

## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY OVERVIEW

**Federal Agency Name:** Corporation for National and Community Service  
**Program Name:** Senior Corps: RSVP  
**Funding Opportunity Title:** 2013 RSVP Competition  
**Announcement Type:** Initial Notice of Funding Opportunity  
**Catalog of Federal Domestic Assistance (CFDA) Number(s):** 94.002

**APPLICATION DUE:** Applications are due **Thursday, October 18, 2012** at 5:00 p.m. Eastern Time. Successful applicants will be notified in March 2013.

**NOTICE OF INTENT DUE:** If you intend to apply, submit a Notice of Intent to Apply via email to: [2013RSVPIntent@cns.gov](mailto:2013RSVPIntent@cns.gov) by **September 10, 2012** stating your intent to apply.

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. For more than fifteen years, CNCS—through its Senior Corps, AmeriCorps, Social Innovation Fund, and other programs and activities—has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. This landmark law not only expands service opportunities, but also focuses national service on key outcomes; builds the capacity of individuals, nonprofits, and communities to succeed; and encourages innovative approaches to solving problems.

In alignment with the SAA and the CNCS Strategic Plan, this Senior Corps RSVP *Notice* will focus grant making for fiscal year 2013 in the six Focus Areas identified by SAA:

- Education
- Healthy Futures
- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Disaster Services

In order to carry out the intent of Congress and to maximize the impact of the investment in national service, CNCS seeks to fund programs that can demonstrate community impact and solve community problems through National Performance Measures in the Focus Areas listed above. Please see the full text of this *Notice* for additional funding priorities.

**In this competition CNCS intends to fund RSVP projects that support volunteers 55 years and older serving in a diverse range of activities that meet specific local and community needs and respond to National Performance Measures.**

RSVP projects awarded under this *Notice* must:

- Serve all the counties in the geographic service area associated with the funding opportunity listed in Appendix A Part 1 or Part 2;
- Support at least 80% of the number of volunteers listed in Appendix A;
- Minimize, to the extent possible, disruptions to the current volunteers associated with any incumbent project. Please see Appendix C for more information; and
- Meet the National Performance Measure requirements and other criteria established in this *Notice*.

In accordance with the Obama administration’s emphasis on open government, CNCS has moved toward greater transparency in grantmaking. This *Notice* includes a description of the application review and selection process in Section V. In addition, the following information pertaining to this competition for applications will be published on the CNCS website at <http://nationalservice.gov/about/open/grants.asp>, within a period not to exceed 90 business days after all grants are awarded:

- Blank external review form.
- List of and executive summaries of all compliant applications submitted.
- SF424 Facesheet and Program Narrative for successful applications.
- List of external reviewers.
- Summaries of external reviewer comments for successful applications.

This *Notice* should be read together with the RSVP regulations [45 CFR Part 2553], the Senior Corps RSVP Grant Application Instructions, and the National Performance Measures Instructions. Publication of this *Notice* does not obligate CNCS to award any specific number of grants nor does it require CNCS to obligate the entire amount of available funding.

**Key dates for this *Notice*:**

|  |                           |
|--|---------------------------|
| <b><i>Draft Notice Published</i></b>                     | <b>August 2, 2012</b>     |
|  |                           |
| <b>Technical Assistance Calls</b>                        | <b>August 2, 2012</b>     |
|  | <b>August 27, 2012</b>    |
|  | <b>August 28, 2012</b>    |
|  | <b>September 24, 2012</b> |
|  | <b>September 25, 2012</b> |
|  | <b>September 26, 2012</b> |
|  | <b>October 2, 2012</b>    |
|  | <b>October 4, 2012</b>    |
|  | <b>October 10, 2012</b>   |
|  |                           |
| <b>Performance Measure Virtual Conference</b>            | <b>August 14-16, 2012</b> |
|  |                           |
| <b>Final <i>Notice</i> &amp; Final Grant Application</b> | <b>September 10, 2012</b> |
|  |                           |
| <b>eGrants Open</b>                                      | <b>September 10, 2012</b> |
|  |                           |

|  |                                       |
|--|---------------------------------------|
| <b>Letter of Intent Due</b>  | <b>September 10, 2012</b>             |
|  |                                       |
| <b>eGrants Performance Module available for work plan input</b>  | <b>On or about September 20, 2012</b> |
|  |                                       |
| <b>Appendix A of the <i>Notice (List of Available Funding Opportunities by State)</i> will be made final</b> | <b>On or about September 20, 2012</b> |
|  |                                       |
| <b>Application Due</b>   | <b>October 18, 2012</b>               |

**All notices, updates, FAQs, and technical assistance items regarding this *Notice* will be posted on the Senior Corps website at:**

**[http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp)**

## FULL TEXT OF ANNOUNCEMENT

**APPLICATION DUE:** Applications are due **Thursday, October 18, 2012** at 5:00 p.m. Eastern Time. Successful applicants will be notified in March 2013.

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### I. FUNDING OPPORTUNITY DESCRIPTION

#### A. Purpose of RSVP Re-competition Funding

Established in 1971 and now one of the largest senior volunteer programs in the nation, RSVP offers a diverse range of volunteer activities that serve communities to create measurable impact, benefit volunteers through the service experience, and create community capacity. RSVP volunteers serve with commitments ranging from a few hours to 40 hours per week. Click [here](#) for RSVP Program Regulations.

