

NOTICE OF FEDERAL FUNDS AVAILABLE

OVERVIEW

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: Youth-serving Organization Capacity Building
Announcement Type: Notice of Funds Availability
CFDA No.: 94.007
Dates: **Deadline July 29, 2008 5:00 p.m. Eastern Time**

Funding Opportunity Description: The Corporation for National and Community Service (the Corporation) announces the availability of approximately \$3,500,000 for the first year of a three-year grant award to national nonprofit organizations that support youth development through planning, collaboration, and alliance building for youth-serving organizations at the local and regional level, as well as direct programming to help children and youth succeed in school. Activities supported through this competition will advance the Corporation's strategic goals around supporting youth from disadvantaged circumstances in achieving better outcomes.

The Corporation plans to make two awards under this Notice of Funds Availability (*Notice*). The first award will go to a nonprofit organization that can best advance a national agenda for helping America's children and youth through mobilization of volunteers and identification of resources to support other youth serving organizations, as outlined in Part 1 of section I.A. of this *Notice*. The second award will be made to a national nonprofit that can implement a high-quality, innovative, direct service program that brings volunteers and other community resources into local schools on a national scale, as outlined in Part 2 section I.A. of this *Notice*. The Corporation reserves the right to make more than two awards under this *Notice* depending on the number and quality of applications received.

Activities supported by this competition will include, among other activities, those previously supported through merit-based partnership grants. As part of the Corporation's fiscal year 2008 budget, Congress appropriated funds to support the first year funding for competitively awarded grants to implement activities carried out under these partnership grants.

This assistance will be awarded and administered under the Corporation's uniform administrative requirements for nonprofit organizations (see 45 CFR Part 2543) and OMB's nonprofit cost principles (see 2 CFR Part 230; OMB circular A-122).

Eligibility: The competition is open to national nonprofit organizations, defined by the Corporation for the purposes of this competition as nonprofit organizations that have ongoing, demonstrable relationships with youth serving organizations or public school systems in at least two states in each of the five clusters of the country used by the Corporation to organize its field operations. The clusters are: 1) Pacific (AK, CA, HI, ID, MT, NV, OR, UT, WA, WY); 2) Atlantic (NJ, MD, DE, CT, DC, RI, MA, PA, PR/VI, NY, NH, VT, ME); 3) North Central (IL, IN, IA, MI, MN, NB, OH, SD, ND, WI); 4)

Southern (AL, FL, GA, KY, MS, NC, SC, TN, VA, WV); and, 5) Southwest (AZ, AR, CO, KS, LA, MO, NM, OK, TX).

Submission Dates and Times: Please submit an e-mail stating your intent to apply to Youth@cns.gov on **July 8, 2008, by 5:00 p.m.**

The deadline for applications is **5:00 p.m. Eastern Time on July 29, 2008.** Applications must be submitted using e-Grants, the Corporation's integrated, secure, web-based system for grant application and management. To create and submit an application, access e-Grants at <http://www.nationalservice.gov/egrants/>.

Applications submitted by hard copy or fax will not be accepted. This *Notice* contains all application instructions, and is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by e-mailing Youth@cns.gov.

On July 1 and July 10, 2008, the Corporation will host technical assistance calls to answer questions about this funding opportunity. Applicants are strongly encouraged to participate in a call. Call information is posted at <http://www.nationalservice.gov> under "New Funding Opportunities" and under section VII of this *Notice*.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Funding Opportunity Description

For more than a decade the Corporation—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has worked to mobilize new generations of engaged citizens. In 2008, more than 3.8 million individuals of all ages and backgrounds will work through Corporation-supported programs to help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies to meet local needs in education, the environment, public safety, disaster services and other critical areas.

The Corporation has a special focus on the needs of children and youth, particularly those young people who are growing up in neighborhoods characterized by high poverty rates, high crime rates and single family homes. The Corporation leverages national service resources to meet pressing academic, health-related, and social needs of these young people.

Please *note:* *Applicants may apply for funding under either Part 1 or Part of this Notice, but not both.* Applicants must state clearly in the beginning of their application narrative the section to which they are applying.

In reviewing applications for these awards, the Corporation will give priority consideration to applicants that demonstrate they can build upon and leverage the efforts and accomplishments previously carried out with Corporation support.

PART 1

Approximately \$2.5 million is available to one or more organizations that can best advance a national agenda for assisting America's children and youth through mobilization of volunteers and identification of resources to support youth serving organizations in meeting the needs of our nation's young people. The successful applicant will have a track record and demonstrated capacity necessary to lead a nationwide movement that engages all Americans in making greater investments in our nation's youth.

