

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Martin Luther King, Jr. Day of Service FY 2006

Notice of Funding Opportunity (NOFO)

CFDA No.: 94.007

Deadline for Application: October 6, 2005

Award Announcements: November 2005

Overview

Available Grants: The Corporation for National and Community Service (hereinafter the "Corporation") anticipates the availability of approximately \$500,000 to award 2006 Martin Luther King, Jr. Day of Service Grants, subject to the availability of FY 2006 appropriations. The Corporation expects to make up to 5 awards covering a period of up to three years. The award amount for the first year will range from approximately \$100,000 to \$300,000. Upon approval, funding will be made available for only the first year. Funding for the second and third years is contingent upon satisfactory performance in the first year (including securing the applicable match), the availability of funds and other criteria established in the award agreement. The Corporation has no obligation to provide additional funding.

Purpose of Grants: The purpose of the grants is to mobilize more Americans to observe the Martin Luther King, Jr. Federal Holiday as a day of service in communities, to encourage people who do serve on this Holiday to make a long-term commitment to community service, and to bring people together around the common focus of service to others. Accordingly, we will award multi-year grants to bring year-long focus to Martin Luther King, Jr. Day of Service efforts. The grants will be awarded to "intermediary" applicants who will, through subgrants or direct funding, plan and carry out direct service activities on the federal holiday honoring the birthday of Martin Luther King, Jr. in 2006 (January 16, 2006), and with acceptable performance and available funding, in 2007, and 2008.

Focus of Grants: Applicants must address how they will: 1) improve the lives of disadvantaged youth through engaging them in providing service to others or as recipients of service, 2) fund projects with a multi-state, national focus (10 or more states), or a comprehensive statewide initiative; 3) make a minimum of 10 subgrants or projects, 4) ensure that all subgrants or projects have significant activities that take place on or during Martin Luther King, Jr. holiday weekends, and 5) grow the impact of Martin Luther King, Jr. Day of Service activities from one year to the next.

Eligible Applicants: The Corporation wants to ensure that all eligible organizations are able to compete on an equal basis for federal financial assistance. The Corporation encourages all eligible public and private non-profit organizations, including faith-based and other community-based organizations, to apply. We encourage applications from organizations not currently receiving Corporation funding as well as from organizations that are now receiving funds under the programs of the Corporation, including AmeriCorps, Learn and Serve America, and Senior Corps.

Dates: The deadline for eGrants submissions is 5:00 p.m. Eastern Time on **October 6, 2005**. If applicants are unable to submit their application using eGrants, a paper application

along with a diskette or CD Rom with an exact duplicate of the application must be received at the Corporation for National and Community Service by 5:00 p.m. Eastern Time on October 6, 2005. Submit these items via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from USPS) or by hand delivery to: Corporation for National and Community Service, 1201 New York Avenue, NW, Attn: **Martin Luther King, Jr. Day of Service Grants**, Washington, DC 20525. Applications submitted by fax or email will not be accepted.

For Further Information: This Notice, the complete application instructions, and other relevant material, are available on the Corporation's website at: <http://www.nationalservice.gov/> under "New Funding Opportunities." The TDD number is 202-606-3471. Upon request, this information will be made available in alternative formats for persons with disabilities.

These funds are subject to the availability of FY 2006 appropriations under 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 approved through this competition will be eligible for continuation funding in the second and third years contingent upon the availability of appropriations, compliance with requirements, and satisfactory performance.

NOTE: 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 Martin Luther King, Jr. Day of Service competition. All funds are subject to the availability of appropriations.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY

1. Background

Through its Senior Corps, AmeriCorps, and Learn and Serve America programs, the Corporation for National and Community Service has engaged citizens of all ages and backgrounds in helping to meet pressing local needs for more than a decade. The Corporation's programs provide human and other resources to community and faith-based groups to empower them to build their capacity to meet local needs in education, the environment, public safety, homeland security, and other critical areas. This year more than 1.6 million individuals of all ages and backgrounds will serve through Corporation programs, and those individuals will recruit, train, and manage an additional million community volunteers. National and community service programs also work closely with America's volunteer-connector organizations to increase the number and impact of our nation's volunteers, and with schools and nonprofit groups to foster the ethic of good citizenship.

