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*Corporation for*



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

**OMB Control #:** 3045-0110  
**Expiration Date:** 03/31/2017

## IMPORTANT NOTICES

Federal Agency Name: Corporation for National and Community Service (Corporation)  
Funding Opportunity Title: Martin Luther King Jr. Day of Service Grants FY [Applicable Year of Funding]  
Catalog of Federal Domestic Assistance (CFDA) Number(s): 94.007

These application instructions conform to the Corporation for National and Community Service (CNCS) online grant application system, eGrants. All CNCS funding announcements are posted on our web site [www.cns.gov](http://www.cns.gov) and [www.grants.gov](http://www.grants.gov).

**Public Burden Statement:** Public reporting burden for this collection of information is estimated to average 20 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, at: [MLKgrants@cns.gov](mailto:MLKgrants@cns.gov). CNCS informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page one (1) are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).

**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 these 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 CNCS without prior written permission.

Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

**Federal Funding Accountability and Transparency Act:** Grant recipients will be required to report at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

**Universal Identifier:** Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete and, should a grant be made, throughout the life of the award.

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## NEW AND RECOMPETING PROGRAMS

### Application Resources

Please use the following application instructions if you are a new or re-competing applicant applying for a Martin Luther King Jr. Day of Service Grant.

Use these instructions in conjunction with the Martin Luther King Jr. Day of Service Grants Announcement of Federal Funding Availability or Announcement of Federal Funding Opportunity (*Notice*) for the year in which you are applying. The *Notice* includes deadlines, eligibility requirements, submission requirements, funding priorities and other relevant information that might change annually.

If you are submitting a request for continuation funding (typically in year two or three of a three year grant period) you will open your existing application, and enter new information in the Continuation Changes field, or as directed by your Program Officer.

### Creating an eGrants User or Organization Account

First-time eGrants users need to first create 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, to begin to apply you will need to:

- Start a new Grant Application
- Select a Program Area (MLK Day of Service)
- Select a NOFA: Martin Luther King Service Day Initiative [Applicable Year of Funding]

Once you have initiated an application, it will be listed in the ***View My Grants/Applications*** section of your homepage. If you exit and then return to eGrants and wish to continue entering or editing your application, please open your saved version by selecting “***View My Grants/applications***”. You should not use the “New” button again as this will start a brand new application.

### Application Components

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

- I. Applicant Info
- II. Application Info
- III. Narratives
  - a. Executive Summary
  - b. Program Design
  - c. Organizational Capacity
  - d. Cost-Effectiveness and Budget Adequacy
- IV. Performance Measures
- V. Budget
- VI. Review, Authorize and Submit

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

## APPLICATION INSTRUCTIONS

### I. Applicant Info

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

- **Continuation Requests:** Select “Continuation/Renewal” if you are continuing (starting Year Two or Year Three of your grant). Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.
- **New and Recompete Applicants:** Select “New” only if you are applying for the first time or applying for a new grant when you are completing a three year grant. If you are applying as new, enter your project information into the fields that appear.
- **Project Information:** Enter the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director. Then select characteristics that fit your project under Program Design, Program Location, and Program Focus.
- **Project Director:** Please enter the Executive Director or other authorizing executive who will certify the grant.
- **Program Initiative:** Leave blank.
- **Program Website:** Enter the project’s URL.

### II. Application Info

In the Application Info Section please enter:

- **Areas Affected by the Project:** 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.
- **Project Start and End Dates:** You may not request a program start date earlier than September 28. 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.
- **State Application Identifier:** Enter N/A
- **Single Point of Contact:** This is pre-filled as “No, this is not applicable.”
- The “Estimated Funds Requested” box will be populated automatically after you complete the budget.
- Please note that the Authorized Representative will be filled in at the end of the application when completing the Assurances and Certifications section. The Authorized Representative will need to have his/her own account to click on the Assurances and Certifications at the end of the application.

*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).*

### **III. Narratives**

The application narrative has four separate sections.

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy

#### **Page Limit and Formatting**

- It is important that you preview the eGrants PDF of your application to ensure that you don't exceed the page limit as prescribed in the *Notice*. In the case of competitive grants, reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 15 page limit. This limit does not include the budget pages.
- Bold face, bullets, underlines, charts, diagrams, and tables or other types of formatting will not copy into eGrants.

#### **A. Executive Summary**

Provide a concise, one-page summary of the proposed project that summarizes the need, the proposed strategy for addressing the need, anticipated outputs and outcomes for National Performance Measures, and how the outputs and outcomes will be achieved and measured.

The summary should include the following information:

- Provide an overview of the proposed program and the need(s) the program will meet;
- Identify which CNCS strategic focus area(s) will be addressed by the program (Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity and Disaster Services);
- Identify geographic areas where subgrantees are likely to be located;
- Identify the grant amount being requesting and the proposed grant period;
- Identify the main sources of match that have been secured; and
- Describe National Performance Measure targets that the program will achieve.

