NOTICE OF FEDERAL FUNDING AVAILABLE
OVERVIEW

Federal Agency Name: Corporation for National and Community Service

Funding Opportunity Title: Learn and Serve America School-Based STEM FY 2008

Announcement Type: Initial announcement

CFDA Number: 94.004

Dates: Applications are due 5:00 p.m. EDT on April 30, 2008

Funding Opportunity Description: The Corporation for National and Community Service (the Corporation) announces the availability of approximately $2 million to qualified organizations to provide financial resources, training, and other assistance to local education agencies (LEAs) to implement service-learning projects as part of Science, Technology, Engineering, and Mathematics (STEM) curriculum in grades 6-12. These funds will be awarded to an estimated three to four eligible applications with awards ranging from approximately $500,000 to $800,000 for a project period of up to three years. Eligible applicants include Grantmaking Entities (GMEs), which are public or private non-profit organizations that can make subgrants in two or more states) that are not currently Learn and Serve America grantees. A key role for GMEs is to support and manage subgrantees partnerships between LEAs and their local partners through frequent communication, training and technical assistance, and financial oversight.

The Corporation's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Learn and Serve America School-Based grants are designed to involve young people between the ages of five and seventeen in service-learning projects that simultaneously support student development and meet community needs in areas such as the environment, education, public safety, and other human needs.

This competition has two broad purposes: (1) to expand high-quality service-learning into more K-12 schools, and (2) promote the use of service-learning to address STEM objectives in schools with large populations of youth from disadvantaged backgrounds.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

For more than a decade, the Corporation for National and Community Service—through its Senior Corps, AmeriCorps, and Learn and Serve America programs—has mobilized a new generation of engaged citizens. This year, more than 1.8 million individuals of all ages and backgrounds will serve through these programs. They will help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, disaster preparedness and response, and other critical areas.

The 2008 School-Based competition is intended to bring service-learning that addresses STEM (science, technology, engineering and math) objectives into high-poverty schools that have little service-learning history. The focus responds to the Corporation's strategic goals to spread service-learning to 50% of K-12 schools and to avail many more youth from disadvantaged circumstances of service-learning opportunities. Consequently, applicants must focus their awarding of subgrants to schools in which more than half the students receive free or reduced price lunches.

A crucial part of a grantee's role is to ensure high-quality implementation among subgrantees and to promote effective and efficient use of resources at the subgrantee level. Specifically, this role involves monitoring of program quality, overseeing LEA expenditures, identifying grantee and subgrantee staff roles, and providing needed training and technical assistance.

Successful applicants will describe a program design that provides student participants with the opportunity to:
- Use the knowledge and skills of one or more STEM discipline(s) to identify and address community problems;
- Collaborate with peers and community members to set and achieve goals; and
- Develop skills and attitudes useful for the workplace and for participating in civic affairs.

B. Authority

The Learn and Serve America School-Based programs are authorized by Title I subtitle B of the National and Community Service Act of 1990, as amended, 42U.S.C. 12521, et seq. Grants for this competition will be provided from funds made available under Public Law 110-161, the Consolidated Appropriations Act (2008).

C. Applicable Regulations

Applicable regulations include the Learn and Serve America School-Based program regulations, 45CFR Part 2516 and the uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other nonprofit organizations, 45 CFR Part 2543 or the uniform administrative requirements for grants and cooperative agreements to state and local governments, 45 CFR Part 2541.

II. AWARD INFORMATION

A. Number of Awards and Award Amount
Approximately $2 million is available for this competition. Three or four grants will be made for GMEs to operate at least two full school years of service-learning over a project period of up to three years. Additional funds will not be provided in subsequent years.

The Corporation is not bound by any estimate in this notice. Publication of this announcement does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under Learn and Serve America.

Learn and Serve America anticipates making funding announcements by late July 2008, and making grant awards by September 30, 2008.

B. Project/Award Period
The successful applicant will have up to three years to implement and complete the project.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants
Eligible applicants include Grantmaking Entities (GMEs) that are not currently Learn and Serve America grantees. GMEs are defined by statute for the purposes of this competition as public or private nonprofit-organizations, that have existed at least one year before applying, are experienced with service-learning, and are proposing to make subgrants in two or more states. All grantees must make and oversee subgrants to Local Education Agencies (LEAs) that are in partnership with one or more additional local organizations to implement service-learning activities in local communities. LEA partners may include private schools, for-profit businesses, faith-based organizations, other nonprofits, and institutions of higher education.

B. Match Requirements
By statute, the grantee share of the *total cost* (grantee + Corporation share) of carrying out a program must be at least:
- 10 percent for the first year
- 20 percent for the second year
- 30 percent for the third year
- 50 percent for the fourth and any subsequent year(s), which would apply to any recipient that has received a previous three-year grant from Learn and Serve America.

The eGrants system will allow the submission of a single, multi-year budget. As a result, you should submit a budget request that includes matching funds equivalent to at least 20% of the total budget. (For example, a request of $600,000 from the Corporation would require a minimum of $150,000 cash or in-kind grantee share for a total budget of $750,000.) If your application is selected, prior to award you will be asked to provide a budget detailing the grant funding and matching funding you plan to expend in each project year.