The successful applicant will advance the youth development sector by galvanizing critical community support for other organizations that offer direct support services for children and youth, such as providing mentors and other caring adults, supporting afterschool venues and activities for children to learn and play safely, fostering healthy lifestyles including access to quality health care, enhancing educational and career opportunities, and creating opportunities for youth to give back to their communities through service and volunteerism.

Specifically, the successful applicant will:

- Recruit and mobilize private sector support through increased workplace volunteerism, and financial and in-kind service contributions to youth development organizations.
- Develop and co-convene with local partners local planning and asset mapping activities across the United States and in major metropolitan areas focusing on identifying community resources, such as volunteers, to solve the drop-out crisis in America's schools, as well as other urgent community challenges.
- Support implementation strategies derived from the local planning events by brokering technical assistance and securing financial and other resources for youth serving organizations.
- Act as an effective leader in the youth space working to align national and local youth serving organizations around a common agenda.

Applicants must propose a three-year plan that addresses the above areas of emphasis and is responsive to the performance measure requirements outlined in Section I.B. of this *Notice*.

PART 2

Approximately \$1 million is available to one or more national nonprofit organization(s) with a strong track record of strengthening connections between schools and other community resources. The successful applicant(s) will propose to provide services and have a sustained track record in the following areas:

- Comprehensive wrap around services for youth (e.g. health, mental health, before and after-school activities, enrichment, case management, etc. focused on helping students stay in school, excel in studies, and graduate ready for success in life.
- Training and technical assistance to teachers, staff, and community youth development professionals in positive youth development and service-learning strategies.
- On-going training for youth leadership skills and opportunities for older youth to mentor/train younger youth.
- Increased youth leadership opportunities through service and service-learning associated with community involvement in schools.
- Engaging baby boomers and other targeted populations in fulfilling entrepreneurial and coordinating roles within schools.

Applicants must propose a three-year plan that meets the above objectives and is responsive to the performance measures requirements outlined in Section I.B. of this *Notice*.

B. Performance Measures and Accountability

The successful applicants under both Part 1 and Part 2 above must propose yearly performance measures and targets that address at least three of the following areas:

1. Recruiting Volunteers/Fostering Citizen Engagement. The Corporation has committed in its five-year strategic plan to identifying and supporting 10 million new volunteers by 2010. Applicants must provide realistic strategies and show a demonstrated capacity to identify and support new citizens engaged in meaningful volunteer activities in support of youth. Proposed measures in this area could include the number of and type of new volunteers recruited and number of volunteer hours provided.

2. Supporting Students. Students falling behind or dropping out of school have reached epidemic proportions in school districts throughout the country. The successful applicant will have a high-quality, nation-wide track record of supporting youth staying in school and be able to document efficacy of its proposed models and activities. The number of K-12 students at risk of failing in school that will be served through the applicant's efforts to support youth serving organizations or through direct service activities must be discussed in the application. Proposed performance measures in this area could include

the number of students served yearly, increases in attendance rates, improvements in behavior and academic success, and grade promotion and graduation rates that can be attributed directly to programming supported through the grant.

3. Developing Corporate Partnerships. A critical strategy for increasing support to children and youth is the involvement of the private sector. Applicants must demonstrate a solid track record of engaging corporate America in addressing pressing community issues. Performance measures in this area could include indicators such as the number of new corporate partners at the national level, new employee volunteer programs initiated, or trainings delivered to local organizations to support development of community-wide support and active citizen engagement in community problem solving.

4. Identifying Additional Resources. A critical component of a successful model is the identification and leveraging of additional community resources. Performance measures in this area could include the numbers and types of community resources integrated into the classrooms across the country or success in identifying pro-bono services for local nonprofits and schools.

5. Providing Training. Replication of successful program models and effective follow-on to asset-mapping projects require the delivery of high-quality, low-cost training and technical assistance. The Corporation anticipates supporting training activities that have a demonstrated track record of providing effective, low-cost, often web-based, training to the grantees' key constituents. Performance measures in this area could include types and amount of training delivered and proposed measures for evaluating efficacy of the training.

For more information about performance measures under Corporation grants, including a toolkit to assist in the development and implementation of performance measures, visit the Corporation technical assistance provider's website at: <http://www.projectstar.org>.

