NOTICE OF FEDERAL FUNDING AVAILABILITY

Federal Agency Name:	**Corporation for National and Community Service**
Funding Opportunity Title:	**2015 September 11th National Day of Service and Remembrance Grants**
Announcement Type:	**Amended Announcement**
CFDA Number:	**94.007**

Important Dates

- A Notice of Intent to Apply is strongly encouraged and is due by April 14, 2015 at 5:00 p.m. Eastern Time.
- Applications are due April 29, 2015 at 5:00 p.m. Eastern Time.
- Successful applicants will be notified by mid-June, 2015.
- **Disclosure:** Publication of this Notice of Federal Funding Availability (Notice) does not obligate the Corporation for National and Community Service (CNCS) to award any specific number of grants or to obligate any particular amount of funding.

FULL TEXT OF THE NOTICE

A. PROGRAM DESCRIPTION

1. Purpose of the September 11th National Day of Service and Remembrance Grants

The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS engages millions of citizens in meeting community and national challenges through service and volunteer action.

The purpose of the September 11th National Day of Service and Remembrance grant funding is to mobilize more Americans to engage in service activities that meet vital community needs and honor the sacrifice of those who lost their lives on September 11, 2001, or who rose in service as a result of that tragedy.

2. Funding Priorities

In order to carry out Congress's intent and to maximize the impact of investment in national service, this September 11th National Day of Service and Remembrance Notice prioritizes grant funding in CNCS's focus areas of Disaster Services, and Veterans and Military Families.

- **Disaster Services -** Grants will help individuals and communities prepare for, respond to, recover from, and mitigate the effects of disasters and increase community resiliency.
- **Veterans and Military Families -** Grants will improve the quality of life of veterans and improve military family strength.

CNCS will give priority consideration to organizations with applications that feature one or more of the following elements:

- a focus on engaging and supporting Veterans and Military Families in September 11th

National Day of Service and Remembrance activities
- a proposal to develop educational materials or curriculum for youth, including a plan for curriculum distribution and educating youth about service to honor September 11th National Day of Service and Remembrance

Please note that priority consideration does not guarantee funding.

All grants awarded will support activities that:
- are directly connected to the September 11th National Day of Service and Remembrance, and occur on or near that day, as well as reflect the tone and tenor of a national day of reflection and remembrance;
- focus on honoring those who lost their lives on September 11, 2001 and those who rose in service as a result of that tragedy;
- demonstrate opportunities to engage new and diverse groups in service;
- leverage public-private partnerships;
- meet an identified community need;
- ensure that grant-supported activities focus on September 11th National Day of Service and Remembrance and provide opportunities to connect to service beyond the holiday;
- provide opportunities to connect to ongoing opportunities to serve; and/or
- emphasize community connections to Veteran Service Organizations and Military Service Organizations where they exist.

CNCS will pursue a balanced portfolio across focus areas, geographic service area, and other considerations outlined in section *E. Application Review Information*.

3. National Performance Measures

The Serve America Act (SAA), Pub. L. No. 111-13, emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS's five-year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide National Performance Measures. CNCS expects applicants to use National Performance Measures as part of a comprehensive performance management strategy that relies on both performance and evaluation data to learn from its work, as well as make strategic adjustments to achieve its goals.

This Notice focuses on Disaster Services, Veterans and Military Families, and Capacity Building Performance Measures. Applicants are required to use the specific performance measures outlined in this Notice to assess the outcomes of the proposed project. For more information, please refer to the National Performance Measures Instructions at https://www.nationalserviceresources.gov/npm/home.

4. Program Authority

Grants under this initiative are authorized by statute. Section 198(k) of the National and Community Service Act, Pub. L. No. 101-610, as amended (42 U.S.C. § 12653(k)).

B. FEDERAL AWARD INFORMATION

1. Estimated Available Funds

Approximately $600,000 is available for new September 11th National Day of Service and Remembrance grants.

2. Estimated Award Amount
Award amounts will vary as determined by the scope of the projects. CNCS will make annual awards in the range of $50,000 to $300,000. The minimum amount an applicant can apply for is $50,000.