Through this competition CNCS seeks to increase the impact of national service in 264 specific communities across the country. CNCS intends to fund RSVP grants that support volunteers 55 years and older serving in a diverse range of activities that meet specific community needs and that respond to National Performance Measures. **Applicants must propose to serve the entire geographic service area associated with the funding opportunity for which they are applying listed in Appendix A.**

*Available funding opportunities are listed in Appendix A.* Detailed summaries of the activities of each of the 264 available funding opportunities are available on the Senior Corps website at: [http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp)

#### **RSVP grant applications must:**

- Serve all the counties in the geographic service area associated with the funding opportunities listed in Part 1 or Part 2 of Appendix A;
- Support at least 80% of the number of volunteers listed in Part 1 or Part 2 of Appendix A;
- Meet the National Performance Measure requirements and other criteria established in this *Notice*; and
- Minimize, to the extent possible, disruptions to the current volunteers associated with any incumbent project. Please see Appendix C for more information on how new and incumbent applicants must describe how they plan to minimize the disruption of volunteers if they propose graduating\* volunteer stations that are included in an incumbent project.

#### **B. 2013 RSVP Re-competition Funding Priorities**

In alignment with the SAA and the CNCS Strategic Plan, this *Notice* will focus grant making for fiscal year 2013 in the following six Focus Areas:

- Education
- Healthy Futures

- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Disaster Services

This *Notice* especially seeks to prioritize:

1. Programs that have a well-articulated plan to strengthen communities through service in a Primary Focus Area selected from one of the six Focus Areas.
2. Alignment of the following programming elements in the Primary Focus Area:
  - Persuasive evidence of community need(s).
  - Highly effective management of RSVP volunteers and volunteer stations.
  - Service activities that lead to National Performance Measure outputs or outcomes.
3. Investments that lead to outcomes that can be measured by National Performance Measures.
4. Investments that serve veterans and military families or engage veterans and military family members as national service participants.

These priorities are reflected in the application selection criteria described in this *Notice*.

**Applications that reflect these priorities are not guaranteed funding.**

**Furthermore, CNCS will:**

- Pursue a balanced rural and non-rural portfolio.
- Ensure that the portfolio of grants funded by this competitive process have a program distribution similar to that of the previous RSVP grant cycle.

**C. National Performance Measures:**

In 2013, CNCS will implement National Performance Measures in Senior Corps, including RSVP. National Performance Measures align with the CNCS Strategic Plan and the goals of the SAA and will allow CNCS to demonstrate the aggregated impact of all Senior Corps programs.

**Please see Appendix B for a full list of the National Performance Measures.**

**Applications must include work plans, located in *Part IV* of the Grant Application, that meet the following minimum guidelines:**

- **One Primary Focus Area:** At least 25% of unduplicated\* RSVP volunteers must be placed in work plans that use performance measures in **one** of the following six Focus Areas: Education, Healthy Futures, Economic Opportunity, Veterans and Military Families, Environmental Stewardship, and Disaster Services. **Please see Appendix B for a full list of the National Performance Measures.**
- **Other Community Need Priorities:** No more than 30% of unduplicated\* RSVP volunteers may be placed in assignments that addresses community priorities not covered by the National Performance Measures. Those volunteers must be represented in a single work plan. **Please see Appendix B for a full list of the National Performance Measures.**
- **Other Focus Areas and Capacity Building.** All other remaining unduplicated\* RSVP volunteers must be placed in work plans that use National Performance Measures in a

combination of any of the Other Focus Areas (other than the Primary Focus Area) and/or Capacity Building Measures. **Please see Appendix B for a full list of the National Performance Measures.**

- **Output/Outcome pairs:** At least 10% of the total number of unduplicated\* volunteers must be placed in work plans with Output/Outcome pairs. These Output/Outcome pairs may be in a combination of work plans in the Primary Focus area, Other Focus Areas and Capacity Building. **Please see Appendix B for a full list of the National Performance Measures.**

**\*Number of Unduplicated Volunteers:** This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will have the greatest impact – in terms of the type of service or in terms of the scope of service, such as the most number of hours served.

## RSVP Performance Measure Requirements Measured in Unduplicated Volunteers

| Performance Measure Category  | Percent of Volunteers |  |
|---|-----------------------|--|
| <b>Primary Focus Area:</b><br>National Performance Measures outputs in <u>one</u> of the six Focus Areas  | At least 25%          | <p style="text-align: center;"><b>Additional Requirement:</b><br/>10% of Total Unduplicated Volunteers must be in workplans that result in outcomes.</p> |
| <b>Community Priorities:</b><br>Will report on success vs. failure to achieve self-determined targets   | No more than 30%      |  |
| <b>Other Focus Areas &amp; Capacity Building:</b><br>1. National Performance Measures outputs in any of the six Focus Areas; and/or<br>2. Capacity Building outputs | Remainder of activity |  |

**Please see Appendix B for a full list of the National Performance Measures.**

[http://www.seniorcorps.gov/for\\_organizations/funding/nofa.asp](http://www.seniorcorps.gov/for_organizations/funding/nofa.asp)

The National Performance Measures align with the Focus Areas of the CNCS Strategic Plan. A brief description of the six CNCS Focus Areas and the key goal of capacity building relevant to this competition follows:

## **Focus Areas**

### **Education:**

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children, and for children with special and/or exceptional needs.

*Activities might include:*

- Providing support and/or facilitating access to services and resources that contribute to school readiness.
- Providing support that improves academic performance.
- Providing support that improves academic engagement.

### **Healthy Futures:**

Grants will assist with meeting health needs within communities including access to care, aging in place, and childhood obesity.

*Activities might include:*

- Supporting the ability of homebound, older adults and individuals with disabilities to live independently.
- Assisting individuals with access to food resources.

### **Veterans and Military Families:**

Grants will positively impact the quality of life of veterans and improve military family strength.

*Activities might include:*

- Supporting veterans, veterans' family members, military service members, and military service members' families.

### **Environmental Stewardship:**

Grants will provide services that contribute to increased energy and water efficiency, renewable energy use, or improved at-risk ecosystems. Grant activities will support increased citizen behavioral change leading to increased efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities.