On the third Monday in January, Americans across the country will celebrate the national holiday honoring the life and work of Dr. Martin Luther King, Jr. 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.”

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 once said, “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 for National and Community Service, 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. The Corporation provides resources in addition to the grant opportunities, to all organizations interested in implementing this service event. (Please visit our website at www.mlkday.org)

2. Additional Information

Focus Areas

We will fund Martin Luther King, Jr. Day of Service grants for up to three years, subject to the availability of annual appropriations, to support activities that will (1) begin or occur annually in significant part on the Martin Luther King, Jr. federal legal holiday, (2) improve the lives of disadvantaged youth by engaging them in service to others or as recipients of service; (3) strengthen communities engaged in the service activity; (4) reflect the life and teaching of Martin Luther King, Jr., and; (5) promote President Bush's call to service. We expect that the activities will be well designed and meet compelling community needs.

The focus areas are further defined as:

(1) “Begin or occur in significant part on the federal legal holiday” means that a significant portion of the community service activities supported by the grant should occur during the holiday weekend to strengthen the link between the observance of the federal legal holiday for Martin Luther King, Jr.'s birthday, in 2006, 2007, and 2008, and service that reflects his life and teaching. Applicants must propose building sustainable service and volunteer programs that will continue beyond the period of the Martin Luther King, Jr. Day of Service grant. Ideally, Martin Luther King, Jr. Day volunteers will be encouraged and supported to engage in community service on a year-round basis. Additionally, grantees will be expected to use the second and third years of their grants to develop and expand the scope of activity that is initiated during the annual service period.

(2) Improving the lives of disadvantaged youth means that projects funded under the Martin Luther King Jr. Day of Service grant will help communities by serving disadvantaged youth and/or engaging them in providing service to others to meet education, public safety, environmental, or other human needs. The Corporation defines disadvantaged youth as: “*Youth who, because of certain characteristics, circumstances, experiences or insufficiencies, encounter financial, legal, social, educational, emotional and/or health problems and may have significant difficulties growing into adults who are responsible citizens, productive workers, involved members of communities, and good parents.*”¹ For example, disadvantaged youth may include but are not limited to children of prisoners, youth gang members, youth status offenders, and foster youth. The Corporation defines youth as young people up to the age of 24 years old.

With the special focus on disadvantaged youth, we expect all applicants who engage youth in service to incorporate service-learning into their activity design. The Corporation recognizes service-learning as an example of providing service to the community and the service provider. Service-learning is defined by the Corporation as a method of learning under which students or participants learn and develop through active participation in thoughtfully organized service that:

- is conducted in and meets the needs of a community;
- is a collaborative effort between the community and the school, institution of higher education, or community service program in which the participants are enrolled;
- helps foster civic responsibility;
- is integrated into and enhances the curricular and youth-development goals of the school, institution of higher education, or community service program; and
- provides structured time for the students or participants to reflect on the service experience.

For more information on service-learning please visit the website: <http://www.learnandserve.gov>

(3) Strengthening communities engaged in service means bringing people together in pursuit of a common objective that is of value to the community. The Corporation is particularly interested in engaging faith-based and other community-based organizations in projects supporting service on and around the Martin Luther King, Jr. Holiday; this will primarily be

¹ “The White House Task Force for Disadvantaged Youth: Final Report,” U. S. Department of Health and Human Services website, < <http://www.ncfy.com/whreport.htm>>.

accomplished through subgrants. Therefore, the applicant or sub-applicant should seek to engage a wide range of local partners in the communities served. Applicants and sub-applicants should design, implement, and evaluate projects with partners, such as:

- local and state King Holiday Commissions;
- the King Center's Beloved Community network;
- national service programs (Senior Corps, AmeriCorps and Learn and Serve America);
- faith and inter-faith groups;
- Communities of Promise affiliated with America's Promise--the Alliance for Youth;
- youth leaders;
- community-based agencies;
- schools and school districts;
- Volunteer Centers and other groups that mobilize volunteers;
- local United Ways;
- national fraternities and sororities;
- non-profit organizations meeting urgent community needs, particularly those serving young people;
- businesses;
- foundations;
- state and local governments;
- state commissions on service;
- Corporation state offices;
- National Civilian Community Corps campuses;
- labor organizations; and
- colleges and universities.