3. Project Period
The grant award covers a two-year project period. CNCS generally makes an initial award for the first year of operation. Continuation funding for subsequent years is not guaranteed and may be dependent upon availability of appropriations and satisfactory performance. CNCS reserves the right to adjust the amount of an award in the second year or elect not to continue funding.

4. Type of Award
September 11th National Day of Service and Remembrance grants will be awarded on a cost reimbursement basis.

5. Indirect Cost
CNCS allows applicants to include administrative costs (indirect costs) in CNCS grant budgets. Applicants have the option of using an indirect cost rate that is approved by the cognizant federal agency. Applicants may alternatively charge certain administrative costs directly as outlined in 2 CFR § 200.413 Direct costs. If the applicant has never had an indirect cost rate agreement with a federal agency, the applicant may elect to use a de minimus rate of ten percent (10%) of modified direct cost.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants
Eligible applicants are capable of carrying out multi-state, nationally focused (10 or more states), or comprehensive regional initiatives. Regional initiatives are multiple cities in a region or are state-wide. If necessary, applicants may engage with other partners to accomplish these geographic initiatives. If engaging with other partners, applicant organizations must have the capability to manage and provide partner oversight, report on project accomplishments and performance measures, and remain accountable to CNCS for the achievement of the intended results set forth in their proposals.

The following organizations are eligible to apply: public or private nonprofit organizations (including faith-based and other community organizations); institutions of higher education; government entities within states or territories (e.g., cities, counties); local government as defined in 2 C.F.R. § 200.64, government-recognized veteran service organizations; labor organizations; partnerships and consortia; and Indian Tribes.

An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. §1602). Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the

entities described above. A nonprofit that desires to apply for a grant as a tribal organization, or on behalf of a federally-recognized tribe, or multiple specific federally-recognized tribes, must submit a sanctioning resolution adopted by the Tribal Council (or comparable tribal governing body) of each tribe. The resolution must identify the nonprofit by name as a tribal organization. It must authorize the nonprofit organization to act on behalf of and include the tribe in a CNCS grant application for the purpose of conducting the activities and providing the services described in the application.

Previously receiving funds from CNCS or another federal agency is not a prerequisite to apply to this Notice.

Organizations that have been convicted of a federal crime may not receive assistance described in this Notice. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501 (c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4), that engages in lobbying activities is not eligible to apply.

2. Matching Requirements
Applicants are required to match their award at an amount equal to twenty-five percent (25%) of the total program budget. The grantee match can be cash and/or in-kind matching funds.

3. Requirements for Engaging Partner Organizations
For the purposes of conducting activities in a minimum of ten states or a minimum of ten projects in a region of the country, applicants may engage partner organizations and include them in the application. Alliances with organizations that are not currently part of the applicant's network are strongly encouraged. Applicants should clearly describe their plan for engagement in their application narrative.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package
Applicants should refer to the CNCS website to obtain the necessary information to apply. Applicants can also send an email to Sept11@cns.gov for a printed copy of the application package. The TTY number is (800) 833-3722.

2. Content and Form of Application Submission

a. Application Content
Complete applications must have the following components:

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the eGrants system. Many of the fields will be filled automatically with information entered during the registration process.
- Narrative
    - Executive Summary: This is a brief description of the proposed program. Executive Summaries of all compliant applications are published on the CNCS website following grant awards.
    - Program Design

    - Organizational Capability
    - Cost-Effectiveness and Budget Adequacy
- Standard Form 424A Budget
- Performance Measures:
    - Applicants must identify specific targets for National Performance Measures in the Focus Areas of Disaster Services or Veterans and Military Families or Capacity Building.
- Authorization, Assurances, and Certifications

b. Page Limits
Applications may not exceed 15 double-space pages for the Narrative, including the SF-424 Face Sheet and Executive Summary, as the pages print out from eGrants. The page limit does not include the Budget section and Performance Measures.

Reviewers will not consider material past the page limit in the printed report, even if eGrants allows applicants to enter and submit text over the limit. CNCS strongly encourages applicants to print out the application from the "Review and Submit" page prior to its submission in order to check that it does not exceed the page limit.

3. Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)
Applications must include a DUNS number and an Employer Identification. The DUNS number does not replace an Employer Identification Number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at http://fedgov.dnb.com/webform. CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise.

