



2010 Minnesota AmeriCorps*State Planning Grant Notice of Funding Opportunity

To be eligible for a planning grant, applicants must not be currently operating an AmeriCorps State program or have previously received an AmeriCorps State or National grant. A program can apply for a state or national planning grant and still receive other CNCS funding from Senior Corps, VISTA or Learn & Serve.

Attached is the Notice of Funding Opportunity released by the Corporation for National and Community Service (CNCS). This is to be used in conjunction with the ServeMinnesota Planning Grant Application Instructions to complete your AmeriCorps*State planning grant proposals for program year 2010-2011. In addition to CNCS requirements, ServeMinnesota applications must include:

- Concept Paper
- Program Theory
- ServeMinnesota Budget Form
- Financial Management Survey

Application Timeline

October 9, 2009	RFP released
November 16, 2009	Program theory Concept paper Email to Michael at michael@serveminnesota.org
November 30, 2009	Invitation for full application
November 30- January 20, 2010	Technical assistance
January 20, 2010	Full planning grant application to ServeMN in eGrants
January 20, 2010	Board approval to send applications on to national competition
January 26, 2010	ServeMN application deadline to CNCS
May 1, 2010	CNCS Notification of successful applicants
Early June 2010	Formula review Board Approval of formula applications Notification of successful formula planning grant applicants

Notice of Federal Funding Opportunity

Overview

Federal Agency Name: Corporation for National and Community Service

Funding Opportunity Title: AmeriCorps State and National and Indian Tribes Planning Grants

Announcement Type: Initial announcement.

Catalog of Federal Domestic Assistance: 94.006

Dates: Applications due January 26, 2010.

I. Funding Opportunity Description

What is the purpose of AmeriCorps State and National and Indian Tribes Planning Grants?

The purpose of planning grants is to support the development of AmeriCorps programs so applicants are better prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members.

AmeriCorps State and National Planning Grant applicants must not have previously received an AmeriCorps State or National grant.

Indian Tribes Planning Grant applicants must not have received an AmeriCorps grant in the past and must be an Indian Tribe (See definition in Section III).

II. Award Information

How much funding is available?

Funding for 2010 is contingent upon appropriations, and is estimated to be \$500,000 for AmeriCorps State and National and \$250,000 for Indian Tribes. Applicants may apply for up to a maximum of \$50,000.

When will the grants be awarded?

Contingent upon appropriations, planning grants will be awarded by May 1, 2010.

III. Eligibility Information

Who is eligible for this funding?

AmeriCorps State and National Planning Grants

Public or private nonprofit organizations, including labor organizations; faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g., cities, counties); Indian Tribes; or partnerships or consortia operating in more than one state are eligible. Community-based organizations,

including faith-based organizations and intermediary organizations operating in more than one state are encouraged to apply for planning grants.

Organizations that propose to operate in one state only must apply through the [State Commission](#) for the state in which they will operate. Organizations that propose to operate in more than one state are eligible to apply directly to the Corporation.

Indian Tribes Planning Grants

Indian Tribes are eligible to apply. Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

Note: Indian Tribes are eligible to apply to any Corporation competition, including State Planning Grants. Indian Tribes Planning Grants are submitted directly to the Corporation.

When are applications due?

All planning grant applications are due 5:00 ET January 26, 2010.

What are the matching requirements for these grants?

Applicants must provide 24% of the total project cost in match. Match may be cash or in-kind. The Corporation complies with Executive Order 13175 and will handle any waiver request from an Indian Tribe in an expedited manner.

IV. Application and Submission Instructions

What is the content and form of the application?

Notice of Intent to Apply

If you intend to apply for an AmeriCorps State, National or Indian Tribes Planning, please send an e-mail at least 60 days prior to the deadline (November 26, 2009) to americorpsnational@cns.gov for National and Indian Tribes applicants, or americorpsapplications@cns.gov for state commissions.

Although submission of the notice of intent to apply is not mandatory, your e-mail will help the Corporation to plan more efficiently for review. In your e-mail, include the name of your organization, address, contact person, and phone number, and specify “Planning Grants” in the subject line. Or, you may mail a letter of intent to:

Corporation for National and Community Service
ATT: AmeriCorps State and National Planning
1201 New York Avenue NW
Washington, DC 20525

Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number. **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 must be submitted using eGrants. Applications must arrive at the Corporation by the indicated date and time in order to be considered on time.

Submitting in eGrants

In extenuating circumstances determined and verified by the Corporation, late applications may be accepted only if the applicant submits to the Corporation for consideration a letter explaining the reasons for the delay including the timing and nature of the cause of the delay. Such a letter must be received by the Corporation via email at the address provided in the Agency Contact section in this NOFO and no later than one business day after the applicant receives a confirmation that its application was received by the Corporation. Late applications are evaluated on a case-by-case basis.

Applications submitted after the deadline with reasons found not acceptable will be determined non-compliant and will not be considered in the grant review and selection process.

We strongly recommend that you 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.

Contact the eGrants Help Desk at 888-677-7849 (talk to an associate or leave a detailed message) or e-mail egrantshelp@cns.gov immediately if a problem arises while you are creating your account, preparing, or submitting your application. Be prepared to provide your application ID. If technical issues are preventing you from submitting your application in eGrants by the deadline, you must 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 cannot be resolved by the deadline, you must continue working with the eGrants Help Desk to submit your application.

In the event of prolonged unavailability of the eGrants system on the date of submission, the Corporation reserves the right to extend the eGrants submission deadline. A notice will be posted in eGrants and on <http://www.nationalservice.gov>.

V. Application Review Information

What is the selection process and criteria for these grants?

In evaluating applications for funding, reviewers will assess program design, organizational capability, and cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in the chart below. Reviewers will assess application narratives against these criteria and weight them accordingly. Please see the AmeriCorps regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Table 1: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories and Weights
Part A: Program Design	50%	Rationale and Approach
Part B: Organizational Capability	25%	No sub-categories
Part B: Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness
		Budget Adequacy

Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

VI. Award Administration Information

What is the project period for these grants?

The project period for these grants is up to one year.

When will grants be awarded?

The Corporation will award grants immediately following the grant selection announcement. 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 will result in the removal of applications from consideration.

We anticipate announcing the results of the AmeriCorps State, National, and Indian Tribes Planning Grant competitions by May 1, 2010. **The negotiated project start date may not occur prior to award date.**

What documents govern the grant?

The AmeriCorps regulations and grant provisions are incorporated in the Notice of Grant Award (NGA). The NGA incorporates the approved application as part of a binding commitment under the grant.

What are the reporting requirements for these grants?

Grantees are required to supply annual performance and bi-annual financial reports. All grantees provide expense reports to the U.S. Department of Health and Human Services.

VII. Agency Contact

This *Notice* is available at

http://www.americorps.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) 606-5000. You may also call (202) 606-7508 if you have questions about this grant program or send an e-mail to americorpsnational@cns.gov.