*Activities might include:*

- Improving at-risk acres (land and/or water) in national, state, city or county parks, or other public or tribal lands.

### **Economic Opportunity:**

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged individuals.

*Activities might include:*

- Providing housing-related assistance for economically disadvantaged people, including homeless individuals.

### **Disaster Services:**

Grants will help individuals and communities prepare for, respond to, recover from, and mitigate disasters and increase community resiliency.

*Activities might include:*

- Assisting in disaster preparedness, response, recovery, and/or mitigation.

### **Key Goal**

#### **Capacity Building:**

In addition to the Focus Areas described above, grants also will provide support for capacity building activities provided by national service participants. Capacity building activities are *indirect services* that enable CNCS-supported organizations to provide more, better and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization.

*Activities might include:*

- Recruitment or management of community volunteers.

## **II. AWARD INFORMATION**

### **A. Funding Availability**

Subject to the availability of appropriations for FY 2013, CNCS anticipates approximately \$16 million to award new RSVP grants.

### **B. Award Amount**

Annual award amounts for the FY 2013 RSVP grant competition will vary. The maximum award amount for a specific funding opportunity is fixed by the previous RSVP grant cycle. **Please see Appendix A for a list of available funding opportunities and corresponding maximum award amounts.**

### **C. Award Period**

The grant award covers a three-year project period. CNCS generally makes an initial award for the first-year of operation for multi-year project periods. Grantees are eligible for continuation funding after the first and second years, contingent upon:

- Satisfactory performance that signals the grant is on track to achieve the proposed performance measures at the end of the grant;
- Demonstrated capacity to manage the grant;
- Compliance with grant requirements, including biannual reporting of performance measures and securing the required non-federal share of the approved grant budget.; and
- Availability of Congressional appropriations.

*CNCS reserves the right to adjust the amount of a grant award for subsequent years or elect not to continue funding on these bases.*

### **D. Funding Opportunities and the Associated Geographic Service Areas**

Funds are available for two sets of funding opportunities designated in this Appendix A of this *Notice*. Please see Part 1 and Part 2 of Appendix A for a complete list of the available funding opportunities and their associated geographic areas.

The available funding opportunities and their associated geographic service areas include:

- Appendix A Part 1: Funding opportunities and their associated geographic area where there is an existing incumbent RSVP grant renewed in the 2010 RSVP grant cycle.



- Appendix A Part 2: Funding opportunities and their associated geographic area where an RSVP grant was relinquished that was previously part of the 2010 RSVP grant cycle and RSVP funds were not returned to this area through a previous CNCS RSVP grant competition, as well as service areas where an RSVP grant that was previously part of the 2010 RSVP grant cycle and were relinquished between March 2012 and August 1, 2012.

A grant relinquishment is defined as a voluntary choice by a Senior Corps sponsor to discontinue using the Federal funding available to support the Senior Corps volunteers and volunteer services in their community. The amount of funds available for service areas listed in Appendix A Part 2 has not been determined. All instructions in this *Notice* apply equally to the service areas listed in Appendix A Parts 1 and 2.

### III. ELIGIBILITY INFORMATION

#### Eligible Applicants

Public agencies (including state and local agencies and other units of government), non-profit organizations (including community-based organizations, both faith-based and secular), institutions of higher education, government-recognized veteran service organizations, and Indian Tribes are eligible to apply. 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](#)), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

- 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.
- Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this *Notice*.

### IV. APPLICATION AND SUBMISSION INFORMATION

#### A. Notice of Intent to Apply

If you intend to apply, submit a Notice of Intent to Apply via email to: [2013RSVPIntent@cns.gov](mailto:2013RSVPIntent@cns.gov) by **September 10, 2012** stating your intent to apply. Please include the name of the applicant organization, address, contact person, and phone number in your Notice of Intent.

## **B. Deadline: Application Submission Date and Time**

*Your application is due no later than 5:00 p.m. EST time on Thursday, October 18, 2012.*

Applications must arrive at CNCS by the deadline in order to be considered. (*See Section E, Late Applications for more specifics*). CNCS reserves the right to extend the submission deadline and will post any extended deadline in eGrants and on the Senior Corps website. Instructions for late applications are in subsection E of this section.

**All notices, updates, FAQs, and technical assistance items regarding this Notice will be posted on the Senior Corps website at:**

[http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp)

## **C. Address to Request Application Package**

This Notice should be read together with the RSVP Regulations [45 CFR Part 2553], the Senior Corps RSVP Grant Application Instructions, and the Senior Corps RSVP Performance Measures Instructions. For further information or for a printed copy of related material, call (202) 606-3225 or e-mail [2013RSVP@cns.gov](mailto:2013RSVP@cns.gov). The TTY number is 800-833-3722.

Please visit [http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp) for:

- A copy of this Notice
- A list of the Available Funding opportunities
- Informational summaries of the Available Funding opportunities
- Frequently Asked Questions
- The draft RSVP Grant Application Instructions
- Application Development Checklist
- Performance Measures Optional Planning Worksheets to assist applicants with developing performance measure targets
- Technical Assistance Call Dates and Times
- Senior Corps: RSVP Performance Measure Instructions and Resources
- Station Roster Template
- RSVP Regulations

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

You must submit applications electronically via CNCS's web-based application system, eGrants. We recommend that you create an eGrants account and begin the application at least three weeks before the deadline. Draft the application as a word processing document, then copy and paste the document into eGrants no later than 10 days before the deadline.

Contact the National Service Hotline at (800) 942-2677 or via <https://questions.nationalservice.gov/app/ask> if a problem arises while creating an account, preparing an application, or submitting an application. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. EST Monday through Friday. Be prepared to provide the application ID and organization's name.

