

## **NOTICE OF FEDERAL FUNDING OPPORTUNITY OVERVIEW**

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

**Funding Opportunity Title:** Learn and Serve America School-Based Indian Tribes & US Territories 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 \$710,000 to federally-recognized Indian Tribes and the “State Educational Agencies” for the following U.S. Territories – Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas Island. These eligible applicants can apply to implement service-learning programs in communities with enormous social and economic challenges. Grants ranging from \$60,000 to \$120,000 per year will be awarded to an estimated 6 to 10 Indian Tribes and U.S. Territories. The Corporation will make grants for project periods of up to three years, subject to satisfactory performance and annual appropriations.

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 school-age youth 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.

Key agency priorities for the 2009 School-Based Indian Tribes & US Territories grant competition include:

- supporting high-quality service-learning sponsored by Indian Tribes and U.S. Territories working with schools; and
- engaging students in service-learning projects that promote healthy communities and healthy youth by focusing on one or more of the following areas: Health and Wellness; Environment; Retention of Tribal Language, History, and Culture; Community Development/Economic Development; and Crime Prevention/Violence Prevention.

## **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.

The 2009 Indian Tribes and U.S. Territories competition is intended to bring service-learning into K-12 schools in communities with enormous social and economic challenges. Young people and their teachers, elders and other adult volunteers will work together to address one or more of the following community needs: Health and Wellness; Environment; Retention of Tribal Language, History, and Culture; Community Development/Economic Development; and Crime Prevention/Violence Prevention. This focus responds to the Corporation's strategic goals to spread service-learning to 50% of K-12 schools and to provide more service-learning opportunities for youth from disadvantaged circumstances. Consequently, applicants should focus on serving communities with social and economic challenges, such as unemployment, financial illiteracy, school dropout rates, violence, drug abuse, diabetes, loss of tribal language, and environmental hazards.

A crucial part of a grantee's role is to ensure high-quality implementation and to promote effective and efficient use of resources. Specifically, this role involves monitoring program quality, providing fiscal oversight, identifying staff roles, providing needed training and technical assistance, and collaborating effectively with other organizations to meet the objectives of the grant.

The proposed program design should define how the program will achieve impacts for youth participants, their communities and the organizations through which they serve. For the purposes of the 2009 competition, Indian Tribes and U.S. Territories applicants should formulate three-year plans that include:

#### **1. Participant Development**

- Describe plans for ensuring that participants are involved in program planning, that their efforts are recognized, and that they and their teachers receive needed preparation and training.
- Describe how service-learning will serve as an effective strategy to keep students engaged in school and prepare them to be productive adults – increasing academic and civic engagement and reducing risky behavior.
- Describe strategies for engaging and/or serving disadvantaged youth.
- Estimate the number of participants expected to be engaged in the program for each of the three years.

## 2. Community Needs and Service Activities

- Describe the target community(ies) where the service will occur, including basic demographic and socioeconomic information.
- Describe the nature and the extent of the social and economic needs to be addressed.
- Describe why youth service through schools is an appropriate strategy for addressing the need.
- Describe the proposed service-learning activities and how they support the strategy.
- Describe how the service-learning projects will be culturally appropriate.

## 3. Strengthening Communities

- Describe the partnerships between the tribal nation and the school(s) that will implement the proposed service-learning projects.
- Describe the partnerships with other community agencies and organizations addressing the same social and economic challenges.
- Describe how the tribal council will be kept informed of the project.
- Describe how the program will be eventually sustained.
- Describe how tribal elders and adult volunteers will be leveraged.

### **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, 42 U.S.C. 12521, et seq.

### **C. Applicable Regulations**

Applicable regulations include the Learn and Serve America School-Based program regulations, 45 CFR 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**

The Corporation anticipates awarding approximately six to ten Indian Tribes and U.S. Territories grants ranging from \$60,000 to \$120,000 annually for a 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 School-Based grants is up to three years. Proposals 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**

Eligible applicants include any federally-recognized Indian Tribe or “State Educational Agencies” for the following U.S. Territories – Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Marianas Island. Applicants may propose to directly operate service-learning programs, in partnership with local K-12 school(s), that meet the statutory definition of service-learning, or propose to award subgrants to local educational agencies or local K-12 school(s) which in turn implement service-learning programs that meet the statutory definition of service-learning (42 U.S.C. 12511).

### **B. 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.

### **C. 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, which would apply 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 \$90,000 in each of three years, the minimum match required would be: \$10,000 in Year One (10 percent of \$100,000), \$22,500 in Year Two, and \$38,571 in Year Three. Previous grantees requesting \$90,000 for each year must match at least \$90,000 per 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 [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@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 on **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.** At least 10% and no more than 15% of the Corporation share of the budget must be used for Planning and Capacity-Building; However, Indian Tribes and U.S. Territories can request a waiver to use up to 20% of the Corporation share of the budget for Planning and Capacity-Building.
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: [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@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.**

4. **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/egrants/> 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 Applications**

1. In reviewing the merits of an application, the Corporation evaluates quality, innovation, replicability, and sustainability of the proposal on the basis of the following criteria as defined in the Learn and Serve regulations at 45 CFR §2516.500:
  - a. Quality, as indicated by the extent to which—
    - i. the program will provide productive, meaningful, educational experiences that make use of service-learning methods;
    - ii. the program will address community needs and involve individuals from diverse backgrounds (including economically disadvantaged youth) who will serve together to explore the root causes of community problems;
    - iii. the principal leaders of the program will be well qualified for their responsibilities; and
    - iv. the program has sound plans and processes for training, technical assistance, supervision, quality control, evaluation, administration, and other key activities.
  - b. Innovation, as indicated by the extent to which the program will advance knowledge about how to implement effective service-learning programs that enhance the broader education and youth development fields.
  - c. Replicability, as indicated by the extent to which the program will assist others in learning from experience and replicating the approach of the program.
  - d. Sustainability, as indicated by the extent to which—
    - i. the applicant demonstrates the ability and willingness to coordinate its activities with the State Plan required under 45 CFR §2513 and with other federally-assisted activities;
    - ii. the program will foster collaborative efforts among local educational agencies, local government agencies, community-based agencies, businesses, and State agencies;
    - iii. the program will enjoy strong, broad-based community support; and
    - iv. there is evidence that financial resources will be available to continue the program after the expiration of the grant.



2. The Corporation also gives priority to proposals that:
  - a. involve participants in the design and operation of the program;
  - b. reflect the greatest need for assistance, such as communities with enormous social and economic challenges;
  - c. are integrated into the academic program of the participants;
  - d. develop civic responsibility, academic achievement, or the reduction of risky behavior;
  - e. develop leadership skills and qualities in participants;
  - f. demonstrate the ability to achieve the goals of the program in terms of quality, innovation, replicability and sustainability; or
  - g. address priorities established by the Corporation for the grant period.
3. In addition, successful applicants will be selected based on the degree to which they submit an application that addresses the 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 School-Based 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 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 School-Based Indian Tribes and U.S. Territories grant applications please contact Learn and Serve America at 202-606-7510 or [LSATribesTerritories@cns.gov](mailto:LSATribesTerritories@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. Annual Indian Tribes Conference.** Indian Tribes Grantees must attend an annual Indian Tribes Conference. The program budget must cover costs associated with attendance (either grant funds or matching funds).
- C. 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).
- D. 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.
- E. 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.

- F. 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.