

NOTICE OF FEDERAL FUNDING OPPORTUNITY
OVERVIEW

Federal Agency Name: Corporation for National and Community Service
Funding Opportunity Title: Martin Luther King Jr. Day of Service FY 2009
Announcement Type: Initial announcement
CFDA Number: 94.007
Dates: Letters of intent are due April 1, 2008, 5:00 p.m. Eastern Time
Applications are due April 15, 2008, 5:00 p.m. Eastern Time

Funding Opportunity Description

The Corporation for National and Community Service (the Corporation) provides grants to organizations to plan and carry out projects that bring Americans together to serve in their communities in observation of Martin Luther King, Jr. Day. Subject to availability of appropriations, a total of approximately \$500,000 will be awarded to support 2009 King Day activities, ranging in amounts from approximately \$50,000 to \$300,000, to support the first year of these grants. These funds are subject to the availability of FY 2009 appropriations under the authority of section 198(s) of the National and Community Service Act of 1990 (42USC12653(9)), authorizing the Corporation to make grants to share the cost of planning and carrying out service opportunities in conjunction with the federal legal holiday honoring the birthday of Martin Luther King, Jr. Grantees will be eligible for continuation funding in the second and third years contingent upon the availability of appropriations, compliance with requirements, and satisfactory performance.

The purpose of these grants is to mobilize more Americans to observe the Martin Luther King, Jr. Federal Holiday as a day of service in communities, to encourage those who serve on this holiday to make a long-term commitment to community service, and to bring people together to focus on service to others. The Corporation is interested in multi-state, national (10 or more states) or comprehensive regional initiatives (multi-state regions – for example, the Corporation’s clusters). Activities must include projects that improve the lives of disadvantaged youth and engage them in providing service to others. Grantees must competitively subgrant a portion of the federal funds to eligible local organizations, and may also directly support local projects, to plan and carry out direct service activities on the 2009, 2010, and 2011 Martin Luther King, Jr. holiday weekends.

The Corporation’s mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In this competition, we will give special consideration to projects that submit a comprehensive plan to expand the King Day of Service throughout their network, as well as demonstrate an understanding and ability to implement a community-wide King Day of Service that addresses one or a combination of the five strategic initiatives, listed below, that meet critical needs of our nation, achieve national service goals, and address community problems. For additional information on the strategic initiatives, see the Corporation’s Strategic Plan at www.nationalservice.gov.

A community-wide King Day of Service should engage all sectors of the community and have a diversity of partners that will help in:

- 1. Mobilizing more volunteers;**
- 2. Ensuring a brighter future for all of America's youth;**
- 3. Engaging students in communities;**
- 4. Harnessing Baby Boomers' experience; and/or**
- 5. Supporting Disaster Preparedness and Response.**

FULL TEXT OF ANNOUNCEMENT

This *Notice of Federal Funding Opportunity (Notice)* contains all application instructions and is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by [e-mailing MLKGrants@cns.gov](mailto:e-mailingMLKGrants@cns.gov).

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Through its Senior Corps, AmeriCorps, and Learn and Serve America programs, the Corporation has engaged citizens of all ages and backgrounds in meeting pressing local needs for more than a decade. The Corporation's programs provide human and other resources to community and faith-based groups empowering them to build their capacity to meet local needs in education, the environment, public safety, disaster preparedness and response, and other critical areas. This year nearly two million individuals of all ages and backgrounds will serve through Corporation programs, and those individuals will recruit, train, and manage millions of additional community volunteers.

On the third Monday in January, Americans across the country celebrate the national holiday honoring the life and work of Dr. Martin Luther King, Jr. During his lifetime, Dr. King sought to forge the common ground on which people from all walks of life could join together as equals to address important community issues. Service, he realized, was the great equalizer. As he stated, "Everybody can be great, because everybody can serve."

In recognition of that spirit, Congress in 1994 passed the King Holiday and Service Act. Since then, the Corporation, in partnership with the Martin Luther King, Jr. Center for Nonviolent Social Change, Inc. has taken the lead in helping to transform the King Holiday into a day of service to meet community needs. As they have since 1994, thousands of Americans will remember Dr. King by serving in their communities—by making the holiday "A Day On, Not a Day Off." Service projects will meet a tangible need in the community, such as fixing up a school or senior center, and these projects may, at the same time, also meet a need of community spirit, such as building a sense of community or mutual responsibility. All initiatives should serve as a call to service that continues throughout the year. These service projects will be built on Dr. King's concepts of strengthening communities, empowering individuals, and bridging barriers. For more information, visit www.nationalservice.gov (Martin Luther King Jr. Day of Service) or www.mlkd.gov.