Your application and budget submission will include plans and funding for the full project period. After award, revisions are possible, but no additional funds will be added.

The grantee's share of the program cost can be in cash or in kind, which may include facilities, equipment, or services. The grantee's share may come from private, state, or federal sources. In the case of federal sources, the funds of another agency may be used as match only if the other agency permits such use.

C. 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.

Previously Funded Grantees: Previous Learn and Serve America grantees are eligible to apply provided they are not current grantees of Learn and Serve America. Applicants who have been only a sub-recipient of Learn and Serve America funds in the past will be considered a new grantee in this competition.

Multiple Submissions: Each 'Legal Applicant' can submit only one application for this grant competition.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Application instructions incorporated into this *Notice* can be obtained by contacting Learn and Serve America at 202-606-6903 or srichardson@cns.gov. Please refer to the application instructions, which provide thorough guidance for composing narratives and budgets, when completing your application (see http://www.learnandserve.gov/for_organizations/funding/nofa.asp).

B. Content and Form of Application Submission

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 via eGrants, please visit: http://www.learnandserve.gov/egrants.

For the purposes of this grant competition, we have condensed the Learn and Serve America School and Community-Based Application Instructions (OMB Control #: 3045-0045). All the guidance necessary to complete an application is included within this *Notice* and in the guidance document available at www.learnandserve.gov/. Your completed application will consist of the following components:
1. Standard Form 424 Facesheet
2. Applicant Info
3. Application Info
4. Narrative
5. Performance Measures
6. Documents
7. Budget
8. Funding/Demographics

9.   Review and Submit
10. Survey on Ensuring Equal Opportunity for Applicants *(Optional)*

Note: The Authorized Representative is the official within an 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 a 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.

Note: Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001)

C. Submission Dates and Times
The deadline for submission of applications is 5:00 p.m. Eastern Time on April 30, 2008.

All Applicants must attempt to submit applications via eGrants. In the event of any prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. Applications submitted by fax or e-mail will not be accepted.

D. Intergovernmental Review
This program is NOT subject to Executive Order 12372.

E. Funding Restrictions
Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-122, A-87, and/or FAR 31.2. Applicants should consult the appropriate OMB Cost Principles and/or FAR in preparing their applications. Links to these documents can be found at www.omb.gov.

Administrative Costs. For any fiscal year, grantees and subgrantees collectively may spend no more than 5 percent of the total grant funds on *administrative* costs (see definition of administrative costs in the budget instructions).

Payments to Participants. Minor expenses for identification of Learn and Serve America participants or recognition of outstanding service are allowable. However, grantees may not provide stipends, allowances, or other financial support to any program participant (excluding teachers) except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation.

F. Other Submission Requirements

Equal Opportunity Survey: Applicants are asked to complete the Survey on Ensuring Equal Opportunity for Applicants. You may complete the survey in eGrants while preparing your

application for submission or contact the Corporation (Section VII., below) to obtain a copy.

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 potential 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 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 the application instructions. Characters include all the letters, punctuation, and spaces in your document.
- Do not submit any other supplementary materials such as videos, brochures, letters of support, or any other item not requested in the application instructions. We will not review or return them.

Technical Difficulties with eGrants: Contact the eGrants Help Desk at 202-606-7506 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. You will be required to provide the ticket number in the event that technical problem prevents you from submitting your application in eGrants by the deadline.

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 2

business days (May 2) 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, Learn and Serve STEM Grants, 1201 New York Avenue, NW, 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 the application instructions 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 submissions deadline. A notice will be placed in eGrants and on http://www.learnandserve.gov/for_organizations/funding/nofa.asp with the extended deadline.

V. APPLICATION REVIEW INFORMATION

A. Criteria
In reviewing the merits of an application, the Corporation evaluates the quality, innovation, replicability and sustainability of the proposal as defined in the Learn and Serve regulations at 45 CFR §2516.500, accessible at:
http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf.

Successful applicants will be selected based on the degree to which they address initiatives and priorities described in this *Notice* and the associated application guidance found on the Learn and Serve website: http://www.learnandserve.gov/for_organizations/funding/nofa.asp.

The sections are weighted as follows: Program Design – 60%, Organizational Capacity – 25% and Budget/Cost Effectiveness – 15%.

B. Review and Selection Process
Learn and Serve America receives far more high-quality applications than can be awarded. A multi-stage review process to determine which proposals should be funded includes reviews and recommendations by peer review panels and Corporation staff. Grant approvals are made by the Corporation's Chief Executive Officer.

Peer reviewers will evaluate all proposals using the selection criteria as indicated above to determine which applicants best responded to the priorities described in this *Notice* and the associated guidance. The peer review process uses outside experts, including representatives from educational and youth service organizations, community service practitioners, administrators, and former national service participants, to evaluate the quality of applications.