The King Center for Nonviolent Social Change, Inc. also supports activities in honor of Dr. King's birth through the "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, providing direct service, nonviolence training, education or 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>)

(4) "Reflecting the life and teaching of Martin Luther King, Jr." means demonstrating his proposition that, "Everybody can be great because everybody can serve." Dr. King's concept of greatness, when expressed through acts of service, offers everyone an opportunity to experience a sense of worth and dignity. His example encourages all ages, races, ethnic groups, genders, nationalities and abilities to respond to those in need, including addressing the evils of discrimination, poverty and violence. Dr. King's abiding faith and earnest belief in the "American Dream" is exemplified by his commitment to justice and his willingness to serve unselfishly as evidenced by his statement, "I can never be what I ought to be until you are what you ought to be." In keeping with this philosophy, applicants should consider service opportunities that foster cooperation and understanding among racial, ethnic, and faith-based groups, nonviolent conflict resolution, equal economic and educational opportunities, social justice, and issues affecting young people. Projects submitted for funding should provide opportunities for on-going service beyond the grant period at the grantee or subgrantee level, as

well as development and expansion of activities for Martin Luther King, Jr. Days of Service in the future

(5) “Promoting President Bush's Call to Service” means providing opportunities for Americans to begin performing or continuing to perform the 4000 hours in their lifetime--equivalent of two years--of community service that President Bush asked all Americans to do in his January 2002 State of the Union address. The intent is to promote civic ties and to foster a lifelong ethic of good citizenship and service among Americans of all ages.

Since involving young people in service is a priority of the Corporation for National and Community Service, 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 therefore, qualifying for a President's Volunteer Service Award and beginning to accumulate the 4000 hours of service encouraged by President Bush and to earn the President's Call to Service Award. For more information on the President's Awards, visit www.presidentialserviceawards.gov.

Volunteers who are high school juniors or seniors may be eligible for the Presidential Freedom Scholarship, which provides \$1,000 for college. For more information visit http://www.nationalservice.gov/about/programs/initiatives_pfs.asp.

II. AWARD INFORMATION

1. Purpose of Program

The purpose of the Martin Luther King, Jr. Day of Service 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 around the common focus of service to others. The Corporation intends to award up to five grants for periods of up to three years each to support activities in conjunction with the federal legal holiday honoring the birthday of Martin Luther King, Jr. Subject to availability of the 2006 appropriations, approximately \$500,000 will be awarded, ranging in amounts from \$100,000 to \$300,000 to support the first year of these grants.

We will fund grants to eligible, well established organizations with deep roots in communities who will subgrant to eligible local organizations, or directly support local projects, to plan and carry out direct service activities on the 2006, 2007, and 2008 Martin Luther King, Jr. Holiday weekends. Grantees approved through this competition will be eligible for continuation funding in the second [2007] and third [2008] years contingent upon the availability of appropriations, compliance with requirements, and satisfactory performance.

The Corporation expects that each grantee will sponsor a minimum of 10 subgrants or directly-supported projects each year. Subgrants may range from approximately \$1,000 to \$10,000, and may be made for no more than one year. Grantees must propose subgrantee or

project selection criteria that are fair and open and that encourage the participation of new partners or communities annually. In all cases, approximately 20% of the funds must be allocated each year to subgrants or projects outside of the applicant's network. The Corporation is interested in funding applicants proposing multi-state or national (10 or more states) initiatives, or comprehensive statewide initiatives. Past Martin Luther King, Jr. grantees should 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.

Corporation funds for this program are to be used annually for planning and carrying out service activities directly or with subgrantees closely linked to the King Holiday. Activities may be designed to a) engage disadvantaged youth in service, b) provide service to disadvantaged youth, or both. Examples of activities include:

- tutoring children or adult learners;
- training mentors and tutors;
- feeding the hungry;
- packing lunches;
- delivering meals;
- stocking a food or clothing pantry;
- repairing a school and adding to its resources;
- translating books and documents into other languages;
- recording books for the visually impaired;
- restoring a public space;
- organizing a blood drive;
- registering bone marrow and organ donors;
- renovating low-income or senior housing;
- removing graffiti and painting a mural;
- renovating or creating safe spaces for children who are out of school and whose parents are working;
- establishing support structures for children whose parents are incarcerated;
- launching mentoring programs;
- engaging those who could be service recipients in providing service to others;
- preserving native plants;
- designing and building neighborhood playgrounds;
- teaching younger children to read;
- testing the local water quality;
- creating wheelchair ramps;
- developing urban community gardens;
- starting school recycling programs;
- collecting oral histories of elders;
- running health fairs that provide health screenings;
- distributing immunization and health insurance information; and
- gleaning and distributing fruits and vegetables, and much more.

