

## NOTICE OF FEDERAL FUNDING OPPORTUNITY OVERVIEW

**Federal Agency Name:** Corporation for National and Community Service

**Funding Opportunity Title:** Learn and Serve America Community-Based FY 2009

**Announcement Type:** Initial announcement

**CFDA Number:** 94.004

**Date:** Applications are due on Tuesday, April 14, 2009 at 5:00 p.m. EDT. Awards are expected to be announced by the end of August 2009.

**Funding Opportunity Description:** Subject to the availability of appropriations for fiscal year 2009, the Corporation for National and Community Service (the Corporation) announces the anticipated availability of approximately \$4.2 million for qualified organizations to provide subgrants, training, and other assistance to local partnerships to implement community-based service-learning projects. These funds will be awarded to an estimated five to eight eligible applications with awards ranging from approximately \$350,000 to \$450,000 annually for a project period of up to three years.

Eligible applicants for Learn and Serve America Community-Based funds include: (1) Grantmaking Entities – public or private nonprofit organizations that have been in existence at least a year and propose to make subgrants in **two or more States**, and (2) State Commissions on National and Community Service. A key role for grantees is to support and manage subgrantee partnerships 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 Community-Based grants*** are designed to involve school-age youth in community-based service-learning programs that provide direct and demonstrable educational, public safety, human, or environmental service, and to provide training and technical assistance to youth-serving organizations.

Key agency priorities for the 2009 Community-Based Healthy Communities initiative include:

- Expanding opportunities for out-of-school time service-learning activities that increase civic engagement, leadership capacity and community problem solving skills and promote retention in school and readiness for careers and post-secondary education.
- Engaging young people, particularly youth in disadvantaged circumstances, in the planning and implementation of service-learning activities that directly address community needs in order to build healthier communities.
- Developing community partnerships at the local level that include well-defined roles for public or profit nonprofit organization partners and adult volunteers engaged in service-learning programs.

## **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 non-profit organizations, faith-based groups, schools, and local agencies meet local needs in environment, education, public safety, and other human needs.

*Learn and Serve America Community-Based* grants involve school-age youth in service to their communities through organized, structured programs that take place during the non-school hours. Through these programs, youth meet real needs in their communities while also participating in learning activities designed to enhance their social, civic, and/or academic skills.

Applicants should formulate a 3-year plan that defines how the program will achieve impacts for youth participants, their communities and the organizations through which they serve. The 2009 Community-Based Healthy Communities initiative will fund programs that:

- Engage youth, particularly youth in disadvantaged circumstances, in out-of-school time service-learning activities that develop leadership skills, increase civic engagement and promote retention in school and career or post-secondary education readiness.
- Involve youth in the planning and implementation of program design – youth philanthropy or social entrepreneur models are encouraged.
- Support youth-led projects that address social needs as a means to create healthy communities (e.g., including but not limited to, nutrition education and community gardens, peer mentoring of youth at risk of dropping out, use of technology to address nonprofit community capacity issues, testing and cleaning up local watersheds, and identification of the unique needs of veterans and how to meet them.)
- Promote the use of social media tools to increase and improve student involvement in service-learning activities that strengthen their connection with communities.
- Encourage planning for Summer of Service and other inter-session service-learning opportunities in coordination with public and private nonprofit organizations and/or higher education institutions.
- Provide training and technical assistance to subgrantees, youth workers and other adult volunteers and youth participants to plan and implement meaningful service-learning partnerships and activities.

#### **B. Authority**

The Learn and Serve America Community-Based programs are authorized by Title I subtitle B of the National and Community Service Act of 1990, as amended, 42 U.S.C. 12521, et seq.

### **C. Applicable Regulations**

Applicable regulations include the Learn and Serve America Community-Based program regulations, 45 CFR Part 2517 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 five to eight grants will be awarded. Funding will range from approximately \$350,000 to \$450,000 annually for a project period of up to three years.

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.

### **B. Project/Award Period**

The project period for Learn and Serve America Community-Based grants is up to three years. Your proposal should include a detailed three-year project overview, as well as proposed activities and a budget for the first year of operation. If the application is approved, the Corporation will award a multi-year grant award agreement and provide funding for one or more years of your program.

### **C. Continuation Funding**

Funding for the second and third years of an approved program is contingent upon: 1) satisfactory progress; 2) the availability of funds via Congressional appropriation; 3) the timely submission of continuation applications; 4) consistent, timely compliance with all reporting requirements; and, 5) any other criteria established in your award agreement.

