

RESOLUTION NO. 2009- 282

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO SUBMIT AN APPLICATION SEEKING FUNDING ASSISTANCE THROUGH AMERICORPS TO ASSIST IN THE PLANNING AND PREPARATION OF A COMMUNITY BASED AMERICORPS PROGRAM.

RECITALS

WHEREAS, AmeriCorps allows local governments to make application through a grant program to help in the planning and preparation to develop a successful AmeriCorps Program; and

WHEREAS, the deadline for the County submitting the application is September 29, 2009; and

WHEREAS, the County has reviewed the completed Grant application; and

WHEREAS, after a review of the Grant application, the County has determined that nothing contained in the Grant application negatively impacts the interests of the County; and

WHEREAS, after a review of the Grant application and accompanying materials, the County has determined that none of the requirements, restrictions, and/or obligations associated with award of the Grant, or the Grant itself, negatively impact the interests of the County; and

WHEREAS, after a review of the completed Grant application and accompanying materials, the County has determined that an award of an AmeriCorps Grant to assist in the planning and preparation to successfully produce a competitive operating grant that serves the overall interests of the County.

NOW, THEREFORE BE IT RESOLVED, by the Board of County Commissioners of St. Johns County, Florida that:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution, and such Recitals are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby approves and authorizes the County Administrator, or designee, to submit a completed application based on the approved guidelines for grant submittal (attached hereto, and incorporated herein), on behalf of the St. Johns County Recreation & Parks Department for a grant program to help in the planning and preparation to develop a successful AmeriCorps program.

Section 3. The Board of County Commissioners hereby authorizes the County

Administrator, or designee, to execute any other paperwork necessary, and/or associated with the application for AmeriCorps Program.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 6th day of ~~September~~^{October}, 2009.



**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: Cyndi Stevenson
Cyndi Stevenson, Chair

ATTEST: CHERYL STRICKLAND, CLERK

By: Sam Halterman
Deputy Clerk

RENDITION DATE 10/8/09



2010 AmeriCorps State

Application Instructions

Planning Grants

Funding Purpose	To support organizations in preparing to operate an AmeriCorps national service program. AmeriCorps programs engage citizens in service to their local communities.
Type of Award (s)	Competitive, Cost Reimbursement
Project Amount(s)	Up to \$50,000
Funding Period	Planning grants are non-renewable and for one year only. Anticipated funding will begin in January 2010
Match Requirements	Applicants are required to secure 24% in cash and/or in-kind match of the overall grant amount
Eligible Applicants	Local non-profits, faith-based organizations, state and local governments, and educational institutions
Proposal Submission	Proposals must be submitted in the federal eGrants system by October 27, 2009, 5:00 p.m. EST (NO facsimiles or emails will be accepted).

Instructions for AmeriCorps*State 2009-2010 Planning Grants

OVERVIEW OF AMERICORPS

AmeriCorps is a national service program that provides opportunities for citizens to serve their country and community in local non-profit agencies. Each year participants of AmeriCorps, called Members, join a local program and provide specific, intensive community services such as tutoring students who need extra help, teaching community residents about issues directly affecting them and other services that strengthen communities.

AmeriCorps is a program funded by the U. S. Congress under the Catalog of Federal Domestic Assistance number 94.006. The national public/private partnership supporting AmeriCorps is the Corporation for National and Community Service (CNCS). CNCS receives AmeriCorps program funding from Congress and awards funding to state commissions, like Volunteer Florida, to grant and oversee AmeriCorps programs in their state. For more information about starting up an AmeriCorps program, the Corporation for National and Community Service and national AmeriCorps programs, visit www.americorps.org.

It is strongly recommended that you review “Building A High Quality AmeriCorps Program” at <http://www.nationalserviceresources.org/ac-startup>, to learn more about how to prepare your organization to operate an AmeriCorps program.

VOLUNTEER FLORIDA

Volunteer Florida, The Governor's Commission on Volunteerism and Community Service, was established in 1994 by the Florida Legislature to administer grants under the National and Community Service Trust Act of 1993. The Commission grants funds to Florida AmeriCorps and National Service programs; encourages volunteerism for everyone from youths to seniors to people with disabilities; promotes volunteerism in emergency management and preparedness; and helps to strengthen and expand local Volunteer Centers in Florida.