## 1. Attachments

**PLEASE NOTE** that attachments, including volunteer station rosters, should be emailed to [2013RSVPAttachments@cns.gov](mailto:2013RSVPAttachments@cns.gov).

Your email should include the following identification items:

- Attach a copy of your application's SF424 Facesheet
- Place your application ID in the email subject line

## 2. Page Limits

Do not exceed 25 double-spaced pages in your Program Narratives, including the Executive Summary, Project Narratives, and Cover Page, as the pages print out from eGrants. ***This page limit does not include the Budget section or Work Plans.***

**Please note that reviewers will be instructed to stop reading the Program Narrative Section of the grant applications after page 25.** You may print out your application from the Review and Submit page prior to final submission to review the number of pages. Your application should include the following:

- Face Sheet (1 page)
- Executive Summary – page limit is 1 page  
(Note: All Executive Summaries of compliant applications are published on the CNCS website following notification of funding decisions.)
- Program Narratives – page limit is 23 pages total for all summaries
  - Strengthening Communities
  - Recruitment and Development of Volunteers
  - Program Management
  - Organizational Capability
- Cost Effectiveness and Budget Adequacy (Budget and Budget Narrative)
- Work Plans (to be generated by the eGrants performance module)

*Please review the Senior Corps RSVP Grant Application Instructions for detailed information on the required sections of your application.*

Do not submit supplementary material such as videos, brochures, letters of support, or any item not requested in this Notice. CNCS will not review or return them.

## 3. Non-Federal Share Requirements for All Applicants

All applicants applying to establish an RSVP project for the purpose of this competition are required to fund their projects in part through local, non-federal contributions. The required local contribution in Year 1 of the grant is 10 percent of the total project budget. The required portion is 20 percent in Year 2, and 30 percent in Year 3 and subsequent years, if the grant is renewed beyond three years. The local contribution portion should be reflected in the budget submission.

**PLEASE NOTE:** Current RSVP grantees with three or more years of CNCS funding that are applying for an RSVP project are required to budget and raise 30 percent of the total project budget in Year 1 of their grant only **when applying for the funding opportunity where they are the incumbent sponsor.**

#### 4. Financial Requirements for All Applicants

##### (a) 1199A Direct Deposit Forms

CNCS uses the Health and Human Services (HHS) “Payment Management System” for the disbursement of grant funds. HHS requires that all CNCS grantees and potential CNCS grantees complete these account set-up forms to be ready to be entered in the “Payment Management System.” *Preparation and submission of the forms in coordination with your grant application is encouraged.* However, submission of these forms does not guarantee that your application will be approved for funding. **Please note that current grantees already using the PMS system do not need to re-submit the forms.**

i. Before a grant award can be made, you must complete the following three documents to prepare to set up your “Payment Management System” account:

- Direct Deposit Sign-Up form (SF-1199A);
- Recipient Contact Form; and
- FFR User Form.

**Please see Appendix D for the three 1199A Direct Deposit forms and instructions.**

ii. Please read the instructions very carefully. Any mistakes that are made on the forms will cause HHS/PMS to reject them.

Mistakes include:

- Any alteration of the text of the form;
- Erasure of text;
- Whited out text; or
- Scratched out text.

iii. Please submit original forms only (photocopies will not be accepted) via traceable mail or courier to the address below.

ATTN: 1199A FORMS RSVP  
Corporation for National and Community Service  
Field Financial Management Center (FFMC)  
The Curtis Center  
601 Walnut Street  
Room 876-E  
Philadelphia, PA 19106

##### (b) Financial Management Survey

The Financial Management Survey (FMS) is required for all potential grantees. CNCS must ensure that your organization has the capabilities, systems, and controls to properly administer Federal funds. The FMS is one of the tools that CNCS uses to collect this information. CNCS uses this information to determine if we need to complete a pre-award site visit and/or provide technical assistance to your program. **Please see Appendix E for a copy of the Financial Management Survey.**

Please submit the following as attachments to your survey:

- A copy of your most recently audited financial statements.
- Your most recently filed Internal Revenue Service Form 990.

Please submit the survey and the attachments to:  
ATTN: RSVP FINANCIAL SURVEY  
Corporation for National and Community Service  
Field Financial Management Center (FFMC)  
The Curtis Center  
601 Walnut Street  
Room 876-E  
Philadelphia, PA 19106

However, submission of these forms does not guarantee that your application will be approved for funding.

### **5. Dun and Bradstreet Universal Numbering System (DUNS) & Central Contractor Registration (CCR)**

Applications must include a DUNS number and an Employer Identification Number. All applicants must be registered with the CCR.

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: <http://fedgov.dnb.com/webform>. The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by following instructions found here: <http://smallbusiness.dnb.com/establish-your-business/12334338-1.html>.

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 you to begin the CCR registration process immediately in order to avoid any delays in submitting applications. You 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).

### **E. Late Applications**

If technical issues will prevent you from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, continue working with the National Service Hotline to submit via eGrants.

CNCS may consider an application after the deadline, but only if you submit an e-mail

explaining the extenuating circumstance which caused the delay. Send the e-mail to [LateApplications@cns.gov](mailto:LateApplications@cns.gov) within the 24 hours immediately after the deadline. Please include your eGrants National Service Hotline ticket number in your email. CNCS determines the validity of admissibility of late applications on a case-by-case basis. CNCS will not consider advance requests to submit a late application.

If extenuating circumstances make the use of eGrants impossible, you may send hard copy of the application to the address in *Section VIII.* of this *Notice*, via overnight carrier. Please use a non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service. All deadlines and requirements in this *Notice* apply to hard copy applications. Hard copy applications must include a cover letter detailing the circumstances that make it impossible to submit via e-Grants. CNCS does not accept applications submitted via fax or e-mail.

