



DATE: May 11, 2011

TO: Non-profit organizations and local and state government agencies in Nassau Co. NY

FROM: New York State Program Office, Corporation for National and Community Service,
ny@cns.gov 518-649-8042

SUBJECT: Notice of Funds Availability (NOFA) for Nassau County FGP Project.
Applications Due: **June 24, 2011**

The New York State Program Office of the [Corporation for National and Community Service](#) announces a Notice of Funds Availability (NOFA) for Foster Grandparent Program (FGP) project sponsors in Nassau County, New York. This NOFA is open to non-profit and public organizations. Please review the enclosed information about FGP and sponsorship of the project to determine if this program is consistent with your agency's mission and capacity.

FY 2011 Grant Information

Service Area: Nassau County, New York

Federal Funds Available: *\$249,649 (September 1, 2011 – June 30, 2012)

Future funding: \$299,579 (July 1, 2012 – June 30, 2013)

**Note: Initial grant will be for a 10 month period*

Number of FGP Volunteer Service Years (VSY) to be supported:

Prorated for 10 month grant: 62.7 VSY

Full year of funding: 75 VSY

(1VSY = 1,044 hours of service)

Non-Federal Share Requirements (cash or in-kind):

A Corporation grant may be awarded to fund up to 90 percent of the cost of development and operation of a Foster Grandparent project. **The sponsor is required to contribute at least 10 percent of the total project cost from non-Federal sources or authorized Federal sources.**

Direct Benefit Ratio:

According to Chapter 45 of the Code of Federal Regulations “*The total of cost reimbursements for FGP and SCP programs, including stipends, insurance, transportation, meals, physical examinations, and recognition, shall be a sum equal to at least 80 percent of the amount of the federal share of the grant award. Federal, required and excess non-Corporation resources can be used to make up the amount allotted for cost reimbursements.*” If at the end of year three of the grant's performance period, the minimum Volunteer Direct Benefit Ratio requirement for the

grant (80%) has not been met, the grant will be considered in a shortfall status and the shortfall amount of funds must be returned to the Corporation.

Webinar

Webinar for Interested Organizations

May 18, 2011

Please RSVP to ny@cns.gov for webinar details

Application Due Date

June 24, 2011

Program Guidance

The Foster Companion Program provides grants to qualified agencies and organizations for the dual purpose of engaging persons 55 and older, particularly those with limited incomes, in volunteer service to meet critical community needs; and to provide a high quality experience that will enrich the lives of the volunteers. The [Foster Grandparent Program](#) connects volunteers age 55 and over with children and young people with exceptional needs. Volunteers mentor, support, and help some of the most vulnerable children in the United States:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b4e30f583e4062c5dd3f97517034712f&rgn=div5&view=text&node=45:4.1.9.1.1.34&idno=45>

FGP projects need to demonstrate an explicit connection between the work of the volunteers and a measurable impact on target beneficiaries. Projects must address the Corporation for National and Community Service's [2011-2015 Strategic Plan](#) Key Focus Areas and use service, of volunteers 55 and older, as a solution to solving the most critical community problems and to meet demonstrated need. Projects must provide opportunities for volunteers to address one or more of the focus areas outlined below.

STRATEGIC PLAN KEY FOCUS AREAS AND OBJECTIVES

Education	<ul style="list-style-type: none">▪ Improve graduation rates for students▪ Improve grade-level performance
Healthy Futures	<ul style="list-style-type: none">▪ Improve the health and wellness of individuals in the areas of obesity▪ prevention, aging in place and access to health services

Application Information

Please reference the full Senior Corps Grant Application Instructions for more guidance on completing the application. Download these at http://www.seniorcorps.gov/forms/sc_grant_app.pdf.

Applications must be submitted using eGrants, the Corporation's integrated, secure, web-based system for applications. Create an account and begin your application by going to <http://www.nationalservice.gov/egrants/index.asp>. Applications must be submitted in *eGrants* by **11:59 pm on June 24, 2011**.

When beginning the application, eGrants will ask you to select a NOFA. Please choose **FGP 2011 Quarter 4 (Year 1 of single or multi year grant)**.

There is no spell/grammar check in eGrants. Therefore, we strongly urge applicants to complete and save the narratives in a word processing document prior to copying and pasting into eGrants. **For technical assistance** with the eGrants system please contact the National Service Hotline at: 1-800-942-2677.