C. Authority

Support for the activities described in this *Notice* is authorized under Section 198 of Title I of the National and Community Service Act of 1990 (42 USC 12653). Funding for the first year of awards made under this *Notice* will be provided from appropriations made available under Public Law 110-5, the Revised Continuing Appropriation Resolution (2007) and Public Law 110-161, the Consolidated Appropriations Act (2008).

II. Award Information

A. Number of Awards and Award Amount

The Corporation is planning to make one award under Part 1 of section I.A. of this *Notice* for approximately \$2,500,000 and one award under Part 2 of this *Notice* for approximately \$1,000,000. However, the Corporation is not restricted to a single award under either Part 1 or 2 and may make numerous awards up to the approximately \$3,500,000 available depending upon the quality of the applicant pool.

B. Award Period and Future Funding

The successful applicants will receive a three-year operating grant with funding for the first year of operation. Funding will be available for years two and three of the award, subject to substantive progress towards agreed upon performance measures and the availability of appropriated funds.

C. Type of Funding Instrument

The funding instrument for this federal assistance is a three-year competitive grant.

D. Other Requirements

Applicants may not use any part of an award from the Corporation to fund religious instruction, worship or proselytization, voter registration, or other political activities that could be construed as lobbying.

E. Selection Criteria

In awarding this cooperative agreement, the Corporation will consider:

Program Design (35%)

Organizational Capacity (50%)

Budget/Cost Effectiveness (15%)

1 . Program Design

The Corporation will consider the quality of the proposed design based on:

- a) The soundness, relevance, and creativity of the applicant's three-year plan.
- b) The applicant's approach to measuring achievement of outcomes and how data collected will be used to modify and improve strategies, products and services.
- c) The applicant's approach to and expertise in using innovative and effective solutions to advance a youth development agenda, including increasing numbers of volunteers, involving more youth in service and service-learning, and increasing the amount of private-sector and community-based assets and services in support of program goals.

2. Organizational Capacity

The Corporation will consider the capacity of the applicant to deliver the proposed services based on:

- a) Demonstrated relationships with or access to networks of youth-serving organizations for the purposes of delivering training, technical, and financial assistance.
- b) Demonstrated capacity to mobilize volunteers and increase citizen engagement around specific issues or community problems.
- c) Demonstrated ability to manage a federal grant as evidenced by previous grants experience.
- d) Experience and track record of engaging the private sector as well as local and state resources in solving pressing community needs.

3. Budget/Cost Effectiveness

The Corporation will consider the budget based on:

- a) Cost-effectiveness of the proposed training and technical assistance activities in relation to the scope of the services proposed (e.g. the number of participants and proposed activities).
- b) Clarity and completeness of the budget and budget narrative.

The Corporation will make all final decisions concerning awards and may require revisions to the grant proposal in order to achieve the objectives under this *Notice*.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants are national nonprofit organizations (e.g. national intermediaries, associations, alliances, consortia, and networks) and national public charities, faith-based and other community organizations, and national private foundations. For the purposes of this competition, the Corporation defines a national nonprofit organization as an organization that has on-going, demonstrable relationships with youth serving organizations or public school systems in at least two states in each of the five clusters of the country used by the Corporation to organize its field operations. The clusters are: 1) Pacific (AK, CA, HI, ID, MT, NV, OR, UT, WA, WY); 2) Atlantic (NJ, MD, DE, CT, DC, RI, MA, PA, PR/VI, NY, NH, VT, ME); 3) North Central (IL, IN, IA, MI, MN, NB, OH, SD, ND, WI); 4) Southern (AL, FL, GA, KY, MS, NC, SC, TN, VA, WV); and, 5) Southwest (AZ, AR, CO, KS, LA, MO, NM, OK, TX).

B. Other Eligibility Requirements

Lobbying: Any 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.

Current Grantees: A national organization that currently operates a Corporation-funded program or is applying for other Corporation funding is eligible to apply.

C. Cost Sharing or Matching

The Corporation requires a minimum of 30 percent match of the total proposed budget (Corporation and non-Corporation funding) for each of the three years of the award. Match sources must be non-federal and may be cash or in-kind.

IV. Application and Submission Information

A. Submission of Application Package

Applications must be submitted using e-Grants, the Corporation's integrated, secure, web-based system for grant application and management. To create and submit an application, access e-Grants at <http://www.nationalservice.gov/egrants/>.

This *Notice* contains all application instructions needed to complete the application in e-grants. The *Notice* is available at:

http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by e-mailing Youth@cns.gov.