NOTE: CNCS will post these summaries on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and open government.

***Applicants should complete the Program Design, Organizational Capability, Cost Effectiveness and Budget Adequacy narrative sections by responding to the selection criteria detailed in the Martin Luther King Jr. Day of Service Grants Notice.***

## **B. Program Design**

In responding to the program design criteria, applicants should demonstrate the community need(s) that the organization seeks to address through this Martin Luther King Jr. Day of Service grant; identify the program goals and objectives, and describe a convincing strategy for achieving them; describe a comprehensive plan for carrying out a competitive subgrant selection process; use targets for National Performance Measure outputs and outcomes, and describe how data will be collected to measure achievement of the targets they select for National Performance Measures.

## **C. Organizational Capability**

In responding to the organizational capability criteria, applicants should demonstrate the experience and capacity to implement the proposed grant program successfully and to comply with federal grant requirements. Applicants must clearly describe and convincingly address how they will implement program and fiscal oversight.

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

In completing the budget and responding to these criteria, applicants should demonstrate a reasonable plan for meeting the financial needs of the proposed program and for raising the required match.

## **IV. Performance Measures**

Competitive grants must align with the MLK Day Performance Measures Requirements. Through Goal Three of the CNCS 2011-2015 Strategic Plan, CNCS seeks to strengthen its capacity and that of the national service network to measure performance and evaluate program outcomes and impact. MLK Day grantees will be required to select a set of standardized capacity-building performance measures that reflect their work for the three-year grant period.

For each measure applicants must select and describe the instrument(s) you will use to measure the appropriate output or outcome. Instruments are specific tools used to collect information such as a checklist, questionnaire, or attendance sheet. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity if applicable.

In the Performance Measures module of eGrants you will create performance measures; set targets and describe data collection plans for your performance measures; and identify performance measures (as applicable).

### **A. Accessing the Performance Measures Home Page**

You can either access the Performance Measures Module after completing the Documents section of your application or directly by clicking on **Performance Measures** on the left side of your screen.

- To begin entering performance measures, click the **Begin** button on the Home Page.
  - As you proceed through the module, the Home Page will summarize your work and provide

links to edit the parts of the module you have completed. You may also navigate to other sections of the module using the tab feature at the top of each page or the “Next” button at the bottom of the page.

- Once you have started the module, clicking **Continue Working** will return you to the tab you were on when you last closed the module.
- Once you start using the module, you may return to your eGrants application at any time.
- To edit a performance measure, click the **Edit** button.
- To delete a measure, click **Delete**.
- To create a new performance measure, click the **Add New Performance Measure** button.
- After you have created at least one performance measure, the PMM Home Page will display a chart summarizing your measures.
- Click the “Save” button at the bottom of the screen to save your data before exiting the PMM.
- When you reenter the PMM, click the “Continue Working” button to return to the tab that you were on when you last closed the module.

## **B. CNCS Performance Measures Objective Page**

On the Objective tab, you will see an expandable list of CNCS focus areas. When you click on a focus area, a list of corresponding objectives appears for that focus area.

To select your objectives:

- Click on a focus area;
- Select all objectives that are part of your program design;
- Click the “Refresh My Selections” button to view a list of selected objectives; and
- Repeat these actions for each applicable focus area.

Select “other” for your focus area and objective if your program activities do not fall within one of the CNCS-defined focus areas.

Select your program’s primary focus area from the drop-down list at the bottom of the screen. Your choices for a primary focus area will be limited based on your selected objectives.

Click the “Delete All Selections” button if you would like to erase all previously selected objectives and restart selecting your objectives. Save your work and proceed to the Performance Measure tab.

Note: Please consult the instructions in the MLK Day NOFA for additional guidance regarding the focus areas and objectives required for MLK Day applications.

### **1. Creating Performance Measures**

On the **Performance Measures Tab**, you can create performance measures for all the grant activities you intend to measure. Please note that there are mandatory measures for which you must set targets and report. Please consult the instructions in the MLK Day NOFA for any performance measure requirements that are specific to your MLK Day application. There are additional measures that you may select as they pertain to your program.