Applicants that do not comply with these requirements may become ineligible to receive an award. See the SAM Quick Guide for Grantees at:
https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

4. Submission Dates and Times

a. Notice of Intent to Apply
CNCS strongly encourages applicants to submit a Notice of Intent to Apply by April 14, 2015. Please submit the intent to Sept11@cns.gov with the email subject line: September 11th National Day of Service and Remembrance Grants Notice of Intent to Apply. The Notice of Intent to Apply must include the name of the applicant organization, address, contact person, email address, and phone number. All Notices of Intent to Apply will receive an email response

acknowledging receipt.

b. Application Submission Deadline
Applications are due April 29, 2015 by 5:00 p.m. Eastern Time. CNCS will not consider applications received after the deadline, except as noted below. CNCS reserves the right to extend the submission deadline and any notice of such extended deadline will be posted in CNCS website.

c. Late Applications
CNCS may consider an application after the deadline, but only if the applicant submits a letter to LateApplications@cns.gov explaining the extenuating technical circumstances that caused the delay. CNCS must receive the letter within a business day after the deadline. If technical issues prevent an applicant from submitting an application on time, the letter should include the eGrants ticket number provided by the National Service Hotline. Communication with CNCS staff, including an applicant's program officer, is not a substitute for sending the letter. CNCS will determine whether or not to accept a late application on a case-by-case basis. Please be advised that CNCS will not consider an advance request to submit a late application.

5. Funding Restrictions
Please see sections *A.4. Program Authority* and *F.2. Administrative and National Policy Requirements* for the regulations and requirements outlining funding restrictions.

6. Other Submission Requirements

a. Electronic Application Submission in eGrants
Applicants must submit applications electronically via eGrants, CNCS's web-based system (https://egrants.cns.gov/espan/main/login.jsp). CNCS recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word document, then copy and paste the document into the appropriate eGrants field no later than 10 days before the deadline.

The person who submits the application must be the applicant's authorized representative. The authorized representative must be using eGrants under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Contact the National Service Hotline at (800) 942-2677 or via (https://questions.nationalservice.gov/app/ask_eg) if a problem arises when creating an account or preparing or submitting the application. National Service Hotline hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m. Eastern Time. Be prepared to provide the application ID, organization's name, and the Notice to which the organization is applying. If the issue cannot be resolved by the deadline, applicants must continue working with the National Service Hotline to submit via eGrants.

If extenuating circumstances make it impossible for an applicant to submit in eGrants, applicants may send a paper copy of the application via overnight carrier to the following address:

Corporation for National and Community Service

ATT: Office of Grants Policy and Operations/ September 11th National Day of Service and Remembrance Grant Application
1201 New York Avenue, NW
Washington, DC 20525

Please use a non-U.S. Postal Service to avoid security-related delays. **All deadlines and requirements in this Notice also apply to paper applications.** Paper applications must include a cover letter detailing the circumstances that make it impossible to submit via eGrants. **CNCS does not accept applications submitted via fax or email.**

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applications should include a well-designed plan with clear and compelling justifications for receiving the requested funds. Reviewers will assess the applications against the selection criteria and rate them accordingly considering the weights assigned to each criterion:

Basic Selection Criteria: Categories and Respective Weights

Category	Percentage	Sub-Category	Percentage
Program Design	60%	Goals and Objectives	35%
		National Performance Measures	15%
		Description of Activities	10%
Organizational Capability	25%	Ability to Provide Program Oversight	15%
		Ability to Provide Fiscal Oversight	10%
Cost-Effectiveness and Budget Adequacy	15%	Budget and Program Design	10%
		Proposed Source of Match	5%

a. Program Design (60 percent)

In assessing Program Design, reviewers will consider the extent to which the applicant demonstrates the following:

Goals and Objectives (35 percent)

Reviewers will assess the extent to which the applicant:

- clearly identifies the target community, state(s) or region(s) that will be served (5 points)
- provides persuasive evidence (i.e. statistical information) as to the identified need within the geographic area(s) listed (5 points)
- connects the identified need(s) to one or more CNCS Strategic Focus Areas that include: Veterans and Military Families, Disaster Services, or the Capacity Building goal (5 points)
- utilizes existing community resources, such as other service or community organizations and community volunteers, to implement goals and objectives and bring added beneficial

resources to the communities (5 points)
- has a program design that supports and engages Veterans and military family members in September 11th National Day of Service and Remembrance activities (5 points)
- ensures that grant-supported activities focus on the September 11th National Day of Service and Remembrance and occur either on that day or in close proximity to that date (5 points)
- reflects appropriately on the sacrifice of those who died on September 11, 2001, and honors those who rose in service and continue to serve as a result of that tragedy (5 points).