#### **F. Intergovernmental Review**

Applicants under this program are subject to Executive Order 12372 “Intergovernmental Review of Federal Programs.”

#### **G. Funding Restrictions**

Grants under this program are subject to the applicable Cost Principles under [OMB Circulars A-21 \(2CFR Part 220\)](#), [A-122 \(2 CFR Part 230\)](#), or [A-87 \(2 CFR Part 225\)](#), and the Uniform Administrative Requirements for grants under [A-102 \(45 CFR Part 2541\)](#) or [A-110 \(45 CFR 2543 or 2 CFR Part 21\)](#). See [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars) for further information on the Circular(s) that apply to your organization. Awards will also be subject to the law(s) under which the award is made, e.g., Domestic Volunteer Service Act (DVSA), as well as specific terms and conditions established in the discretionary grant or defined in Provisions or Special Conditions attached to an award. You will have an opportunity to negotiate conditions prior to acceptance of an award, if necessary.

### **V. APPLICATION REVIEW INFORMATION**

#### **A. Selection Criteria**

In evaluating applications for funding, reviewers will assess the applications against the Selection Criteria: Program Design, Organizational Capacity, Cost-effectiveness, and Budget Adequacy. Selection criteria within each application are assessed as *Excellent*, *Good*, *Fair*, and *Does Not Meet*. To achieve a *Good* assessment, applicants must address everything requested in the selection criteria. To achieve an *Excellent* assessment, applicants must go beyond what is requested by the selection criteria. For example, criteria Q2 (see below) asks applicants to demonstrate plans and infrastructure to manage RSVP volunteers and their stations as a highly effective means to addressing the identified community need(s) in the Primary Focus Area. To achieve a *Good* assessment, applicants would need to address both the plan and the infrastructure. To receive an “Excellent” assessment, an applicant could go beyond what is required by providing an evidence basis for these plans.

**Basic Selection Criteria: Categories and Respective Weights**

| <b>Category</b>                        | <b>Percentage</b> | <b>Sub-Category</b>   | <b>Percentage</b> |
|--|-------------------|---|-------------------|
| Program Design                         | 50%               | Strengthening Communities   | 20%               |
|  |                   | Recruitment and Development   | 15%               |
|  |                   | National Performance Measure outcome work plans above the minimum 10% | 15%               |
| Organizational Capacity                | 35%               | Program Management  | 15%               |
|  |                   | Organizational Capability   | 20%               |
| Cost-Effectiveness and Budget Adequacy | 15%               |   |                   |

**1. Program Design (50%)**

**(a) Strengthening Communities (20%)**

Reviewers will assess the extent to which the application:

- Q1. Demonstrates that community needs identified in the Primary Focus Area exist in the geographic service area and are currently unmet.
- Q2. Demonstrates plans and infrastructure to manage RSVP volunteers and their stations as a highly effective means to addressing the identified community need(s) in the Primary Focus Area.
- Q3. Describes how the service activities in the Primary Focus Area lead to National Performance Measure outputs or outcomes.
- Q4. Connects the following three major elements in the Primary Focus Area to each other:
  - 1. The community needs identified;
  - 2. The service activities that will be carried out by RSVP volunteers; and
  - 3. The anticipated National Performance Measure output(s) or, if possible, National Performance Measure outcome(s).
- Q5. Has a Program Design that includes significant activity in service to veterans and/or military families as part of service in the Primary Focus Area, Other Focus Areas, or Capacity Building.

**(b) Recruitment and Development of Volunteers (15%)**

Reviewers will assess the extent to which the application demonstrates a plan and infrastructure for effective RSVP volunteer recruitment and management through the presence of the following:

Q6. Plan and infrastructure to create high quality RSVP volunteer assignments with opportunities such as share their experiences, abilities, and skills to improve their communities and themselves through service in their communities,.

Q7. Plan and infrastructure to ensure RSVP volunteers receive training needed to be effective in their assignments.

Q8. Plan and infrastructure to recruit a RSVP volunteer pool from one of following populations:

- Individuals of all races, ethnicities, sexual orientation, and degrees of English language proficiency.
- Veterans and military family members as RSVP volunteers.
- RSVP volunteers with disabilities, including individuals with age-related disabilities.

Q9. Plan and infrastructure to retain and recognize and appreciate RSVP volunteers.

**c) National Performance Measure outcome work plans above the 10% minimum (15%)**

Q10. In assessing the work plans, applications will receive credit for a percentage of unduplicated\* RSVP volunteers in National Performance Measure outcome work plans above the minimum 10%.

(Note: this percentage is generated by the eGrants performance module. Potential applicants may use the recommended worksheet associated with the Senior Corps RSVP Grant Application to develop their work plans.)

**\*Number of Unduplicated Volunteers:** This is the proposed number of volunteers who will be performing each service activity. Each volunteer can only be counted once when assigned to a service activity. The volunteer should be counted in the area where he/she will make the most impact – in terms of the type of service or in terms of the scope of service, such as the most number of hours served.

**2. Organizational Capacity (30%)**

**(a) Program Management (15%)**

In assessing Program Management, reviewers will assess the extent to which the applicant demonstrates that it has a:

Q11. Plan and infrastructure to ensure management of volunteer stations in compliance with RSVP program regulations including preventing or identifying prohibited activities.

Q12. Plan and infrastructure to develop and/or oversee volunteer stations that address specified community needs **outside** the Primary Focus Area.

Q13. Plan and infrastructure to responsibly graduate\* volunteer stations to meet changing community needs, and do so in a way that minimizes disruptions to current volunteers where possible. (*\*Please see Appendix C for more information on graduating volunteer stations.*)

Q14. Plan and infrastructure to assure that national performance measure outcomes and outputs are measured and collected.