All grants will support activities that:

- Demonstrate opportunities to engage new and diverse groups,
- Improve the lives of disadvantaged youth through engaging them in providing service to others,
- Ensure that grant-supported activities focus on the Martin Luther King, Jr. Holiday weekend and provide opportunities to connect to service beyond the Holiday,
- Reflect the life and teaching of Martin Luther King, Jr., and expand the impact of Martin Luther King, Jr. Day of Service activities from one year to the next,
- Promote President Bush's call to service, and
- Strengthen communities engaged in service.

For more information on these items, visit www.nationalservice.gov (Martin Luther King Jr. Day of Service).

Applications must include:

- An outreach and/or training plan that demonstrates the applicant's ability to broaden and deepen the King Day of Service in communities across the country. This plan should demonstrate your understanding of how to exponentially grow the day of service.
- A plan to select projects, based on established criteria, in a minimum of ten states or a minimum of ten projects in a region of the country. Applicants are encouraged to identify potential subgrantees and include them in their application. Alliances with others who are not currently part of the National Service network are strongly encouraged.
- A plan to commit at least 30% of the funds in year one to subgrants or projects outside of the applicant's network, increasing that amount in each subsequent year. Subgrants should range from approximately \$1,000-\$10,000 each (if applicable).
- A clear explanation for the use of the funds, including a description of the nature of planned citizen service that will result and the expected impact it will have on meeting community needs. Examples of service activities include, but are not limited to: a day-of-service designed to produce sustained long-term service commitment; community-wide serve-a-thons that bring a broad cross-section of people together in a burst of energy on one day of service; service-learning projects that link student service in schools and universities with community-based organizations; faith-based service collaborations that bring together communities of faith and secular human service programs (subject to the limitations listed below); establishing and launching mentoring initiatives; and service projects that include a pledge or commitment for continued service throughout the year or a Semester of Service. Citizen service should be connected to the teachings of Dr. King. Applicants may also propose, within budget guidance, limited use of funds to prepare and distribute resources and tool kits for use on the holiday.
- Strategies to grow the impact of Martin Luther King Jr. Day of Service in the future.
- A description of the applicant's capacity to provide sound programmatic and fiscal oversight for the multi-year grant and the ability to determine the capacity of subgrantees to manage Federal subgrants.
- The applicant's experience with Federal grants, if applicable.

- The applicant's track record of engaging volunteers and a diversity of partners in their communities and specific experience with service-learning activities.
- A timeline for major activities under the grant.
- Budget information with realistic estimates of project expenses and how match will be met in the first year. Subsequent budgets will be submitted in advance of continuation awards.

B. Focus Areas

The King Center for Nonviolent Social Change, Inc. also supports activities in honor of Dr. King's birth through their Beloved Community. The Beloved Community is a network of partners, organizations, and entities that promote the King Holiday or work of Dr. King by disseminating his philosophy and providing direct service, nonviolence training, education and programs ensuring the continuance of Dr. King's work. We encourage applicants to take advantage of this resource (<http://www.thekingcenter.org/prog/bc/index.html>).

In addition, since involving young people in service is a priority, subgrantees might consider challenging each young person serving on Martin Luther King, Jr. Day of Service to pledge to give 100 hours of service in the next year, which would qualify for a President's Volunteer Service Award. For more information on the President's Awards, visit www.presidentialserviceawards.gov. Applicants are encouraged to design a strategy of encouraging all volunteers to make long-term commitments to community service.

II. AWARD INFORMATION

A. Description of Award

Subject to availability of appropriations, approximately \$500,000 will be awarded for 2009 activities, ranging in amounts from approximately \$50,000 to \$300,000, to support the first year of these grants. Approximately \$245,000 will be awarded in FY 2008 and the remaining amount of approximately \$255,000 will be supplemented in FY 2009, contingent upon available appropriations. Subsequent awards will be made for 2010 and 2011 pending appropriations, compliance with requirements, and satisfactory performance.