National Performance Measures (15 percent)
Reviewers will assess the extent to which the applicant:
- describes how the proposed program design will lead to the National Performance Measures identified in this Notice (5 points)
- identifies specific targets for National Performance Measures (5 points)
- describes how data will be collected to measure National Performance Measures (5 points).

Description of Activities (10 percent)
Reviewers will assess the extent to which the applicant:
- provides a clear and comprehensive plan for carrying out partner engagement selection and monitoring process or a comprehensive plan for implementing projects directly (2 points)
- proposes a reasonable and feasible timeline for major activities under the grant to include educational materials if applicable (2 points)
- demonstrates opportunities to engage new and diverse groups (2 points)
- demonstrates the ability to connect volunteers to ongoing opportunities to serve (2 points)
- demonstrates plans to educate youth about September 11th National Day of Service and Remembrance to include development and distribution of educational materials (2 points).

b. Organizational Capability (30 percent)
In assessing the organizational capability section, reviewers will consider the extent to which the applicant clearly describes and convincingly addresses how it will implement program and fiscal oversight. Their analysis will include the following:

Ability to Provide Program Oversight (15 percent)
Reviewers will assess to what extent the applicant:
- describes a sound organizational structure including experience, staffing, and management structure to plan and implement the proposed program (3 points)
- identifies the key program positions within their organization relevant to the proposed grant program (2 points)
- describes the relevant background and experience of key staff members and their respective roles, or the applicant's plans to recruit, select, train, and support additional staff, and their proposed roles (2 points)
- *demonstrates experience or the capacity to successfully implement their proposed

partner engagement plan (3 points)
- *describes a plan to oversee and provide technical assistance and support for multiple programs at different locations (2 points)
- describes a plan and infrastructure to support data collection and ensure National Performance Measure outputs are measured (3 points).

*Selection Criteria will only be assessed if the applicant proposes to engage partner organizations. If the applicant does not propose to engage partner organizations, points from these criteria will be allocated to other program oversight criteria.

Ability to Provide Fiscal Oversight (10 percent)
Reviewers will assess to what extent the applicant:
- outlines the experience and infrastructure the applicant has in managing federal grants and grants from other entities (2 points)
- includes information about key personnel who possess the knowledge, skills, abilities, and experience to provide fiscal oversight (2 points)
- describes robust financial management systems and how it will ensure compliance with federal regulations (2 points)
- identifies a plan and infrastructure to manage project resources, both financial and in-kind, to ensure accountability and efficient use of resources (2 points)
- provides the grant's implications for the current organizational budget, including the percentage of the budget this grant would represent (2 points).

c. Cost-Effectiveness and Budget Adequacy (15 percent)
In assessing Cost-Effectiveness and Budget Adequacy, reviewers will consider the extent to which the applicant demonstrates the following:

Budget and Program Design (10 percent)
In evaluating the budget and program design section, reviewers will assess:
- if the proposed budget is adequate and reasonable to support the program design (5 points)
- the adequacy and reasonableness of required non-federal funds budgeted (3 points)
- whether the reasonable and necessary costs of the program or project are higher because the applicant is proposing to serve areas that are significantly philanthropically underserved (2 points).

Proposed Source of Match (5 percent)
In evaluating the Cost-Effectiveness and Budget Adequacy section, reviewers will assess:
- the extent to which the program demonstrates diverse, non-federal resources for program implementation and sustainability (3 points)
- the extent to which the applicant is proposing to provide more than the minimum required share of the costs of the program (2 points).