PURPOSE OF AMERICORPS PLANNING GRANTS

AmeriCorps planning grants provide up to \$50,000 in supplemental resources to help organizations conduct the extensive planning and preparation often required to ensure the successful operation of a new AmeriCorps program. Whereas operating grants are provided to fund AmeriCorps programs that support local community efforts to address education, environmental, homeland security, public safety or other human needs; planning grants are generally provided one

year before an organization actually intends to apply for an AmeriCorps program. Planning grant funds are used to support costs for staff, research, partnership development, and/or other allowable costs associated with planning, developing and preparing to implement an AmeriCorps program. Therefore, these funds may not be used to support AmeriCorps members or associated program operating costs. These grants are awarded solely for the purpose of planning, developing, and building an organization's capacity to operate an AmeriCorps program. **Note: Although the purpose of these planning grants is to provide the time and resources needed for recipients to successfully produce competitive operating grant proposals, planning grant recipients are in no way guaranteed subsequent operating grant funding.**

Allowable and fundable activities include, but are not limited to:

- ❖ consultants or contract staff to assist with the planning process projects;
- ❖ compiling community needs-related information to assist with designing a program (for example, an organization has already determined that there is a need to provide services to homeless veterans, but would like to conduct surveys to determine what specific services would be most valuable);
- ❖ organizational assessments (evaluations of an applicant's financial systems and other internal processes);
- ❖ outreach to potential community partners.

RESPONSIBILITY OF THE LEAD AGENCY

If AmeriCorps is new to your organization, you may have a lot of questions regarding the responsibility of your organization if planning grant funding is awarded. A lead agency receiving planning grant funding is responsible for the following:

- ❖ Developing community partnerships to help support AmeriCorps Members.
- ❖ Develop partnerships with local disability organizations that will help recruit and provide reasonable accommodations for AmeriCorps Members with disabilities.
- ❖ Report to Volunteer Florida on programmatic and fiscal progress once a month.
- ❖ Identify and/or hire staff that will be responsible for managing planning grant funds.

- ❖ Identify and/or hire staff that will be responsible for carrying out the steps outlined in the planning process and meeting the goals of the planning grant.
- ❖ Demonstrate broad community participation in planning to conduct and to sustain services when AmeriCorps funding ends.
- ❖ Developing a plan or steps to integrate the AmeriCorps Member living allowance and FICA taxes into the agency payroll system.
- ❖ Develop a work or action plan outlining the goals that the program will meet during the planning year. Program goals should be directly related to developing a funding application for an operational AmeriCorps program and preparing the organization to successfully operate an AmeriCorps program.
- ❖ Participate in statewide Volunteer Florida events and/or trainings (if requested).

Each grantee program is assigned to a Volunteer Florida program consultant. The program consultant will serve as a key contact and serve as the grants manager for the project.

It is strongly recommended that you review “Building A High Quality AmeriCorps Program” at <http://www.nationalserviceresources.org/ac-startup>, to learn more about how to prepare your organization to operate an AmeriCorps program.

SUSTAINABILITY AND CAPACITY BUILDING

Sustainability refers to a community continuing to meet identified needs beyond AmeriCorps with significantly reduced or no federal funding. Capacity building is the process by which a program or organization enhances its mission, strategy, skills, systems, infrastructure, human and financial resources, thus helping the community gain greater sustainability.

Sustainability is viewed along a continuum as communities incrementally reduce the percentage of AmeriCorps funding received while they simultaneously build their capacity and increase the diversity and amount of other resources identified to sustain services.

If awarded an actual AmeriCorps operational grant, an applicant will be required to detail a plan for sustainability that demonstrates how their community intends to build and improve its capacity to meet identified needs and at the same time reduce the federal share for costs of services. Your planning process should include steps that will help begin the process of sustaining AmeriCorps services when the program becomes operational.

REVIEW PROCESS AND SCORING CRITERIA

Once the full proposal is submitted on eGrants, it will be reviewed and scored by peer reviewers utilizing the Basic Selection Criteria outlined on page 6. Reviewer comments are aggregated and all proposals are presented to the Volunteer Florida Commission's Grant Committee. The Grant Committee makes the final funding decisions. The Request For Proposal (RFP) timeline is as follows:

RFP TIMELINE

RFP published in Florida Administrative Weekly	September 4, 2009
RFP opens/posts on Volunteer Florida website	September 4, 2009
Email funding notification to potential applicants	September 4, 2009
RFP Technical Assistance Calls	September 29, 2009 – 10:00 a.m. and 4:00 p.m. EST
Frequently Asked Questions posted on website	October 2, 2009
Proposals Due via eGrants	October 27, 2009 – 5:00 p.m. EST
Applicants receive initial feedback letter providing status of their program application	November 19, 2009
Selected Applications submitted to the Corporation for National and Community Service (CNCS)	December 4, 2009
Funding Notification Received from CNCS	January 2010 (Tentative)
Final Funding Notification Letters go out to all applicants (or after final funding notification is received from CNCS).	January 8, 2009