The grantee will award and manage subgrants and may also directly support and oversee local projects. Further, the grantee will report back on project accomplishments. Therefore, up to 20 percent of the federal funds awarded may be used for administrative costs. *Note, however, that the 70% matching requirement applies to all allowable activities, including administrative costs.*

B. Cost Sharing

By statute (USC Title 42 Section § 12653), the Federal grants we provide for this project, together with all other federal funds used to plan or carry out the service opportunity, may not exceed 30 percent of the total project cost. Therefore, cash and/or in-kind **match from non-federal sources must be at least 70 percent of the total project cost**. This match ratio will remain in place for years two and three of the agreement, as well. *The 70% matching requirement applies to all allowable activities, including administrative costs.*

Example: If a total project cost is \$1,000,000, an applicant may request \$300,000 in federal dollars and must have a non-federal match of at least \$700,000 (cash and/or in-kind contributions). The total project cost multiplied by .30 is the maximum amount of money an applicant may request from the Federal government. (Total project cost minus federal dollars requested equals the required match.) It may assist in the calculation to apply the formula as follows:

Total Project Cost x .30 = Maximum Federal Contribution

Total Project Cost - Federal Dollars Requested = Non-Federal Match

The non-federal match may include cash and in-kind contributions (including, but not limited to, supplies, staff time, trainers, transportation, facilities, equipment, and services) necessary to plan and carry out the service opportunity. The match can come from funds or resources provided by the grantee, subgrantee, or from state and local government resources.

C. 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.

Applicants may not use any part of an award to pay honoraria, pay fees for speakers, or support a celebration banquet or other activity that is not connected to the actual service. Although celebrations, parades, and recognition ceremonies may be a part of the activities that grantees and subgrantees plan on the holiday and lead to or celebrate a commitment to service, these activities do not constitute direct service under this grant and the grant may not fund such activities.

Grantees must include a written statement acknowledging the support of the Corporation in all subgrant, outreach, and promotional materials associated with Martin Luther King, Jr. Day of Service Projects. Applicants should utilize the King Day of Service logo to signify connection to the national King Day of Service initiative.

III. ELIGIBILITY INFORMATION

By law, any entity otherwise eligible for assistance under the national service laws is eligible to apply for and receive a grant under this announcement. The applicable laws include the National and Community Service Act of 1990 and the Domestic Volunteer Service Act of 1973.

Eligible applicants include, but are not limited to nonprofit organizations, state service commissions, volunteer centers, institutions of higher education, national or regional education agencies, educational institutions, and faith-based institutions.

Only applicants capable of carrying out multi-state, national focused (10 or more states), or comprehensive regional initiatives are eligible for funding. (Regional initiatives are multiple states in a region, such as the Corporation's clusters¹.) The Corporation is particularly interested

¹ The Corporation's clusters are listed in the Frequently Asked Questions document.

in applications from organizations with experience in fostering service on Martin Luther King, Jr. Day.

Applicants that have never received funding from the Corporation are eligible and encouraged to apply for funding under this Notice.

Organizations that currently operate a Corporation-funded program or are applying for other Corporation funding are eligible applicants. However, applicants must differentiate between this grant's proposed activities and those of the currently funded program or pending application.

Prior Martin Luther King, Jr. grantees must demonstrate how a new grant would reach new markets, as well as how they plan to reach out to organizations who have not previously received funding from the Corporation.

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. A single organization may submit the same application only once.

Each awarded organization (but not subgrantee) will be expected to be a part of a collaborative group facilitated by the Corporation that will be required to attend up to two annual trainings, participate in conference calls (frequency to be determined by need and may include subgrantees), develop larger initiatives, and build capacity of subgrantees for expansion of the King Day of Service. Trainings are likely to be not more than two days and will likely be in Washington, DC. Each grantee could expect to bring up to two people.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Submission of Application Package

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

This Notice contains all application instructions and is available at http://www.nationalservice.gov/for_organizations/funding/nofa.asp or by e-mailing MLKGrants@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 completed application will consist of the following components:

1. Standard Form 424 Facesheet
2. Executive Summary (maximum length – 2,000 characters²)
3. Narratives: (maximum length for combined narratives – 41,000 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*)

Executive Summary

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

Program Design Narrative

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

- a. The organization’s mission, history, age, accomplishments, beneficiaries, and network.
- b. How you would use the grant to exponentially expand the King Day of Service and engage volunteers beyond the day of service.
- c. The community need(s) your project is designed to address by Martin Luther King, Jr. Day of Service grants. Use verifiable data or existing research and reports to support your description of the problem or need. Describe how you would intentionally connect these activities to Dr. King’s teachings.
- d. Your outreach efforts and selection process you plan to use for identifying and choosing subgrantees.