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

1. Applicants eligible for Learn and Serve America funds under this initiative are Grantmaking Entities (GMEs) and State Commissions on National and Community Service. Funds are granted to intermediary organizations to create curriculum materials, support training and technical assistance activities, and make subgrants to local organizations that will implement service-learning programs for youth.

For Community-Based programs, the term *grantmaking entity* means a public or private nonprofit organization that—

- submits an application to make grants to qualified organizations to implement, operate, expand, or replicate community-based service programs that provide for educational, public safety, human, or environmental service by school-age youth **in**

**two or more States** and was in existence at least 1 year before the date on which the organization submitted the application.

2. For the purposes of the 2009 Community-Based Healthy Communities competition, eligible applicants must describe a program plan that clearly addresses the stated statutory and programmatic criteria described under Section V. of this *Notice*. Specifically, the applicant must describe a community-based program that engages youth in out-of-school time service-learning activities that address local needs.

## **B. Subgrant Eligibility**

Entities that may apply for a subgrant from a State Commission or Grantmaking Entity are ***qualified organizations*** that have entered into a local partnership with:

1. One or more Local Educational Agencies,
2. Other qualified organizations; or
3. Both.

The term ***qualified organization*** means a public or private nonprofit organization, other than a grantmaking entity, that—

1. has experience in working with school-age youth; and
2. was in existence at least one year before the date on which the organization submitted an application for a service-learning program.

## **C. Other Restrictions**

The Corporation will reject any application that requests funding for a project already included in another application pending before the Corporation.

In addition, Learn and Serve America will not fund organizations or groups to:

1. provide religious instruction, conduct worship services or engage in any form of proselytizing;
2. assist, promote, or deter union organizing;
3. finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office; or
4. impair existing contracts for services or collective bargaining agreements.

## **D. Match Requirements**

The grantee share of the total cost (*Corporation Share + Grantee 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). The 50% match requirement applies to any recipient that has received a previous three-year grant from Learn and Serve America.

For example, if an applicant new to Learn and Serve America applies for \$450,000 in each of three years, the minimum match required would be: \$50,000 in Year One (10 percent of \$500,000), \$112,500 in Year Two, and \$192,858 in Year Three. Previous grantees requesting \$450,000 grant must match at least \$450,000, or 50% of the total budget amount for each year. 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.

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 non-Corporation federal sources. **Note:** The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. However, it may be advisable to discuss with the other federal agency your intention to report expenditures as costs on both grants (matching on the Corporation grant and direct on the other agency's grant).

#### **IV. Application and Submission Information**

##### **A. How to Request Application Information**

This *Notice* and the Application Instructions are available at: [www.learnandserve.gov/for\\_organizations/funding/index.asp](http://www.learnandserve.gov/for_organizations/funding/index.asp). These documents can also be obtained by contacting Learn and Serve America at 202-606-7510 or [lsacommunity@cns.gov](mailto:lsacommunity@cns.gov).

##### **B. Contents of the Grant Application**

Your completed application consists of the following required 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*)

##### **C. Submission Deadline**

The deadline for eGrants application submissions is **Tuesday, April 14, 2009 at 5:00 p.m. Eastern Time**. We anticipate making award decisions by the end of August 2009.

##### **D. Funding Restrictions**

Grants under this program are subject to the applicable OMB Cost Principles under OMB Circulars A-21, A-87, A-122, codified respectively at 2 CFR Parts 220, 225, and 230; and FAR 31.2. Applicants are advised to consult the appropriate Cost Principles in preparing their

applications. Links to these referenced cost principle documents are available at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html). The applicable FAR provisions are codified at 48 CFR Subpart 31.2.

1. **Administrative Costs.** For any fiscal year, grantees and subgrantees collectively may spend no more than 5% of the total grant funds on administrative costs (see definition of administrative costs in the budget instructions).
2. **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.
3. **Planning and Capacity Building.** Applicants must commit a minimum of 10% of CNCS funds for Planning and Capacity Building as described in the Budget Instructions.
4. **Domestic Programming.** Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.

#### **E. Other Submission Information**

1. **Notice of Intent to Apply.** If you intend to apply, please send an email 60 days prior to the deadline to [lsacommunity@cns.gov](mailto:lsacommunity@cns.gov).

Although submission of the notice of intent to apply is not mandatory, your email will help the Corporation to plan more efficiently for review. In your email please, include the name of your organization, address, contact person, and phone number.

2. **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.
3. **Universal Identifier:** Applications must include a Dun & 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](http://www.dnb.com). The website indicates a 24-hour email turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line.