Required Documents

- All required documents must be mailed to the Corporation State Office (address below) or emailed to NY@cns.gov by June 24, 2011.
- For a complete list of required attachments, see page 14 of Part V of the [Senior Corps Grant Application Guidelines](#).
- IMPORTANT: You will note the NOFA asks applicants to submit a “Station Roster” and references an attached template. NO template has been provided as part of this particular Notice. Applicants should submit a list of proposed stations and provide the following information for each:
 - Name of Station
 - Location
- In addition to the documents listed in the instructions, all sponsors are required to submit an 1199A Direct Deposit Form, <http://www.usaid.gov/forms/FormSF-1199A-June1987.pdf> completed by both the sponsor agency and financial institution.

2011 Timeline

May 11, 2011	Notice of Funds Available Announced
May 18, 2011	Webinar for Interested Sponsors (send email to NY@cns.gov for details)
June 24, 2011	Applications due in eGrants by 11:59 PM
July 23, 2011	Applicants notified of final decision
August, 2011	Notice of Grant Award issued to new sponsor
September 1, 2011	Budget and Performance Period Begin

Work Plan Requirements *(Refer to Senior Corps Grant Application Instructions Part IV)*

More details will be provided on developing workplans during the webinar. All enrolled volunteers must be accounted for in the work plans. Grantees are required to report annually on the service activities as well as the number of volunteers and the volunteer stations contributing to performance of all work plans. Grantees are also required to report semi-annually on the number of Volunteer Service Years that have been produced. The current Nassau FGP workplans will be shared with all applicants.

Work plans are either considered to be “Impact Based Work Plans” or “Non-Impact Based Work Plans.”

Impact Based Work Plans

A minimum of 90% of FGP volunteers must be in impact-based assignments and supported by Impact Based Work Plans. The paper version of the Senior Corps grant application, Part IV, Section A. “Work Plan for Impact-Based Activities” provides instructions for these work plans.

Work plans with Impact Based Activities require the greatest amount of information, and must address the activities, volunteers, and volunteer stations that are intended to make an impact on an identified community need. These are commonly called “impact based work plans.” The paper version of the Senior Corps grant application, Part IV, Section A. “Work Plan for Impact-Based Activities” provides instructions for these work plans. Grantees must complete each of the six elements. All impact-based work plans must have measurable outcomes.

- Community Need
- Service Activity
- Anticipated Inputs
- Anticipated Accomplishment/Output – must be stated in measurable terms
- Anticipated Intermediate Impact/Outcome – must be stated in measurable terms
- Anticipated End Impact/Outcome – must be stated in measurable terms

For explanations of these elements, refer to the Senior Corps Toolkit: Performance Measurement Toolkit at: <http://www.nationalserviceresources.org/star/sc-toolkit> .

Performance Measures Work Plans

Within the Impact Based Work Plans, applicants must designate a minimum of 3 performance measures, one of which must be an Accomplishment/Output, one must be an Intermediate Impact/Outcome and one must be an End Impact/Outcome. The applicant may propose more than 3 if desired. We suggest identifying one Impact Based Work Plan that will serve as the “showcase” work plan and identifying all three performance measures in that one work plan.

Non-Impact Based Work Plans

Volunteer activities not represented in Impact- Based Work Plan should be included in one or more separate work plans. For these work plans, grantees must:

- Select the appropriate Service Category;
- State the number of volunteer stations contributing;
- State the total number of volunteers;
- Provide a narrative in the Service Activity element explaining what the volunteers are doing. .
- Any remaining elements in the work plan do not have to be addressed (enter NA in eGrants)

Budget Information *(Refer to Senior Corps Grant Application InstructionsPart II*

Follow the instructions provided on the application and the supplemental budget guidance carefully.

Some important notes:

- **A match of 10% is required.** Usually such support is made up from sponsor funds, other public funds or local private support and can be either cash or in-kind.
- FGP Volunteers are provided with cost reimbursements and other benefits. Within the limits of a project’s approved budget, and in accordance with the Regulations, Section

2553.43, and formal Senior Corps policy guidance to projects, volunteers are provided stipends, transportation, meals, accident and liability insurance, physicals, uniforms when appropriate, and recognition activities. Cost reimbursements are budgeted as “Volunteer Expenses,” and the two terms may be used interchangeably.