Other models of service activities we will consider in grant applications include, but are not limited to, the following: 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, including schools or school districts that seek to involve all students and teachers in joint 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.

The above are only examples. The applicant must provide a clear explanation for the use of the funds, including a description of the nature of planned citizen service that will result, the expected impact it will have on meeting community needs, its approach to growing the impact of Martin Luther King Jr. Day of Service in the future, and its strategy of encouraging volunteers to make long-term commitments to community service. Applicants may also propose, within budget guidance, limited use of funds to prepare and distribute resources and tool kits for use on the holiday.

2. Requirements

For each year of the grant, approved programs will:

- design projects or make subgrants to improve the lives of disadvantaged youth through engaging them in providing service to others or as recipients of service;
- facilitate support required in order for participants to have a quality service experience, and provide encouragement of Day of Service volunteers to make long-term commitments to community service;
- include plans for mobilizing non-paid volunteers in the implementation of the program, including recruiting and managing volunteers in the field, and supporting projects that continue beyond the Martin Luther King, Jr. Holiday weekend;
- make subgrants or sponsor projects in a minimum of 10 communities ranging from \$1,000-10,000 each;
- subgrant approximately 20% of the funds allocated to organizations or programs outside of the applicant's network;
- promote the institutionalization of programs offering community service and/or service-learning on the Martin Luther King, Jr. Holiday;
- demonstrate support for community organizations, secular and faith-based, through the Martin Luther King, Jr. grant program; (Applicants should identify their plans for carrying out this objective in the application.);
- promote partnerships and collaboration between the public and private sectors including schools, businesses, faith-based and other community-based organizations and other service programs;
- mobilize resources to support projects and programs that benefit from the applicant's effort;
- implement strategies to expand the scope and impact of Martin Luther King, Jr. Day of Service activity;
- comply with reporting requirements, including tracking the number of people who provide volunteer service and the number of hours served over the Martin Luther King, Jr. Holiday weekend and throughout the grant on Corporation sponsored projects;
- maximize cost-sharing opportunities;

- engage in other activities that are permitted by the applicable OMB cost principles, consistent with the purpose of this NOFA; and
- conduct outreach to service organizations in coordination with the Corporations' larger Martin Luther King, Jr. Day of Service activities that will facilitate the engagement of these organizations in providing service on the Martin Luther King, Jr. Holiday;

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

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.

Applicants must be well-established organizations with deep roots in communities and a successful track record of service and volunteering in their community and the ability to conduct outreach and subgrant to local organizations. Only applicants capable of carrying out multi-state, national focus (10 or more states), or comprehensive statewide initiatives, are eligible for funding. The role of the grantee is to award and manage subgrants or directly support and oversee local projects, and report back on their accomplishments; therefore, up to 15% of the funds awarded may be used for administration of the subgranting process. Note, however, that the 70% matching requirement applies to all allowable activities including costs associated with administration of the subgranting process.

Eligible applicants include, but are not limited to nonprofit organizations; state commissions on service; volunteer centers; institutions of higher education; national or regional education agencies; educational institutions; and faith-based institutions. We encourage applications from organizations not currently receiving Corporation funding as well as from organizations that are now receiving funds under the programs of the Corporation, including AmeriCorps, Learn and Serve America, and Senior Corps.

We are particularly interested in applications from organizations with experience in--and commitment to--fostering service on Martin Luther King, Jr. Day, including faith and interfaith-based groups, state Martin Luther King, Jr. Commissions, the King Center's Beloved Community network, faith-based partnerships, national education agencies, Volunteer Centers, Urban League, State Commissions on National and Community Service, United Way, Boys and Girls Clubs, Historically Black Colleges and Universities, Campfire Boys and Girls, Big Brothers Big Sisters, national fraternities and sororities, and other agencies with a national scope.