B. Content and Form of Application Submissions

The applicant must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. The narratives must cover the three year project period for which the applicant is requesting approval.

The maximum length for the Executive Summary is 2,000 characters.. The maximum length for the Program Design, Organizational Capacity, and Budget/Cost Effectiveness is 30,000 characters. The total of all five fields combined cannot be more than 32,000 characters. This allows you flexibility in the number of characters you place in each field.

The application consists of the following components in the following order.

1. Standard Form 424 Facesheet
2. Executive Summary (maximum length – 2,000 characters¹)
3. Narratives: (maximum length for combined narratives – 30,000 characters)
 - a. Program Design
 - b. Organizational Capacity
 - c. Budget/Cost Effectiveness
4. Detailed Budget
5. Authorization, Assurances, and Certifications
6. Survey on Ensuring Equal Opportunity for Applicants (*Optional*)

Should there be any inconsistency between this *Notice* and the Application Instructions, below, the order of precedence is as follows:

1. *Notice*
2. Application Instructions

1. Executive Summary

Provide a concise overview of the proposed project that summarizes the need, the proposed strategy for addressing the need, anticipated outcomes and accomplishments and how the outcomes will be achieved and measured.

2. Program Design

Background. Describe your organization’s mission, history, accomplishments, and beneficiaries. Describe the community need(s) your project is designed to address. Use verifiable data or existing research and reports to support your description of the problem or need.

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

Proposed Strategy. Describe your approach to addressing the need or problem described in the *Notice*. Applicants must include a plan for mobilizing non-paid volunteers (e.g., seniors, students, or members of the community of all ages and backgrounds, in the implementation of the program). Your strategy should also address:

- a. The target population(s) or beneficiaries of your proposed project;
- b. How your approach is innovative;
- c. What are the expected outcomes and how they will be measured;
- d. Why your approach will be successful and how it is more promising than alternative approaches; and
- e. How you will track the number of new volunteers and identify how many successfully completed their volunteer service.

Community Resources. Describe your strategy to secure previously untapped sources of private funds to build sustainable service and volunteer programs, including how will you use existing community resources, such as other service or community organizations, community volunteers, to implement your approach.

Program Participants. Describe the role(s) that community volunteers will play in the project including the strategies you will use to recruit community volunteers, the role(s) of community volunteers in implementing your approach.

Program Sustainability. Provide an overview of the strategy and implementation plan to describe how the program will work to sustain itself and its service activities each of the three years of the grant period and beyond.

3. Organizational Capacity

Program Management and Oversight. Describe the demonstrated experience and infrastructure your organization has to manage the program proposed in this application. Who are the key staff members responsible for program oversight? What past experience does key staff have in securing previously untapped sources of private funds? Detail the responsibilities of each key staff member.

Fiscal Oversight. Describe the demonstrated experience and infrastructure your organization has managing federal grants. What is your current overall organizational budget and what percentage of the budget would this grant represent? How will you ensure that the fiscal management is compliant with federal requirements? Who are the key staff responsible for fiscal oversight? Detail the responsibilities of each key staff member.

Volunteer Management. What experience does your organization have with recruiting and managing volunteers? What capacity does your organization currently have to recruit and manage volunteers?

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

Data Collection. Describe your plans and your capacity (current and anticipated) to implement and use self-assessments and continuous improvement systems to provide data and information on the success of the project.

4. Budget/Cost-Effectiveness

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

Match Sources. Detail the amounts and sources for the proposed non-Federal cash match required for the grant. Identify the amounts and sources of any other in-kind contributions to this project.

5. Authorization, Assurances, and Certifications (e-Grants "Authorize and Submit" Section) Read the authorization, assurances, and certifications carefully.

6. Performance Measurements (e-Grants "Performance Measures" Section)

The Corporation will hold each grantee accountable for achieving the approved performance measures during the period of the grant. Performance measures must cover the Year one of the three year grant period.

7. Budget (e-Grants "Budget" Section)

The budget should be sufficient to perform the tasks described in the proposal narrative for the entire grant period. Do not include amounts unexplained, miscellaneous, contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the Federal cost principles at <http://www.whitehouse.gov/omb/circulars/index.html> for information on allowable costs in Federal grants.

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

Budget Categories are:

- a. Project Personnel Expenses
- b. Personnel Fringe Benefits
- c. Travel
- d. Equipment
- e. Supplies
- f. Contractual and Consultant Services
- g. Training
- h. Evaluation
- i. Other Support Costs
- j. Indirect Costs

C. Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number on the Standard Form 424. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com.