2. Review and Selection Process
The assessment of applications involves a wide range of considerations. CNCS will engage Staff Reviewers with relevant knowledge and expertise to assess and provide input on the eligible applications. In the end, the review and selection process will produce a diversified set of high-

quality programs that represent the priorities and strategic considerations described in this Notice.

a. Stages in the Review and Selection Process

Compliance and Eligibility Review
CNCS staff will review all applications to determine compliance with eligibility, deadline, and completeness. Applications determined non-compliant will not be considered. An application is compliant if:

- The applicant is an eligible entity.
- The applicant submitted an application by the submission deadline.
- The applicant submitted an application that is complete that it contains all required elements and follows the instructions provided in this Notice.

CNCS will screen applications in accordance with the requirements in this Notice to determine if the applicant has met all eligibility and submission requirements. The screening may occur at various stages of the grant-making process. Applicants determined to be ineligible will not receive an award.

Staff Review
CNCS Staff Reviewers will assess the applications based on the Program Design, Organizational Capability, and Cost-Effectiveness and Budget Adequacy Selection Criteria. Staff Reviewers will also consider the comprehensiveness and feasibility of the application, as well as the priorities and strategic considerations detailed in this Notice. CNCS will recruit and select reviewers on the basis of demonstrated expertise in the Focus Areas, as well as experience in assessing grant applications and volunteer engagement. All Staff Reviewers will be screened for conflicts of interest.

Post Review Quality Control
After Staff Review is complete, CNCS staff will review the results for fairness and consistency. At this stage, some applications may be selected for a Post Review Quality Control assessment. This additional level of review will be used to assess the applications for which there were significant panel anomalies.

Clarification Process
CNCS may ask some applicants to provide clarifying information. This information is used by CNCS staff to make funding recommendations. A request for clarification does not guarantee a grant award. Applicants may be recommended for funding even if they are not asked for clarification. Failure to respond to a request for clarification in a timely fashion will result in removal of applications from consideration. CNCS staff may conduct a site visit inspection, as appropriate.

Risk Assessment Evaluation
CNCS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application, and

results from this evaluation will inform funding decisions.

If CNCS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, CNCS may consider the following:

- financial stability
- quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- applicant's record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
    - timeliness of compliance with applicable reporting requirements
    - accuracy of data reported
    - validity of performance measure data reported
    - conformance to the terms and conditions of previous federal awards
    - if applicable, the extent to which any previously awarded amounts will be expended prior to future awards
- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:
    - Federal Awardee Performance and Integrity Information System (FAPIIS)
    - DUNS and SAM
    - "Do Not Pay"
- reports and findings from single audits performed under OMB Circular A-133 or Subpart F – Audit Requirements, 2 CFR Part 200 and findings and reports of any other available audits
- IRS Tax Form 990
- applicant organization's annual report
- publicly available information, including information from the applicant organization's website
- applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

Selection for Funding

The review and selection process is designed to:

- identify applications that demonstrate:
    - high alignment with the selection criteria
    - high alignment with the funding priorities outlined in the Notice
- yield a diversified portfolio based on the following strategic considerations:
    - geographic representation
    - Focus Area representation
    - equitable treatment of:
        - rural and urban communities
        - small and large programs
    - relative risk and opportunity

In order to obtain a diversified portfolio, the Chief Executive Officer will select the final awardees based on the staff recommendations, priorities, and strategic considerations.

CNCS reserves the right to change the review and selection process in case of extenuating circumstances.

3. Feedback to Applicants
Following grant awards, compliant applicants will receive summary comments from the Staff Review. This feedback will be based on the review of the original application and will not reflect information that may have been provided in response to clarification.

4. Transparency in Grant-making
CNCS is committed to transparency in grant-making. The following information will be published on the CNCS website (http://nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition) within 90 business days after all grants are awarded:

- a list of all compliant applications submitted
- Executive Summaries of all compliant applications submitted by the applicants
- data extracted from the SF-424 Face Sheet and the submitted program narratives for successful applications

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices
CNCS will make awards following the grant selection announcement. CNCS anticipates announcing the results of this competition by mid-June, 2015. Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities. Unsuccessful applicants will also receive a notification that their application was not approved for funding.

An awardee may not expend federal grant funds until the start of the Project Period identified on the Notice of Grant Award.