Applicants that have never received funding from the Corporation are eligible and encouraged to apply for funding under this Notice. Eligible faith-based and other community-based organizations are encouraged to apply.

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.

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.

Subgrantees

Each year of the grant for which funds are made available, Martin Luther King, Jr. Day of Service grantees must conduct outreach to and select projects in a minimum of ten states **or** a minimum of ten projects in a single state based on a statewide comprehensive plan. They must establish criteria under which subgrantees or direct projects will be selected. Applicants are encouraged to identify potential subgrantees and include them in their application. Applicants with a network of organizations must describe outreach to groups outside the applicant's network. Organizations with established local networks are required to commit approximately 20% of the grant funding each year to support out-of-network organizations. Applicants unable to fund outside of their network must explain their reason for not being able to do so.

Eligible subgrantees for this funding are, by law, any entity otherwise eligible for assistance under the national service laws. The applicable laws include the National and Community Service Act of 1990, and the Domestic Volunteer Service Act of 1973. 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) which engages in lobbying activities, is not eligible.

2. Cost Sharing or Matching

Grant applicants must demonstrate their commitment to matching the federal contribution toward the operation of the Martin Luther King, Jr. Day of Service Grant programs. By statute, 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 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.

For example, if a total project cost is \$333,333, an applicant may request \$100,000 in federal dollars and must have a non-federal match of at least \$233,333 (cash and/or in-kind contributions). 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). In other words 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, food, 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.

3. Other

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 or fees for speakers. The award must not be used to 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 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.

The Corporation plans to help promote and recognize all the service projects being conducted around the Martin Luther King, Jr. Service Day. Therefore, grantees will be required to provide a list and description to the Corporation, by December 16, 2005, of all the projects to which they are subgranting, the anticipated number of volunteers, and the estimated number of volunteer hours that will be served.

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.

Grantees will submit an interim report by December 16, 2005 documenting their outreach efforts and the subgrantee or project sites selected using their submitted criteria. For the second and third program years, grantees will submit this interim report on a date to be determined. Following the conclusion of each year's Day of Service activities, grantees will report on the projects they funded, the number of volunteers who served on that day, the number of hours of service accomplished over the course of the Holiday service projects, and any other notable accomplishments.

IV. APPLICATION PROCEDURES

1. Address

Applications are to be submitted using eGrants, the Corporation's integrated, secure, web-based system for applications. To obtain and/or submit an application, please visit <http://www.nationalservice.gov> under "eGrants" to access eGrants. Application guidelines and instructions can be obtained through our website at <http://www.nationalservice.gov> under "New Funding Opportunities". Application guidelines and instructions also can be obtained by contacting the Corporation. Information on how to contact the Corporation is located on our website: <http://www.nationalservice.gov>. Click on "Contact Us" at the very bottom of the page.

2. Content and Form of Application Submissions

To develop an application, prospective applicants need to carefully read this entire NOFO, the 2006 **Martin Luther King, Jr. Day of Service** Application Instructions and any additional guidance given by the Corporation for National and Community Service regarding the **Martin Luther King, Jr. Day of Service Grants**. Applicants may access all of this information at our website, http://www.nationalservice.gov/for_organizations/funding/nofa.asp.

Should there be any inconsistency between the NOFO and Application Instructions, the order of precedence is as follows:

1. NOFO
2. Application Instructions.

The Corporation requires that all applicants attempt to utilize the Corporation's web-based application system, eGrants, to submit applications electronically. Please go to <http://www.nationalservice.org/egrants/index.html> and establish an eGrants account to begin the process of submitting an application online. See section IV.3 below for additional eGrants guidance.

Equal Opportunity Survey: Applicants are also asked to complete the Survey on Ensuring Equal Opportunity for Applicants. Applicants may complete the survey in eGrants while readying an application for submission or contact the Corporation (see VII below) to obtain a copy.

Universal Identifier: Applications submitted for this competition must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>. It may take up to 30 days to receive a DUNS number after applying for one. Applicants must have this number to compete an eGrants application.