**Applications with invalid DUNS numbers are subject to potential rejection.**

#### **F. How to Apply**

##### **Applying Online using the eGrants System**

The Corporation requires that applicants make every effort to submit their applications electronically using eGrants, the Corporation's integrated, secure, web-based system for grants application and management. Go to <http://www.learnandserve.gov/e grants/> and

create an eGrants account (if you do not already have one) to begin the process of submitting your application online. Instructions on how to create an account are available at this website.

### **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 888-677-7849 or email [egrantshelp@cns.gov](mailto: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 problems prevent you from accessing the system or 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 no later than 5:00 p.m. Eastern Time on the deadline – April 14, 2009. 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 America Grants  
1201 New York Avenue, NW, Washington, DC, 20525.

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](http://www.learnandserve.gov/for_organizations/funding/nofa.asp) with the extended deadline.

Applications submitted by fax or email will not be accepted.

## **V. APPLICATION REVIEW**

### **A. Criteria for Evaluating Applications**

1. In reviewing applications for financial assistance, the Corporation shall consider criteria specified in the Learn and Serve regulations at 45 CFR §2517.500.

The following criteria will apply:

- a. The quality of the program proposed.
  - b. The innovation of, and feasibility of replicating, the program.
  - c. The sustainability of the program, based on—
    - i. Strong and broad-based community support;
    - ii. Multiple funding sources or private funding; and
    - iii. Coordination with the State Plan required under 45 CFR §2513 of this chapter and other federally-assisted activities.
  - d. The quality of the leadership of the program, past performance of the program, and the extent to which the program builds on existing programs.
  - e. The applicant's efforts—
    - i. To recruit participants from among residents of the communities in which projects would be conducted;
    - ii. To ensure that the projects are open to participants of different ages, races, genders, ethnicities, abilities and disabilities, and economic backgrounds; and
    - iii. To involve participants and community residents in the design, leadership, and operation of the program.
  - f. The extent to which projects would be located in areas that are—
    - i. Empowerment zones, redevelopment areas, or other areas with high concentrations of low-income people; or
    - ii. Environmentally distressed.
2. In addition, successful applicants will be selected based on the degree to which they submit an application that addresses the Community-Based Healthy Communities initiative described in this *Notice* and the associated Application Instructions found on the Learn and Serve website:  
[http://www.learnandserve.gov/for\\_organizations/funding/nofa.asp](http://www.learnandserve.gov/for_organizations/funding/nofa.asp).

*The sections of the application are weighted as follows:*

- Program Design – 70%
- Organizational Capacity – 20%
- Budget/Cost Effectiveness – 10%.

*Additional guidance for completing these sections is provided in the Application Instructions.*

## **B. Review and Selection Process**

Learn and Serve America will use a multi-stage review process which includes outside experts and Corporation staff to determine which proposals should be funded. Grant approvals are made by the Corporation's Chief Executive Officer.

All proposals will be evaluated using the selection criteria as indicated above to determine which applicants best responded to the 2009 Community-Based Healthy Communities initiative described in this *Notice* and the associated Application Instructions. In addition, the statutory and current agency priorities, as well as geographic diversity, including whether programs will be operating in both urban and rural areas, will be considered in the review and selection process.

Corporation program officers may call applicants to seek clarification, resolve questions and issues, negotiate performance measures, and request revised budgets as part of the pre-award review process. Failure to respond to requests for information in a timely fashion could result in the removal of applications from consideration.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

We anticipate making awards by the end of August 2009. Applicants may be asked for clarification as part of the review process. Applicants must satisfactorily resolve any questions or issues identified during the review within the time period specified before the application will be approved for award.

### **B. Administrative and National Policy Requirements**

The Learn and Serve America 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. 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.

### **D. Reporting**

Grantees must submit annual performance reports and semi-annual 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**

For questions about Community-Based grant applications please contact Learn and Serve America at 202-606-7510 or [lsacommunity@cns.gov](mailto:lsacommunity@cns.gov).

## **VIII. Additional Information**

- A. Annual Grantee Training.** Grantees must attend the annual Learn and Serve America Grantee training. The program budget must cover costs associated with attendance (either grant funds or matching funds).
- B. 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](http://www.mlkday.gov).**
- C. 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, and (2) other Corporation programs.
- D. Materials provided to the Corporation.** The Grantee is responsible for assuring that a copy of any materials created through the grant is sent to the National Service-Learning Clearinghouse.
- E. Training and Technical Assistance Calls.** Learn and Serve America will provide a series of teleconferences to answer questions and clarify program guidance. Details will be posted at [http://www.learnandserve.gov/for\\_organizations/funding/index.asp](http://www.learnandserve.gov/for_organizations/funding/index.asp) when they are available. Participation on these calls is NOT mandatory.