Q15. Plan and infrastructure to manage project resources, both financial and in-kind, to ensure accountability and efficient and effective use of available resources.



### **(b) Organizational Capability (20%)**

In assessing Operational Capability, reviewers will assess the extent to which the applicant demonstrates that it has:

Q16. Plans and infrastructure to provide sound programmatic and fiscal oversight, day-to-day operational support and data collection, and clearly defined internal policies.

Q17. Descriptions of clearly defined paid staff positions, including how these positions will be sustained and (as applicable) identification of current staff assigned to the project.

Q18. Examples of the sponsor organization's track record in managing volunteers in the Primary Focus Area, to include if applicable, measuring performance in the Primary Focus Area.

Q19. Strong organizational infrastructure, including:

- i. Tangible assets such as facilities, equipment, supplies.
- ii. Governance structure and operations such as internal policies, purchasing procedures, and personnel management.
- iii. Role of a community participation group, such as an RSVP Advisory Council\*, to ensure input from the community.
- iv. Robust financial management systems and past experience managing federal grant funds.

Q20. Demonstrates the adequacy and sustainability of the applicant's proposed required non-federal financial share.

*\*Advisory Council: RSVP Federal Regulation §2553.24 requires grantees to secure community participation in local project operation by establishing an Advisory Council or a similar organizational structure with a membership that includes people knowledgeable about human and social needs of the community; competent in the field of community service and volunteerism; capable of helping the sponsor meet its administrative and program responsibilities including fund-raising, publicity and programming for impact; with an interest in and knowledge of the capability of older adults; and of a diverse composition that reflects the demographics of the service area.*

### **3. Cost Effectiveness / Budget Adequacy (15%)**

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the application demonstrates the following:

Q21. Plan and infrastructure to provide applicable costs and reimbursable expenses to volunteers such as transportation, meals, and insurance, as well as plans and infrastructure to provide criminal history background checks as appropriate.

Q22. The adequacy and reasonableness of the budget to support RSVP volunteer recruitment, support, and recognition.

Q23. The adequacy and reasonableness of required non-federal funds budgeted .

### **B. Review and Selection Process**

CNCS will engage external reviewers with knowledge and expertise in aging issues, and volunteering to provide insight with respect to applications for RSVP grants. In addition, CNCS staff will apply their experience and expertise in evaluating applications for RSVP grants. When assessing applications, reviewers will take into account the total application budget, the maximum value of which is fixed. Please see Appendix A to find the funding amount of the

funding opportunity for which you are applying. In the end, the review and selection process will produce a balanced set of high quality projects that represent the priorities and selection factors described in this Notice.

**1. Specifically, the overall review and selection process is designed to:**

- ***a) Identify eligible applications that:*** Serve all the counties in the geographic service area attributed to the funding opportunity in Appendix A.
- Support at least 80% of the number of volunteers listed in Appendix A;
- Include a budget in the amount listed in Appendix A.

***b) Compile a balanced portfolio based on: the following characteristics:***

- Achieving a balance of rural and non-rural communities.
- Maintaining a program distribution that is similar to the previous grant cycle.
- Relative risk and opportunity for eligible applications that address the above selection criteria will be considered.

**2. Stages in the Review and Selection Process**

***a) Compliance Review (All Grant Applications)***

CNCS staff will review all applications to determine compliance with eligibility requirements identified in *Section III: Eligibility Information* and deadline, and completeness requirements identified in *Section IV. Application and Submission Information* of this Notice. The compliance review does not include reading the entire application. Applications that are submitted by the deadline that are complete as described in this paragraph, and submitted by eligible types of organizations will advance beyond the compliance review. Applications that do not meet all compliance criteria will not be considered.

***b) Review***

Panels of external and CNCS staff reviewers will assess applications for RSVP grants based on the following: Program Design, Organizational Capability, and Budget Adequacy/Cost Effectiveness criteria as described in Section V. Reviewers will be recruited and selected on the basis of demonstrated expertise in Senior Corps programming, senior service and aging, and/or the understanding of the roles and strengths of senior volunteers. All reviewers are screened for conflicts of interest. Applications must meet the minimum volunteer support levels described in this *Notice* and propose a budget with the same federal funding amount as listed for the funding opportunity being applied for (See Appendix A for the maximum federal funding amount associated with each funding opportunity).

***c) Post Review Quality Control***

Following the blended review process, CNCS staff will review the results for fairness and consistency. At this stage, some applications may be selected for a Quality Control assessment. This additional level of review of applications will be performed by a review panel of staff and external reviewers who will assess:

- Applications for which there are significant blended review panel anomalies.
- Applications submitted by current grantees in good standing that received a low score in blended review. The standing of current grantees will be determined by their most recent annual assessment.

#### ***d) Clarification Process***

Following the Blended Review, applicants may receive requests to provide clarifying information to resolve questions and issues, such as the total number of volunteers at the beginning of the grant period, or to negotiate performance measures, including requesting changes to performance measure targets. Applicants may also receive requests to revise the budget as part of the clarification process. Clarification information is used by CNCS staff in making final selection recommendations. A request for clarification does not guarantee a grant award. Failure to respond to requests for information in a timely fashion will result in the removal of applications from consideration. Be prepared to provide documentation of eligibility criteria and other support documentation described in the narrative. CNCS staff may engage in a site visit inspection as appropriate.

**PLEASE NOTE:** Should clarification result in a reduction of the total percent of volunteers in outcome work plans, the application may be rescored to reflect the updated information and could affect funding decisions.

**PLEASE NOTE:** The Clarification Process will also confirm that the legal applicant has sufficient local presence to directly manage the proposed RSVP grant. The operation of an RSVP grant cannot be delegated to another organization, even if the other organization is an affiliate of the legal applicant.