Corporation staff members review the most highly rated peer-reviewed proposals according to statutory and programmatic priorities using the selection criteria. After evaluating the overall quality of each proposal, and its responsiveness to the Corporation's priority areas, Learn and Serve America staff will take into consideration whether applicants are geographically diverse, including projects in both urban and rural areas. The staff may conduct interviews in person or through conference calls prior to recommending a program for approval. This process determines which applications Learn and Serve America staff will recommend for funding to the Corporation's Chief Executive Officer.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices
We anticipate announcing the results of the 2008 competitions by late July of 2008. Selected applicants are approved to negotiate with the Corporation for a grant award. During the negotiation period, you must satisfactorily resolve any questions or issues identified during the review of your application before the Corporation will award your grant.

Corporation program officers may call applicants to seek clarification as part of the review process. Failure to respond to requests for information in a timely fashion may result in the removal of applications from consideration.

B. Administrative and National Policy Requirements
The Learn and Serve 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.

Federal Financial Management and Grant Administration Requirements.
As with all federal grant programs, it is the responsibility of all programs funded by Learn and Serve America to ensure appropriate stewardship of federal funds entrusted to them. Under our regulations, all programs must maintain financial management systems that provide accurate, complete, and current disclosure of financial information. To meet this requirement, programs must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures.

A grantee organization that expends $500,000 or more of total federal awards in a fiscal year is required to obtain a single audit for that year conducted by an independent auditor in accordance with the Single Audit Act, as amended, 31 U.S.C. sec. 7501, et seq., and OMB Circular A-133. If the grantee expends federal awards under only one federal program, it may elect to have a program specific audit, if it is otherwise eligible. A grantee that does not expend $500,000 in federal awards is exempt from the single audit requirements of OMB Circular A-133 for that year. However, it must continue to conduct financial management reviews of its programs, and records must be available for review and audit.

A recipient of a federal grant award (pass-through entity) is required in accordance with paragraph 400(d) of OMB Circular A-133 to do the following with regard to its subrecipients: 1) identify the federal award and funding source; 2) advise subrecipients of all requirements

imposed on them; 3) monitor subrecipient activities and compliance; 4) ensure that subrecipients have A-133 audits when required; 5) issue decisions and ensure follow-up on audit findings in a timely way; 6) where necessary, adjust its own records and financial statements based on audits; and 7) require subrecipients to permit access by the pass-through entity and auditors to records and financial statements as necessary for the pass-through entity to comply with A-133.

Learn and Serve America grantees must assure that their programs or activities, including those of any subgrantees, will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. Grantees must assure that they will obtain assurances of such compliance prior to extending federal financial assistance to subgrantees. For civil rights purposes, all programs and projects funded or receiving service members under the National and Community Service Act, as amended, are programs or activities receiving federal financial assistance.

By federal statute and regulation, a person, including participants, service recipients, or program staff, may not, on the grounds of race, color, national origin, sex, age, political affiliation, disability (for otherwise qualified individuals with disabilities), or in most cases religion, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual arrangements, under any program or activity receiving federal financial assistance. By Corporation policy, participation in the Corporation's programs and projects will be based on merit and equal opportunity for all, without regard to factors such as sexual orientation, marital or parental status, military service, or religious, community, or social affiliations, in addition to the statutory grounds.

Monitoring Responsibilities. Grantees are responsible for managing the day-to-day operations of the grant and subgrant-supported activities to ensure compliance with applicable federal requirements and achievement of performance goals.

C. Reporting
Grantees must submit semi-annual performance and financial reports. A final report is required at the end of the three-year program cycle. All grantees must also complete, and ensure that their subgrantees complete, the annual Learn and Serve System Information Exchange (LASSIE) Survey, which captures site-level performance data.

VII. Agency Contacts
This *Notice* is available at http://www.learnandserve.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 (202) 606-6903 or send an e-mail to srichardson@cns.gov.

VIII. Additional Information

Technical Assistance: Learn and Serve America hosts a series of technical assistance calls to answer applicant questions about funding opportunities. Applicants are strongly encouraged to participate in the technical assistance calls. The call schedule will be posted at http://www.learnandserve.gov/for_organizations/funding/nofa.asp by approximately March 17, 2008.

Disclaimer: Publication of this announcement does not obligate the Corporation to award any specific number of grants or to obligate the entire amount of funds available, or any part thereof, for grants under the Learn and Serve America Program.

Annual Grantee Training Meeting. Grantees must attend the annual Learn and Serve America Grantee training meeting. The program budget must cover costs associated with attendance (the budget form provides a fixed amount for meeting attendance).

MLK Day of Service: The Corporation is charged by Congress to promote service on Martin Luther King, Jr., Day, the third Monday in January, helping to make it "A Day On, Not a Day Off." All Learn and Serve America grantees/subgrantees are expected to include information about Dr. King as part of their projects and to take part in an MLK Day of Service project. A toolkit and other resources are available at www.mlkday.gov.

Program Information for Participants: Grantees must provide information to all Learn and Serve America participants concerning: (1) their participation in Learn and Serve America and its purposes, (2) other Corporation programs, (3) local volunteer centers, and (4) and the President's Volunteer Service Awards.