- The FGP regulations require grantees to conduct and document National Service Criminal History Checks on Foster Grandparents as well as grant-funded employees of these programs who, on a recurring basis, have access to children. The final rule and additional information are available at the following website: http://www.nationalservice.gov/for_organizations/manage/history_checks.asp . Costs for background checks are allowable under the Volunteer Support Expenses section of the budget.

Notices of Grant Award incorporate the OMB Circulars defining which costs are allowable or not allowable for each grant. Grantees are responsible for obtaining copies of these circulars, either by calling the Office of Management and Budget’s Publication Office at 202-395-7332, or downloading them from the OMB website, <http://www.whitehouse.gov/OMB/grants/>

Review & Selection Criteria

All applications will be reviewed and rated by State Office Staff of the Corporation for National and Community Service. Applications will be assessed using the following criteria::

- **Program Design:** 60%
- **Management and Organizational Capacity:** 25%
- **Budget / Cost Effectiveness:** 15%

Central Contractor Registration Required

As of October 1, 2010, CNCS cannot award grants to organizations that are not in the Central Contractor Registry (CCR) or have an expired registration.

New guidance from the Office of Management and Budget (OMB) requires all federal government grantees to register at the CCR Database. CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance.

Registration must be in place before you can receive a federal assistance award from the Corporation for National and Community Service. The requirement is included in the terms and conditions of each grant. If you are not already registered in the CCR, or have an expired registration, you should activate your account immediately.

Registering in the Central Contractor Registration (CCR):

You can register online at <http://www.ccr.gov>. Registration takes approximately one hour to complete, depending on the size of your organization. Before you begin, you must have a DUNS number.

To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General Information, such as organization name, EIN, DUNS, location, income, and number of employees.

- Corporate Information, such as organization type (i.e., state government, non-profit)
- Financial Information, such as financial institution, bank account numbers, and credit card information.
- Point of Contact Information, such as primary and alternate points of contact.

Specific requirements and detailed instructions on how to register are available in the CCR User's Guide (<https://www.bpn.gov/ccr/handbook.aspx>). You should review the guide before you begin the registration process as it identifies the required fields and will aid you in gathering the necessary information.

Once you complete the registration, it will take 3 to 5 business days to validate and process your information. You will receive an email notice from CCR when the registration becomes active. This is a one-time registration. However, you must update or renew your registration at least once per year to maintain an active status. CCR will send you a renewal reminder 30 days before your registration expires with instructions for completing the renewal process.

Resources

All applying organizations are strongly encouraged to study the information on the National Service Resource Center from Project Star for Senior Corps programs when writing the grant application.

- **eGrants:** For technical assistance contact the National Service Hotline at 1-800-942-2677
- **Corporation for National & Community Service:** <http://www.nationalservice.gov/Default.asp>
- **The Senior Corps Website:** <http://www.seniorcorps.gov/>
- **Corporation for National & Community Service 2011-2015 Strategic Plan:** http://www.nationalservice.gov/about/focus_areas/index.asp
- **National Service Resource Center:** <http://nationalserviceresources.org/resources-specific-groups/senior-corps>
- **The FGP Program Operations Handbook:** <http://www.nationalserviceresources.org/sc-fgp-handbook>
- **Performance Measurement Resources:** <http://www.nationalserviceresources.org/star/sc>

Senior Corps Regulations & Guidance

On April 21, 2009, President Barack Obama signed the [Edward M. Kennedy Serve America Act](#). The Serve America Act reauthorizes and expands national service programs administered by the Corporation for National and Community Service by amending the [National and Community Service Act of 1990 \(NCSA\)](#) and the [Domestic Volunteer Service Act of 1973 \(DVSA\)](#).

A sponsor is responsible for fulfilling all project management requirements necessary to accomplish the purposes of the program. A sponsor may not delegate or contract these responsibilities to another entity. A sponsor must comply with all program regulations and policies, and grant provisions prescribed by CNCS. Please see the FGP Program Operations

Handbook (<http://www.nationalserviceresources.org/sc-fgp-handbook>) Chapter 2 and/or the Code of Federal Regulations Title 45 Part 2553 ([CFR 45 § 2553](#)) for more details.

Additional Information

Any interested organization or individual with additional questions not addressed by this NOFA may contact:

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