2. Proposed Strategy. Describe your approach to addressing the need or problem described in the background section. Applicants must include a plan for mobilizing non-paid volunteers, e.g., seniors, students, disadvantaged youth, and other members of the community of all ages and backgrounds, in the implementation of the program.

Your strategy to secure nonfederal resources to build sustainable service and volunteer programs should address the following:

- a. **Goals and Objectives.** What are your proposed project’s target goals and objectives to make a difference in the community? What are the expected outcomes and how will they be measured? Target goals should include demonstrating an increased capacity for volunteer management in nonprofit organizations resulting in a

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

measurable impact on the community served over the three years of the grant. Include targets around projected growth of the King Day of Service over the three years of the grant.

b. Program Strategy. What is the logical connection between the community need(s) you describe and the approach you are proposing? In describing the strategy, address the following:

1. Who is the target population or beneficiaries of this proposed project? How will you engage disadvantaged youth in the project?
2. Why is service an appropriate intervention to address the community need(s)? How do planned activities connect to Dr. King's teachings?
3. How will the program track the number of new volunteers and the number of service hours they perform?

3. Community Resources. How will you use existing community resources, such as other service or community organizations and community volunteers, to implement your approach? How will the proposed program bring additional beneficial resources to the community?

4. Program Sustainability. Provide details on how the program will work to sustain itself and its service activities beyond the grant period.

5. Federal Work Study (For Higher Education Institutions Only). How will you use Federal Work Study to promote the service activities in your proposed strategy?

6. Description of Activities. Please describe in detail the activities of the proposed program and provide a timeline for the activities. The description should include all activities associated with the project, including but not limited to:

- a. The recruitment, support, and management of community volunteers;
- b. Service activities;
- c. The roles of community volunteers in delivering the proposed service activities; and,
- d. The anticipated role and activities of community partners, including faith-based and other community organizations.

Organizational Capacity Narrative

Describe your capacity to implement and manage the proposed program to build sustainable service and volunteer programs. As an intermediary organization, your description should address the following:

1. Ability to Provide Program Oversight. Describe the demonstrated experience and infrastructure your organization has in managing programs similar to the one proposed in this application. Describe your organization's ability to select and monitor subgrants. Who are the key staff responsible for program oversight? Detail the responsibilities of each key staff member.

2. Ability to Provide Fiscal Oversight. Describe the demonstrated experience and infrastructure your organization has in managing grants. What is your current organizational

budget and what percentage of the budget would this grant represent? Who are the key staff responsible for fiscal oversight, and what past experience will they bring to program? Detail the responsibilities of each key staff member.

3. 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?

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

5. Evaluation and Continuous Improvement. Describe your plans and your capacity (current and anticipated) to implement and use self-assessment, evaluation, and continuous improvement systems to provide data and information on the success of the project.

Budget/Cost-Effectiveness Narrative

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

2. Match Sources. Detail the amounts and sources for the proposed non-federal match required for the grant. Identify the amounts and sources of any other in-kind contributions to this project. Matching funds can be in-kind or cash. The Corporation will make awards covering a period not to exceed the grant period.

Detailed Budget

The budget should be sufficient to perform the tasks described in the proposal narrative for the first year of the grant. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Costs may include travel necessary to meet grant and grantee obligations as stated in Section III. Eligibility Information. Round all figures to the nearest dollar.

Budgets for subsequent program years will be developed and submitted prior to approval of continuation grants for the second and third years.

Authorization, Assurances, and Certifications

Read the authorization, assurances, and certifications carefully. Complete each section of the Authorize and Submit section.

Note: The Authorized Representative is the official within the applicant organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the applicant as may be required by the grant maker. The signature of the Authorized Representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grant maker's regulations, guidelines, and policies. Note that the Authorized Representative is not necessarily the Project Director.

Equal Opportunity Survey

Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. You can find this Survey at http://www.nationalservice.gov/for_organizations/funding/nofa.asp.

C. Submission Dates and Times

Notice of Intent to Apply: Please submit an e-mail stating your intent to apply to MLKGrants@cns.gov by **5:00 p.m. Eastern Time on April 1, 2008**. Although submission of the notice of intent to apply is not mandatory, it helps the Corporation more efficiently plan the review of applications. The e-mail should include the name of your organization, address, contact person, and phone number.