The website indicates a 24-hour email 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 telephone at a cost of \$99 by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers are subject to potential rejection.

D. Submission Dates and Times

Please submit an e-mail stating your intent to apply to Youth@cns.gov by **5:00 p.m. Eastern Time July 8, 2008**. This notice of intent to apply is not required, but helps us better plan the review of the applications.

The deadline for applications is **5:00 p.m. Eastern Time on July 29, 2008**. Applications submitted by hardcopy or fax will not be accepted (see exception to this policy below).

E. Using e-Grants

- We suggest you first prepare and save your application as a word processing document, then copy and paste the document into e-Grants.
- We strongly encourage you to create your e-Grants account and begin your application at least three weeks prior to the final submission deadline and begin pasting your application into e-Grants no later than five days before the deadline. This will allow you time to address any technical issues prior to the deadline. Technical issues are more likely to be considered as a factor in allowing a late submission if you begin entering your application within this time frame.
- Use only UPPERCASE letters for all section headings and other information you would like to highlight in your narrative. Bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables will not copy into e-Grants.
- Adhere to all the character limits indicated in this *Notice*. Characters include all the letters, punctuation, and spaces in your document.

Technical Difficulties with e-Grants: Contact the e-Grants Help Desk at 1-888-677-7849 or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application. If you think you may be unable to submit your application by the deadline due to technical issues, contact the e-Grants Help Desk prior to the 5:00 p.m. Eastern Time deadline to explain your technical issue and get a ticket number. If your issue is not resolved within the next 24 hours, you will be asked to submit a hard copy application according to the directions below.

Hardy copy applications should be submitted via a non-U.S. Postal Service overnight carrier (U.S. Postal Service deliveries are delayed for security reasons) or hand delivery to the address below. Your hard copy application must be received within two business days of the published deadline by 5:00 p.m. Eastern Time. Please make sure your overnight carrier stamps the package with the date and time it was sent. Submit required information to: Corporation for National and Community Service, Box Youth Grants, 1201 New York Avenue, N.W., Washington, DC 20525.

The paper application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins. Please adhere to the character limits listed in this *Notice* and number the pages. Submit one unbound, single-sided original paper application. The electronic version on disk or CD must be an exact duplicate of the paper original and will be used to copy and paste your application information into e-Grants. If there are differences between the paper application and the disk or CD, we will use the disk or CD version.

In the event of prolonged unavailability of the e-Grants system on the date of submission, the Corporation reserves the right to extend the e-Grants submission deadline. The extended deadline will be posted on e-Grants if this occurs.

F. Intergovernmental Review

Applicants under this program are not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs.”

G. Funding Restrictions

Grants under this program are subject to the applicable OMB Cost Principles (see 2 CFR part 220, 225 or 230; OMB Circulars A-122, A-87, A-21 or FAR 31.2 (at www.whitehouse.gov/OMB/circulars/).

V. Application Review Information

Corporation staff will review all proposals using the selection criteria described on Section II. E. of this *Notice*. An outside peer review process may be used at the Corporation’s discretion, depending upon the number of applications received. During the staff review process, Corporation staff may request additional supporting documentation from the applicant.

VI. Award Administration Information

A. Anticipated Announcement and Award Notices

The Corporation anticipates announcing selections in late August, 2008

The selected applicants will be approved to work with Corporation staff to clarify and finalize their application prior to the grant award. During this negotiation period, any issues or questions identified during the review of your application must be satisfactorily resolved before a Notice of Grant Award (NGA) will be issued.

B. Administrative and National Policy Requirements

The applicable regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA also incorporates your approved application and budget as part of your binding commitments under this grant. The award recipient must comply with the following requirements:

1. Access for Persons with Disabilities. All grant recipients will ensure that all training and technical assistance services and resources including web sites are accessible to persons with disabilities, as required by law. Grantees will:

- Notify potential participants that reasonable accommodations will be provided upon request;
- Provide sign language interpreters, special assistance, and documents in alternate formats;
- Use accessible locations for training events;
- Use accessible technology, captioning videos. Avoid non-voice-over formats and, when indicating a telephone number, include a non-voice telephone alternative such as TTY or e-mail.
- Provide materials that are accessible to persons with disabilities, and incorporate into all activities planning for needs of clients without Internet access, by using accessible technology, providing materials in alternate formats upon request.

