

Reviewers will assess the adequacy of your budget to support your program design including how it sufficiently supports your program activities and how it is linked to your desired outputs and

outcomes. Specifically, describe and quantify in detail the costs associated with your proposed competitive subgrant selection process, program evaluation plans, and technical assistance to subgrantees, including costs that may be paid for with resources other than Federal or matching funds. Based on the following criteria, is the program cost-effective?

- To what extent does the program demonstrate diverse, non-Federal resources for program implementation and sustainability?
- To what extent is the applicant proposing to provide more than the minimum required share of the costs of the program?
- Are the reasonable and necessary costs of the program or project higher because the applicant is proposing to serve areas that are significantly philanthropically underserved?
- Is the budget adequate to support your program design?

## **2. Match Sources**

At the time of award, applicants must demonstrate either cash and/or in kind and “on-hand and/or commitments. (or a combination thereof) to meet the required 70 percent match of their first year matching funds, based on the amount of Federal grant funds applied for. Corporation will make awards covering a period not to exceed the grant period.

## **3. Performance Measures**

If selected for an award, Martin Luther King, Jr. Day of Service grantees are required to submit performance measures, as appropriate to their program, that relate to the citizen service that will be carried out with the grant. The performance measures are a requirement of the grant. Grantees are accountable for achieving these measures during the period of the grant and for reporting on expected accomplishments.

## **4. Authorization, Assurances, and Certifications (eGrants “Authorize and Submit” Section)**

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the **Authorization, Assurances, and Certifications** carefully (*Appendix A*). The person who authorizes the application must be the applicant's Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant's authorized representative, that person must log into his/her eGrants account to proceed with Authorize and Submit. After signing off on the **Authorization, Assurances, and Certifications**, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

*Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: <https://egrants.cns.gov/espan/main/login.jsp> and selecting "Don't have an eGrants account? Create an account."*

## 5. Survey on Ensuring Equal Opportunity for Applicants

Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. The survey can be found at: [http://www.americorps.gov/pdf/CNCS\\_2007\\_EO\\_survey.doc](http://www.americorps.gov/pdf/CNCS_2007_EO_survey.doc). Submission of the survey is not required.

## 6. Reporting Requirements for Applicants Selected for Awards

Grantees are required to provide an interim report in December listing subgrants, the anticipated number of volunteers, and the estimated number of volunteer hours that will be served. For the second and third program years, grantees will submit this interim report on a date to be determined. For each year's Day of Service activities, grantees must ensure all project sites report on the projects funded, the number of volunteers who served on that day, the number of service hours accomplished over the course of the Holiday service projects, and any other notable accomplishments.

To ensure accurate and consistent service information, grantees will distinguish between direct volunteers and indirect volunteers. Grantees will also ensure that any reported counts of direct and

indirect volunteers are unduplicated. Below are characteristics that grantees will use to distinguish between direct and indirect volunteers:

- Direct volunteer
  - A person who serves unpaid in response to a solicitation from an official representative of, or official communication from, an event sponsor. For example, a person who is invited to serve at an event by its official organizer.
  - A person who serves unpaid and is officially recognized as a volunteering representative of a sponsoring organization.
- Indirect volunteer
  - A person who serves unpaid in response to a solicitation from someone other than an official representative of, or official communication from, an event sponsor. For example, a person who is invited by a friend to serve at an event.

**a. Performance Progress Reports (PPR)**

A semi-annual narrative progress report must be submitted using CNCS’s web-based grants management system, eGrants, no later than 30 days after the close of each reporting period. The report will include:

- o Budget report for the completed budget period.
- o Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source.
- o Analysis of sub-application progress.
- o Discussion of any problems observed or experienced and recommended solutions.

**b. Federal Financial Reports (FFR)**

Federal Financial Reports must be submitted semi-annually. The reports are cumulative and must be submitted on CNCS’s web-based grants management system, eGrants, no later than 30 days after the close of each reporting period.

Furthermore, there is a 2nd financial report that must be file besides the FFR in e-grants and that is the FFR at HHS which is required for closeout

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**APPENDIX A: Assurances and Certifications**

## Instructions

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

**a) Inability to certify**

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

**b) Erroneous certification or assurance**

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

**c) Notice of error in certification or assurance**

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

**d) Definitions**

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

**e) Certification requirement for subgrant agreements**

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

**f) Certification inclusion in subgrant agreements**

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

**g) Certification of subgrant principals**

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

**h) Non-certification in subgrant agreements**

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

**i) Prudent person standard**

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

## ASSURANCES

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

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 application guidelines, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
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 2 CFR Parts 180, 2200 , 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 2 CFR Parts 182, 2245, 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

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**ASSURANCE SIGNATURE:**                      **NOTE: Sign this form and include in the application.**

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

**Organization Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Name and Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**CERTIFICATION SIGNATURE:    NOTE: Sign this form and include in the application.**

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

**SIGNATURE:**

By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The Certification is:  
Lobbying Activities

**Legal Applicant:**

\_\_\_\_\_

**Program Name:**

\_\_\_\_\_

**Name and Title of Authorized Representative:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

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XX/XX/20XX

Expiration Date:

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The budget should be sufficient to perform the tasks described in the proposal narrative for the first year of the grant. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Costs may include travel necessary to meet grant and grantee obligations. Round all figures to the nearest dollar. Budgets for subsequent program years will be developed and submitted prior to approval of continuation grants for the second and third years.

## APPENDIX B: SF424A Budget Instructions and Worksheet

**Before You Begin:** In *eGrants*, the preparation of a detailed budget provides the data that creates the summary budget and the budget narrative. 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.

Use the Budget Worksheet as a guide as you prepare your budgets.

### SUPPORT EXPENSES

**Match.** Describe the grantee match contribution for Section I by clearly indicating the source(s), the type of contribution (cash/in-kind), the amount (or estimate), and the intended purpose of the match. You may enter this information in any category in the Purpose-Calculation field.

- A. Personnel Expenses** – Include the portion of principal staff time attributed directly to the operation of the MLK Day of Service project. List each staff position and 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 and background checks of participants if their service activities involve contact with vulnerable populations, i.e., children, the elderly, and the disabled. In addition, these costs may include office space rental (for sites where projects are operating, while national office space rental may be unallowable – check relevant OMB Circulars), utilities, and telephone and Internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organizations 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.

**J. Indirect Costs**  
**1. Definitions**

Administrative costs are general or centralized expenses of overall administration of an organization that receives Corporation funds and does not include particular project costs. 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 (codified respectively at 2 CFR Parts 220, 225, and 230). For organizations that do not have an established indirect cost rate for federal awards, administrative costs include:

1. Costs that are 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;
2. 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
3. Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

Administrative costs may also include that portion of salaries and benefits of the project’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 set out in the OMB cost circulars and regulations referenced above, which are incorporated in the Corporation’s regulations at 45 CFR 2541.220(b) and 2543.27.

Administrative costs **do not** include the following allowable expenses directly related to a project (including their operations and objectives), such as:

- allowable direct charges for members, including living allowances, insurance payments made on behalf of members training and travel;
- costs for staff (including salary, benefits, training and travel) who recruit, train, place or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective;
- costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement;
- 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;
- 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
- 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 and choose to use it, such rate 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.

- a. Determine the amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as proscribed by your organization (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
- b. Multiply the sum of the Corporation share in Sections I and II by .0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
- c. Subtract the amount calculated in step 2 from the amount calculated in step 1. This is the amount the applicant can claim as grantee share for administrative costs.

# 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

**K. Source of Match**

Source(s), Type, Amount, Intended Purpose,

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Expiration Date: XX/XX/20XX