1. To create a new performance measure, first select an objective. The list of objectives is limited to those that you selected on the Objective tab.
2. Enter a short, descriptive title for your performance measure.
3. Enter a brief description of the problem your program will address in this performance measure.
4. Select the service activities/interventions that your program will deliver. Select only the service activities/interventions that will lead to the outcomes of this performance measure. You may add an applicant-determined service activity/intervention by selecting “Other”.
5. Enter a brief description for each selected service activity/intervention.
6. Uncheck the box next the service activity/intervention name and click “Save” to remove a previously selected service activity/intervention.
7. To create a new performance measure, first select an objective. The list of objectives is limited to those that you selected on the Objective tab.
8. Selecting output(s). The output list includes only the CNCS-defined outputs which correspond to your selected objective. If you do not wish to select a CNCS measure, or none are listed, you may create an applicant-determined output by clicking the “Add User Defined Output” button.
9. Selecting outcome(s). The outcome list includes only the CNCS-defined outcomes which correspond to your selected objective. If you do not wish to select a CNCS measure, or none are listed, you may create an applicant-determined outcome by clicking the “Add User Defined Outcome” button.
10. For the required MLK Day Capacity Building performance measures, refer to the instructions in the MLK Day NOFA. Complete the corresponding drop-down boxes for any output and outcome selected.

## **2. Selecting Targets for Mandatory Performance Measures**

- Enter a target number for mandatory MLK Day performance measures.
- Enter your outcome target and the unit of measure. For applicant-determined outcomes, the unit of measure should describe the population that you intend to count (children, miles, etc.). Do not enter percents or hours as units of measure. Your target must be a whole number.
- For each measure, select and describe the instrument(s) you will use to measure the appropriate output or outcome. Instruments are specific tools used to collect information such as a behavior checklist, attitude questionnaire, attendance sheet, or interview protocol. Include the title of the instrument(s), a brief description of what it measures and how it will be administered, and details about its reliability and validity.

## **3. Adding Additional Performance Measures**

Select additional measures if they are applicable to your program. Consult the MLK Day Performance Measures Definitions guidance to determine which performance measures are appropriate for your program.

#### 4. Saving Performance Measures

- After entering all information, select, **Complete PM**. This will return you to the Home Page.
- If you would like to continue to the **Summary Tab** to validate your performance measures, click **Next**.

#### 5. Validating Performance Measures

You will not be able to submit your application without first validating your performance measures. The **Summary Tab** allows you to review all of the measures and targets that you selected.

- You can select to print the performance measures by clicking either **Print PDF of Table** or **Print All Performance Measures**.
- If you need to edit a measure, click **Edit Performance Measures** which will take you back to the Performance Measures Tab.
- Once your performance measures are complete, click **“Validate Performance Measures”** to validate your performance measures. If any data is missing or there are errors, eGrants will return a list of errors at the top of the screen. You must address these errors before eGrants will allow you to work on the next measure. Click the “Complete PM” button to re-validate the measure. Once the measure is successfully validated, a blank performance measure entry screen will appear. You may create additional performance measure sets, repeating the instructions above.

**Note: You will not be able to submit your application to CNCS until your performance measures have been validated.**

## V. Budget

### A. Budget Requirements

Applicants must submit a proposed first-year budget that includes both federal and match funding. If an application is selected for award, CNCS will determine the final amount of the award of federal funds and will negotiate a final budget.

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative and provide a full explanation of costs including their purpose, justification, and the basis of your calculations. Reviewers will consider the information you provide in your budget as part of their assessment of the Cost-Effectiveness and Budget Adequacy criteria.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

*As you prepare your budget:*

- All the amounts you request must be for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with the event, the cost per person or unit, and/or the annual salary cost.

- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

### *Allowable Costs*

Please refer to the relevant OMB Circulars for further guidance on allowable costs. The OMB circulars are online at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars), and have been codified in Title 2 of the Code of Federal Regulations (CFR) as indicated below:

- A-21 - Cost Principles for Educational Institutions, 2 CFR Part 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR Part 225 A-122 - Cost Principles for Non Profit Organizations, 2 CFR Part 230. It is important to understand that “allowable costs” under federal awards do not necessarily include all costs that the organization will incur in order to perform their awards. For example, the cost of raising funds in order to meet the nonfederal share of the budget (“matching funds”) is not allowable under the OMB cost principles. The cost principles reflect government-wide requirements that one must be aware of when developing a budget.

### **B. 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 funds, based on the amount of Federal grant funds applied for. Matching funds may come from state, local, or private sources, which may include state or local government agencies, businesses, private philanthropic organizations, or individuals.

### **C. Budget Line Items**

The budget should be sufficient to perform the tasks described in the proposal narrative for the first year of the grant. Budgets for subsequent program years will be developed and submitted prior to approval of continuation grants for the second and third years. Complete Instructions for entering the budget in eGrants and descriptions of budget line items can be found in Appendix B.

## **VI. Review, Authorize and Submit**

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 for 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."*

## **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.

## **CERTIFICATIONS**

### **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:** \_\_\_\_\_

**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.

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.

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

**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 a 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

OMB Control #: 3045-0047

Expiration Date: 03/31/2017