2. Administrative and National Policy Requirements
The Notice of Grant Award incorporates the approved application as part of the binding commitments under the grant award, as well as the requirements of other applicable sections of the National and Community Service Act of 1990, Pub. L. No. 101-610, as amended. Awards will also be subject to the law(s) under which the award is made (e.g., SAA), as well as specific terms and conditions established for discretionary grants defined in the Terms and Conditions or Special Conditions attached to the award. If necessary, applicants will have an opportunity to negotiate conditions before they accept an award.

Grants under this program are subject to 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Administrative Requirements) available at

https://federalregister.gov/a/2013-30465. This final guidance supersedes and streamlines requirements from OMB Circulars A–21, A–87, A–110, and A–122 (which have been placed in OMB guidance); circulars A–89, A–102, and A–133; and the guidance in Circular A–50 on Single Audit Act follow-up.

National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. CNCS regulations require grantees to secure criminal background checks on any person receiving a salary, living allowance, stipend or education award through a program receiving CNCS funds. See 45 C.F.R. § 2540.201 [https://www.nationalserviceresources.gov/files/fedregister_final_rule_oct_5_2012.pdf Only if 9/11 grantees use grant funds to pay staff salaries or stipends will grantees have to comply with the NSCHC requirements. However, the cost of conducting the checks is an allowable expense under the grant if the NSCHC is mandated.
All NSCHCs, if required, must include two components:

- A nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW is a centralized system that identifies people who are registered as sex offenders in states, territories, or with many federally recognized Tribes
- Either a name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; OR a fingerprint-based FBI check.

For people with recurring access to vulnerable populations, programs must conduct an NSCHC with three components:

- A nationwide name-based check of the NSOPW
- A name- or fingerprint-based search of the statewide criminal history registry in the candidate's state of residence and in the state where the person will serve or work; AND
- A fingerprint-based FBI check.

3. Use of Material
To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (45 CFR §§ 2543.36; 2541.30).

4. Reporting
Grantees are required to submit a variety of reports which are due at specific times during the life cycle of a grant award. All reports must be accurate, complete, and submitted on time.

Grantees are required to provide annual progress reports and semi-annual financial progress reports through eGrants, CNCS's web-based grants management system. All grantees must provide quarterly expense reports through the Payment Management System (PMS) at the U.S. Department of Health and Human Services.

In addition, at the end of the grant period, grantees must submit final financial and progress reports that are cumulative over the entire award period and consistent with the close-out requirements of CNCS's Office of Grants Management. The final reports are due 90 days after the end of the agreement.

The 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 the annual grant period. The report will include:

- a description of significant grant activities that occurred during the reporting period
- a list of partners and a brief description of each partner's September 11th National Day of Service and Remembrance activities
- an analysis of the grantee's process for engaging partner organizations
- a description of data collection and how data was used to measure achievement of National Performance Measures

Award recipients may be required to report on executive compensation for the recipient organization. Grantees must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.

Once the grant is awarded, grantees will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are giving CNCS high quality performance measure data. At a minimum, grantees should have policies, processes, and practices that address the following five aspects of data quality for themselves and for partners (if applicable):

- the data measures what it intends to measure
- the data reported is complete
- the grantee collects data in a consistent manner
- the grantee takes steps to correct data errors
- the grantee actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the grantee's ability to secure future CNCS funding.

For further guidance and training resources see – Resources: Data Collection and Instruments: https://www.nationalserviceresources.gov/npm/home#.U9qVL_ldW3o

2. Federal Financial Reports

Federal Financial Reports (FFRs) 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.

G. AGENCY CONTACTS

For more information or a printed copy of related material(s), send an email to Sept11@cns.gov. The TTY number is (800) 833-3722.

For technical questions and problems with the eGrants system, call the National Service Hotline at (800) 942-2677. National Service Hotline hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m. Eastern Time. You can also use this link: https://questions.nationalservice.gov/app/ask for questions. Be prepared to provide the application ID, organization's name, and the name of the *Notice* to which you are applying.

H. OTHER INFORMATION

1. Technical Assistance

CNCS will host technical assistance calls to answer questions regarding the funding opportunity and eGrants. CNCS strongly encourages all applicants to participate in these sessions. Call-in information for any and all technical assistance calls can be found on the CNCS's website: http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities.

2. Re-Focusing of Funding

CNCS reserves the right to re-focus program dollars in the event of disaster or other compelling needs for service.