Application Deadline: The deadline for eGrants application submissions is **5:00 p.m. Eastern Time on April 15, 2008**. Applications submitted by fax or e-mail will not be accepted.

D. Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-122, A-87 or FAR 31.2 at www.whitehouse.gov/OMB/circulars/.

E. Intergovernmental Review

This program is not subject to Executive Order 12372.

F. Other Submission Requirements

Universal Identifier: Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. 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 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 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 rejection.**

Using eGrants:

- We suggest you first prepare and save your application as a word processing document, then copy and paste the document into eGrants.
- **We strongly encourage you to create your eGrants account and begin your application at least three weeks prior to the final submission deadline and begin pasting your application into eGrants no later than ten 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 eGrants.

- Adhere to all the character limits indicated in this Notice. Characters include all the letters, punctuation, and spaces in your document.

Technical Difficulties with eGrants: Contact the eGrants 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 eGrants 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.

If you are unable to access eGrants at all, please submit a hard copy application and a copy of your application on disk or CD. Submit these items via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from the U.S. Postal Service) or hand delivery to the address below. Your hard copy application must be received within two business days (April 17) 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 MLK 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 eGrants. 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 eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. A notice will be placed in eGrants and on <http://www.MLKDay.gov> with the extended deadline.

V. APPLICATION REVIEW INFORMATION

A. Selection Criteria

The successful applicants will be selected based on the degree to which they address the initiatives and priorities in this Notice. In awarding these grants, the Corporation will consider the following:

- Program Design (40%)
- Organizational Capacity (40%)
- Budget/Cost Effectiveness (20%)

B. Review Process

The Corporation will review all proposals using the selection criteria. 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. After evaluating the overall quality of

proposals and their responsiveness to the criteria noted above, the Corporation will seek to ensure that selected applications represent a portfolio that is: (1) geographically diverse, including projects throughout the five geographical clusters as designated by the Corporation; (2) representative of different population tracts, i.e. rural, urban, suburban; and (3) representative of a range of models of service projects.

Special consideration will be given to projects that address one or a combination of the five initiatives outlined in the Corporation's Strategic Plan, which can be found at www.nationalservice.gov.

VI. AWARD ADMINISTRATION INFORMATION

A. Anticipated Announcement and Award Dates

The Corporation anticipates announcing selections under this Notice by early June 2008. The Corporation plans to award approximately \$245,000 in FY 2008 and award the balance of approximately \$255,000 in FY 2009 as amendments to the FY 2008 awards. FY 2009 funds are contingent upon the availability of appropriations.

B. Administrative and National Policy Requirements

The Martin Luther King, Jr. Day of Service regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA incorporates the approved application as part of a binding commitment under the grant.

C. Performance Measures

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

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>.

D. Reporting

Grantees are required to provide an interim report by **December 5, 2008**, listing subgrants, the anticipated number of volunteers, and the estimated number of volunteer hours that will be served. For the second and third program years, grantees will submit this interim report on a date to be determined. For each year's Day of Service activities, grantees must ensure all project sites report on the projects funded, the number of volunteers who served on that day, the number of service hours accomplished over the course of the Holiday service projects, and any other notable accomplishments.

Grantees are required to submit annual progress performance reports, annual financial reports, and evaluation reports.

Grantees and their subgrantees are expected to participate in conference calls, trainings, meetings, and conferences.

VII. AGENCY CONTACTS

This Notice is available on the Corporation's website at: <http://www.nationalservice.gov/> under "New Funding Opportunities." The TDD number is 202-606-3471. For further information or a printed copy of this NOFO, contact Rochelle L. Barry at (404) 331-4646 ext. 2 or send an e-mail to MLKGrants@cns.gov.

VIII. TECHNICAL ASSISTANCE

The Corporation will host a technical assistance call to answer applicant questions about this funding opportunity. The technical assistance call will take place on Tuesday, April 1, 2008 at 3:00 p.m. Eastern Time. The call-in number is (866) 705-1874 and the passcode is 7103609. Applicants are strongly encouraged to participate in the technical assistance call. A Frequently Asked Questions document will be posted at http://www.nationalservice.gov/for_organizations/funding/nofa.asp (click on Martin Luther King, Jr. Day of Service Grants).