2. Code of Conduct. Entities that are subject to 45 CFR part 2543 are required to develop and maintain a written code of conduct (See Section 2543.42). The code of conduct must prohibit real and apparent conflicts of interest that may arise among employees, officers, or agents; prohibit the solicitation and acceptance of gifts or gratuities by your officers, employers and agents for personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

3. Financial Management Systems. Applicants selected for funding must provide documentation demonstrating that the applicant's financial management system satisfies the requirements in 45 CFR 2543.21(b). Applicants selected for funding must comply with the requirements of the Single Audit Act Amendments of 1996 (31 U.S.C.7501-07), if the applicant expended \$500,000 or more in federal awards in its most recent fiscal year. Documentation must include certification that the applicant maintains internal controls over federal awards, complies with applicable laws, regulations and contract or grant provisions, and prepares appropriate financial statements; or the most recent audit by the applicant's independent public accountant.

4. Use of Materials. To ensure that materials generated with Corporation funding are available to the public and readily accessible to grantees and sub-grantees, the Corporation reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the agreement, including data, and to authorize others to do so. The grantee must agree

to make such publications and materials available to the national service field, as identified by the Corporation, at no cost or at the cost of reproduction through the Corporation's Resource Center. All materials developed for the Corporation must be consistent with Corporation editorial and publication guidelines and must be accessible to individuals with disabilities to the extent required by law.

C. Reports and Other Requirements

1. Performance Measurement and Accountability

The Corporation is committed to accountability and to measuring the performance of all of its grantees. The award recipient for this competition must identify the critical outcomes of their work, indicators of success in this work, and how progress can be judged or measured. The recipient will be required to report annually on agreed upon performance measures. The Corporation may also require an independent assessment of grantee performance.

2. Planning and Progress Reports

Planning documents. Budget projections for the next budget period showing projected training and technical assistance activities, numbers of participants, costs, and cost factors must be provided with the grantee's continuation application for fund in years Two and Three.

Progress reports. An annual progress report is due thirty days after completion of the performance period for the award. The report will include:

- Budget report for the completed budget period;
- Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source;
- Progress towards performance measurements;
- Discussion of any problems observed or experienced and recommended solutions; and
- List of upcoming activities and events with dates and locations.

Financial Reports. Financial status reports (FSRs) must be submitted semi-annually. The reports are cumulative and must be submitted on the Corporation's web-based grants management system, e-Grants, no later than 30 days after the close of each reporting period.

Final Reports. In addition to an annual report the award recipient is required to submit a final report that is cumulative over the entire award period and consistent with the close-out requirements of the Corporation's Office of Grants Management. The final report is due 90 days after the end of the agreement.

In lieu of the last semi-annual FSR, a final FSR must also be submitted. The final FSR is due 90 days after the end of the agreement.

Other data-collection requirements

The award recipient must:

- a) Submit copies of all curricula, handouts, and other materials developed to the Resource Center and the National Service Learning Clearinghouse, the Corporation's knowledge management providers.
- b) Identify and document effective practices in their topical area of expertise and submit them to the Corporation's effective practices database on the TTA website and relevant listservs as appropriate.
- c) As directed, use the Corporation's brand for all Corporation supported training and technical assistance activities and use provided graphic templates for materials production.
- d) Meet as necessary with their cognizant program officer, or other staff or consultants designated by the Corporation to review work plans and budgets, monitor progress, and exchange ideas and information concerning training and technical assistance.

VII. Agency Contacts

This *Notice* is available at

http://www.nationalservice.gov/for_organizations/funding/nofa.asp. The TTY number is 202-606-3472. For further information or for a printed copy of this *Notice*, call the Special Initiatives Hotline at (202) 606-7507. Or send an e-mail to Youth@cns.gov.

Two technical assistance calls have been scheduled to answer applicant questions about this competition as follows:

July 1 Call

CALL DATE: JUL-01-2008 (Tuesday)

CALL TIME: **02:00 PM** EASTERN TIME

DURATION: 1 hr

DIAL-IN NUMBERS: 800-857-3059

PARTICIPANT PASSCODE: 51635

LEADER: MS FEMI ESTRADA-PETERSEN

July 10 Call

CALL DATE: JUL-10-2008 (Thursday)

CALL TIME: **03:00 PM** EASTERN TIME

DURATION: 1 hr

DIAL-IN NUMBERS: 800-857-3059

PARTICIPANT PASSCODE: 51635

LEADER: MS FEMI ESTRADA-PETERSEN

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control #: 3045-0108 (Expiration Date: 07/31/2008).