3. Submission Date and Time

The deadline for eGrants submissions is 5:00 p.m. Eastern Time on October 6, 2005. If an applicant is unable to submit an application using eGrants, a paper application along with a diskette or CD Rom with an exact duplicate of the application must be received at the Corporation for National and Community Service **by 5:00 p.m. Eastern Time on October 6, 2005**. Submit these items via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from USPS) or by hand delivery to: Corporation for National and Community Service, 1201 New York Avenue, NW, Attn: Martin Luther King, Jr. Day of Service Grants, Washington, DC 20525. If there are differences between the paper application and the diskette/CD Rom, we will use the diskette/CD Rom version.

In the event the eGrants system is not working 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 our website, notifying all users of the extended deadline. In this case, applicants would need to submit applications via eGrants by the new deadline.

Applicants should contact the eGrants Help Desk immediately if a problem arises while trying to create an account, or preparing and submitting an application. In the event an applicant is prevented from completing and submitting an application by the deadline because the eGrants system is unavailable or there are technical eGrants submission issues, the applicant must contact the eGrants Helpdesk at 888-677-7849 or 202-606-5000 x533 or email at egrantshelp@cns.gov, prior to the 5:00 p.m. Eastern Time deadline to explain the technical issue and receive an eGrants ticket number.

Applicant must then submit the following items *in hard copy* to the Corporation:

- a brief paragraph including an eGrants ticket number and an explanation of the technical issues that prevented the application from being submitted in eGrants by the deadline;
- a paper application; and
- a diskette or CD Rom with an exact duplicate of the application.

Instructions for Applicants who have requested and received an eGrants ticket number from the eGrants Help Desk. Submit these items via overnight carrier (non-U.S. Postal Service because of security-related delays in receiving mail from USPS) or by hand delivery to: Corporation for National and Community Service, 1201 New York Avenue, NW, Attn: Martin Luther King, Jr. Day of Service Grants, Washington, DC 20525. These items must be postmarked no later than noon on October 7, 2005. (One day after the deadline) and received at the Corporation no later than 5:00 p.m. Eastern Time on October 11, 2005 (**two business days after the original deadline**). Applications submitted by fax or email will not be accepted.

We encourage applicants to continue to work with the eGrants helpdesk to attempt to get the proposal submitted via eGrants. Corporation Staff will compare the paper/CD Rom submission against what is submitted in eGrants to ensure consistency. In the case of inconsistency between the paper/CD Rom submission and the application submitted through eGrants, the paper/CD Rom version will be accepted.

4. Intergovernmental Review

This program is not subject to Executive Order 12372.

5. 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**.

6. Other Submission Requirements

Applicants must submit all attachments specified in this Notice and application instructions.

V. APPLICATION REVIEW INFORMATION

1. Selection Criteria

In awarding these grants, the Corporation will consider: program design (40%); organizational capacity (40%); and budget/cost effectiveness (20%). 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.

Review Criteria

Needs and Activities (40%)

A description of the needs and activities must include:

- how many subgrants the applicant intends to make or direct projects it plans to support, the criteria for choosing subgrantees or projects, and the range of funds the applicant plans to award;
- an outreach plan to solicit subgrantees or identify direct projects in at least 10 states or a minimum of 10 projects in a statewide plan including those outside of applicant's networks; (Include the networks or geographic areas the applicant will be targeting, the population intended to be drawn on for volunteers, and the number and amount of service hours that are expected to be accomplished.);
- a process to select subgrantees or projects and selection criteria for each year of the grant, subject to revision based on prior experience; (This should include the process the applicant will use to ensure the organizational capacity of subgrantees including experience of subgrantee(s) in administering federal grants, and the track record of subgrantees in organizing service projects.);
- strategies the grantee will use to ensure growth of the impact of Martin Luther King, Jr. Day activities in Years Two and Three, and to encourage Martin Luther King, Jr. Day volunteers to make long-term commitments to community service
- assurances that activities will:
 - improve the lives of disadvantaged youth or serve disadvantaged youth;
 - strengthen the communities engaged in the service activity;
 - reflect the life and teaching of Martin Luther King, Jr.;
 - promote President Bush's call to service; and
 - begin or occur significantly on the annual legal federal holiday but which may extend for the annual budget period (approximately twelve months).