#### ***e) Program Staff Review***

CNCS staff will determine which application to recommend for selection based on the results of the Blended Review, Quality Control, Clarifications, and the assessment of the proposed portfolio for each of Parts 1 and 2 of Appendix A to ensure:

- A balance of rural and non-rural communities.
- A similar program distribution to the previous grant cycle.

#### ***f) Selection for Funding***

The Chief Executive Officer or designee will select the final portfolio based on the results of the review and selection process.

***CNCS reserves the right to change the review process depending on the number of applications received and other unanticipated factors.***

### **3. Feedback to Applicants**

Following grant awards, CNCS will provide general feedback in writing to all applicants. All applicants receive the same information regarding the level of competitiveness, overall trends on applications weaknesses and strengths, as well as other trends on the characteristics of the portfolio of applications submitted for the competition.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

There are two grant start dates associated with this Notice: April 1, 2013 and July 1, 2013. CNCS will notify successful applicants for both start dates in March 2013.

- For grants with an April 1, 2013 start date, CNCS anticipates the awards will be issued by late March 2013.
- For grants with a July 1, 2013 start date, CNCS anticipates the awards will be issued by late June 2013.

CNCS is not obligated to make any award as a result of this Notice.

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

The Notice of Grant Award (NGA) will be subject to and incorporate the requirements of the provisions of the Domestic Volunteer Service Act of 1973, as amended. The NGA will also incorporate, as part of the binding commitments under any award, the approved application, budget, and a special condition requiring all RSVP grantees to adopt the CNCS National Performance Measures in fiscal year 2013.

Awardees will also be subject to the following (as applicable):

- [2 CFR Part 175](#)—Award Term for Trafficking in Persons.
- [2 CFR Parts 180](#) and [2200](#)—Nonprocurement Debarment and Suspension.
- [2 CFR Part 215](#) and [45 CFR Part 2543](#)—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations ([OMB Circular A-110](#)).
- [2 CFR Part 220](#)—Cost Principles for Educational Institutions ([OMB Circular A-21](#)).
- [2 CFR Part 225](#)—Cost Principles for State, Local and Tribal Governments ([OMB Circular A-87](#)).
- [2 CFR Part 230](#)—Cost Principles for Non-Profit Organizations ([OMB Circular A-122](#)).
- [45 CFR Part 2541](#)—Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments.
- [45 CFR Part 2545](#)—Government-wide Requirements For Drug-Free Workplace (Financial Assistance).
- [45 CFR Part 2555](#)—Nondiscrimination On The Basis Of Sex In Education Programs Or Activities Receiving Federal Financial Assistance.
- The Single Audit Act ([31 U.S.C. Chapter 75](#)) and [OMB Circular A-133](#), Audits of States, Local Governments, and Non-Profit Organizations (Available at: [http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)).
- [45 CFR Part 2553](#)—Legal limitations including prohibited activities.

### **C. Use of Material**

To ensure that materials generated with Corporation funding are available to the public and readily accessible to grantees and sub-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.

## **D. Reporting**

Grantees are required to provide required progress reports and bi-annual financial reports through the CNCS web-based grants management system, eGrants. All grantees must provide quarterly expenses reports through the Payment Management System 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 the CNCS Office of Grants Management. The final reports are due 30 days after the end of the grant.

## **VII. TECHNICAL ASSISTANCE**

### **A. All notices, updates, FAQs, and technical assistance items regarding this *Notice* will be posted on the Senior Corps website at:**

[http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp)

You are strongly encouraged to review the website on a regular basis.

### **B. Performance Measure Orientation:**

CNCS hosted a 3 day Virtual Conference August 14-16, 2012 focused on Senior Corps performance measures, including the performance measures for RSVP. The virtual event will provide potential applicants with resources and information on using Senior Corps: RSVP performance measures with their proposed activities in the Senior Corps: RSVP grant application. You are strongly encouraged to review the materials and resources from the performance measure virtual event found at:

<http://www.nationalservicerresources.org/scvirtualconference>.

### **C. Frequently Ask Questions**

- Frequently Asked Questions will be posted regularly on the Senior Corps website at: [http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp)
- Please submit questions to [2013RSVP@cns.gov](mailto:2013RSVP@cns.gov) or (202) 606-3225. **Please note that we are unable to respond to each individual question, but we will include applicable questions in the regular FAQ update.**
- Technical questions regarding submission in eGrants must be submitted to the National Service Hotline at (800) 942-2677 or via <https://questions.nationalservice.gov/app/ask>.

#### D. Technical Assistance Calls

CNCS will host four technical assistance calls and/or workshops to answer your questions about this funding opportunity, including submitting the application through eGrants, CNCS's web-based application system. You are strongly encouraged to participate in these sessions.

| <b>PERFORMANCE MEASURES MODULE TECHNICAL ASSISTANCE CALL</b> |
|--|
| <b>DATE: MONDAY, SEPTEMBER 24</b>                            |
| TIME: 2:00 PM EASTERN TIME                                   |
| DURATION: 1-1/2 HOURS  |
| CALL-IN: 888-323-9808  |
| PARICIPANT CODE: 2635577                                     |
| REPLAY NUMBER: 800-510-9771                                  |
| PASSCODE: 7776   |
| END DATE: THURSDAY, OCTOBER 18, 2012                         |
| <b>PERFORMANCE MEASURES MODULE TECHNICAL ASSISTANCE CALL</b> |
| <b>DATE: TUESDAY, SEPTEMBER 25</b>                           |
| TIME: 3:00 PM EASTERN TIME                                   |
| DURATION: 1-1/2 HOURS  |
| CALL-IN: 888-323-9808  |
| PARICIPANT CODE: 2793049                                     |
| REPLAY NUMBER: 800-496-9143                                  |
| PASSCODE: 7324   |
| END DATE: THURSDAY, OCTOBER 18, 2012                         |
| <b>PERFORMANCE MEASURES MODULE TECHNICAL ASSISTANCE CALL</b> |
| <b>DATE: WEDNESDAY, SEPTEMBER 26</b>                         |
| TIME: 2:00 PM EASTERN TIME                                   |
| DURATION: 1-1/2 HOURS  |
| CALL-IN: 888-323-9808  |
| PARICIPANT CODE: 8556079                                     |
| REPLAY NUMBER: 866-428-3805                                  |
| PASSCODE: 7783   |
| END DATE: THURSDAY, OCTOBER 18, 2012                         |
| <b>PERFORMANCE MEASURES MODULE TECHNICAL ASSISTANCE CALL</b> |
| <b>DATE: TUESDAY, OCTOBER 2</b>                              |
| TIME: 2:00 PM EASTERN TIME                                   |
| DURATION: 1-1/2 HOURS  |
| CALL-IN: 888-323-9808  |
| PARICIPANT CODE: 7187073                                     |

