

2004 Martin Luther King, Jr. Grants Terms and Conditions

The program officer for this grant is listed on the face page of the notice of grant award. The program manager has full authority to represent the Corporation in connection with management of the technical and programmatic performance of the grant. They are not authorized to change the terms and conditions, estimated costs, or period of performance, or to give approvals, written or verbal, specifically reserved for the grants officer.

When issuing statements, press releases, requests for proposals, bid solicitations, annual reports and other documents describing projects or programs funded in whole or in part with Federal Corporation money, the grantee receiving Federal funds, including but not limited to the State and local governments, shall clearly state (1) the percentage of the total cost of the project or program which will be financed with Federal Corporation money, and the dollar amount of Federal Corporation funds for the project or program.

Grantees paid through HHS/PMS will report quarterly disbursements to HHS through SMARTLINK II. Grantees will report disbursements using the web based version of the Standard 272, Federal Cash Transaction Report, no later than 45 calendar days following the end of each quarter.

The Progress report shall be submitted to the Corporation Program Officer no later than 90 days after the end of the designated reporting period.

Institutions of higher education and other non-profit organizations covered by OMB Circular A-110 must maintain advance Federal funds in an interest bearing account. Interest earned on advances deposited in such accounts shall be remitted annually in a check, made payable to the U.S. Treasury, to the Department of Health and Human Services, Payment Management System, P.O. Box 6021, Rockville, MD 20852. The document transmitting the check must indicate that the payment is interest earned on advanced Federal funds. Interest up to \$250 per year maybe retained by the grantee for administrative expenses.

Grants for \$10,000 or less of Corporation funding shall submit one Financial Status Report (FSR) for the entire period of the grant within ninety (90) days of the end of the budget period.

Grantee will assure that at Recognition events, the Corporation is acknowledged as the Federal agency responsible for the primary Federal funding of the project.

External evaluation and data collection. The grantee must cooperate with the Corporation and its evaluators in all monitoring and evaluation efforts. As part of this effort, the grantee must collect and submit certain project data, as defined in the Project Profile and Volunteer Activity (PPVA) and must provide data as requested or needed to support external evaluations.

Grantees may not, in whole or in part, delegate or transfer responsibility for the management of the grant, or stewardship and control of grant funds, to any other organization, institution, or entity.

The grantee shall make every reasonable effort to ensure that the health and safety of the volunteers are protected during the performance of their assigned duties. The grantee and the project site staff shall not assign or require them to perform duties which would jeopardize their safety or cause them to sustain injuries.

MLK Regulations

The grantee shall adhere to regulations concerning MLK NOFA as published in the Federal Register, Volume 68, Number 172, dated September 5,2003.

Add text: The budget period of this grant is _____

The budget period of this grant is from _____ to _____.

Add Text: Cost Limited to Categories in Application Dated____

Costs allowed under this grant are limited to those categories contained in signed application package dated _____.

Compliance with OMB Cost Principle Circulars: A21 (Educational Institutions); A87 (State and Local Governments and Indian tribes); A-122 (Non Profit Organizations). Compliance with OMB Uniform Requirement Circulars: A-87 (State and Local Governments and Indian Tribes); A-110 (Educational Institutions and Non profit Organizations). Compliance with OMB Circular A-133 (Single Audit) is required.

The federal grants we provide for this project, together with all other federal funds you use to plan or carry out the service opportunity, may not exceed 30 percent of the total cost.

Celebrations, parades, and recognition’s ceremonies may be a part of the activities that you 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.

Grant funding will be available on a one-time, non-renewable basis for a budget period not to exceed seven months, beginning no sooner than November 17, 2003 and ending no later than June 30, 2004.

By statute, the federal grants we provide for this project, together with all other federal funds you use to plan or carry out the service opportunity, may not exceed 30 percent of the total cost. Therefore, your match must be at least 70 percent of the total cost.

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.

You may not use any part of an award from the Corporation to fund religious instruction, worship or proselytization.

You may not use any part of the award to pay honoraria or fees for speakers.

You may not use any part of an award to support a celebration banquet or other activity that is not connected to the actual service.

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. (c) (4), which engages in lobbying activities, is not eligible.