Organizational Capacity (40%)

A description of organizational capacity must include:

- the organization's background, experience, and capacity to provide sound programmatic and fiscal oversight for the multi-year grant, including experience in administering federal grants, if any;
- the organization's background, experience and capacity to assess ability of subgrantees to manage subgrants, and to provide sound programmatic and fiscal

- oversight for subgrants, including ensuring compliance with requirements;
- a demonstrated track record of engaging and leading volunteers in their communities;
- a timeline that covers major activities of the application.

Budget and Cost Effectiveness (20%)

Narrative description of the budget for the first year of the grant and its cost effectiveness must include:

- how the proposed match will be met;
- a realistic estimate of expenses to meet the purposes of the grant; and
- a direct connection between expenditures and grant making and implementation activities.

Budgets for subsequent years' program activity will be submitted and approved prior to approval of Years Two and Three continuation grants.

Performance Measures

The Corporation requires for Martin Luther King, Jr. grants a minimum of one performance measure that relates to the number of volunteers the applicant expects to mobilize in service and the number of service hours they accomplish. Applicants are encouraged, but not required, to submit additional measures, as appropriate to their program, that relate to the citizen service that will be carried out with the grant. For successful applicants, following grants negotiations, the Corporation will make these performance measures a requirement of the grant. Grantees are accountable for achieving these measures during the period of the grant and for reporting on accomplishments toward the performance measure.

Performance measures submitted pursuant to this Notice will relate to the first year of the three-year grant. Performance measures for subsequent program years will be developed and submitted prior to approval of continuation grants for the second and third years.

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>. **Click on Learn and Serve America and then select Performance Measurement Toolkit.**

The Corporation may use additional information to inform decision making. After evaluating the overall quality of proposals and their responsiveness to the criteria noted above, we will seek to ensure that applications we select 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.

2. Review and Scheduling Process

Corporation staff will review all proposals using the selection criteria. During the staff review process, Corporation staff may request supporting documentation from the applicant.

3. Anticipated Announcement and Award Dates

We anticipate announcing selections under this Notice in November, subject to availability of appropriations for FY 2006.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

Selected applicants are approved to negotiate with a Corporation program officer for a grant award. During the negotiation period, any issues or questions identified during the review of the application must be satisfactorily resolved before a grant can be awarded. The grant negotiation period may range from one week to 1 month, or longer. Upon successful conclusion of grant negotiations, a Notice of Grant Award (NGA) will be issued.

Upon preliminary approval, successful applicants will be asked to provide a copy of their most recent financial statement or audit.

If the Corporation approves an application and enters into a multi-year award agreement, the Corporation will initially provide funding based only on the first year's budget. The Corporation has no obligation to provide additional funding. Additional funding is contingent upon satisfactory performance (including securing the applicable cash match), the availability of funds, and other criteria established in the award agreement.

2. Administrative and National Policy Requirements

Administrative requirements are identified in the application package. National policy requirements are noted under Part I. Funding Opportunity Description of this Notice and are otherwise identified in the application package.

The applicable regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA also incorporates the approved application as part of the binding commitments under this grant.

VII. CORPORATION CONTACT(S)

This Notice, with the complete application, guidelines and other relevant material, 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 and the application instructions, contact James Willie at (202) 606-5000 ext. 280, or send an email to MLKDay@cns.gov.

VIII. TECHNICAL ASSISTANCE

The Corporation will host two technical assistance calls to answer applicant questions about this funding opportunity. Technical assistance calls will take place on September 8 and September 21, 2005 at 2:00 pm Eastern Time. Please send an email to rlewis-cammock@cns.gov to register for a conference call. Applicants are strongly encouraged to participate in a technical assistance call. Lack of participation in the technical assistance calls may result in an applicant's inability to submit the application. 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.

IX. NOTICE OF INTENT TO APPLY

In order to gauge the number of applications the Corporation is likely to receive, please send an email by September 16, 2005, to **rlewis-cammock@cns.gov**, stating the applicant's intent to submit an application for this grant competition. Although submission of the notice of intent to apply is not mandatory, an email will help the Corporation to plan more efficiently for our review. In the email, include the organization name, address, contact person, and phone number.

Marlene Zakai, Director
Office of Grants Policy and Operations

Date