|  |
|--|
| REPLAY NUMBER: 800-395-1636                          |
| PASSCODE: 8770                                       |
| END DATE: THURSDAY, OCTOBER 18, 2012                 |
| <b>GENERAL INFORMATION TECHNICAL ASSISTANCE CALL</b> |
| <b>DATE: THURSDAY, OCTOBER 4</b>                     |
| TIME: 2:00 PM EASTERN TIME                           |
| DURATION: 1-1/2 HOURS                                |
| CALL-IN: 888-323-9808                                |
| PARICIPANT CODE: 2449773                             |
| REPLAY NUMBER: 866-396-4183                          |
| PASSCODE: 8877                                       |
| END DATE: THURSDAY, OCTOBER 18, 2012                 |
| <b>GENERAL INFORMATION TECHNICAL ASSISTANCE CALL</b> |
| <b>DATE: WEDNESDAY, OCTOBER 10</b>                   |
| TIME: 2:00 PM EASTERN TIME                           |
| DURATION: 1-1/2 HOURS                                |
| CALL-IN: 888-323-9808                                |
| PARICIPANT CODE: 9206735                             |
| REPLAY NUMBER: 800-395-6236                          |
| PASSCODE: 8997                                       |
| END DATE: THURSDAY, OCTOBER 18, 2012                 |

**E. For additional information on the Domestic Volunteer Service Act, go to:**

[http://www.nationalservice.gov/images/1973\\_domesticvolunteer\\_service\\_act\\_amendedthrou\\_ghpl111\\_13.pdf](http://www.nationalservice.gov/images/1973_domesticvolunteer_service_act_amendedthrou_ghpl111_13.pdf)

**F. Public Burden Statement:** The Paperwork Reduction Act of 1995 requires CNCS to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See [5 CFR 1320.5\(b\)\(2\)\(i\)](#)). This collection is approved under OMB Control No. 3045-0035 Senior Corps: RSVP Grant Application, Expiration Date: 06/30/2014.

**VIII. AGENCY CONTACTS**

- This *Notice* is located [http://www.nationalservice.gov/for\\_organizations/funding/nofa.asp](http://www.nationalservice.gov/for_organizations/funding/nofa.asp).
- The TTY number is (800) 833-3722.

- All notices, updates, FAQs, technical assistance items regarding this *Notice* will be posted on the Senior Corps website at:  
[http://www.seniorcorps.gov/for\\_organizations/funding/index.asp](http://www.seniorcorps.gov/for_organizations/funding/index.asp)
- For further information, questions or for a printed copy of this *Notice*, call (202) 606-3225 or e-mail [2013RSVP@cns.gov](mailto:2013RSVP@cns.gov).
- For technical questions and problems with the eGrants system, call 800-942-2677 or use the following link: <https://questions.nationalservice.gov/app/ask>. Be prepared to provide the 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.
- If you intend to apply, submit a Notice of Intent to Apply via email to: [2013RSVPIntent@cns.gov](mailto:2013RSVPIntent@cns.gov) by **September 10, 2012** stating intent to apply.
- CNCS may consider an application after the deadline, but only if you submit an email explaining the extenuating circumstance which caused the delay. Send the email to [\*\*LateApplications@cns.gov\*\*](mailto:LateApplications@cns.gov) within 24 hours after the deadline. Please include your eGrants National Service Hotline ticket number in your email.
- Attachments, including volunteer station rosters, should be emailed to [\*\*2013RSVPAttachments@cns.gov\*\*](mailto:2013RSVPAttachments@cns.gov).
  - Your email should include the following identification items:
    - Attach a copy of your application's 424 Facesheet
    - Place your application ID in the email subject line
- **1199A Direct Deposit Forms**
  - Please submit original forms only (photocopies will not be accepted) via traceable mail or courier to the address below.  
ATTN: 1199A FORMS RSVP  
Corporation for National and Community Service  
Field Financial Management Center (FFMC)  
The Curtis Center  
601 Walnut Street  
Room 876-E  
Philadelphia, PA 19106
- **Financial Management Survey**
  - Please submit the following as attachments to your survey:
    - A copy of your most recently audited financial statements.



- Your most recently filed Internal Revenue Service Form 990.
- Please submit the survey and the attachments to:
  - ATTN: RSVP FINANCIAL SURVEY
  - Corporation for National and Community Service
  - Field Financial Management Center (FFMC)
  - The Curtis Center
  - 601 Walnut Street
  - Room 876-E
  - Philadelphia, PA 19106
- For application submission material, when applicable, the mailing address is:
  - Corporation for National and Community Service
  - ATT: Office of Grants Policy and Operations/RSVP Competition Application
  - 1201 New York Avenue NW
  - Washington, DC 20525