



AmeriCorps
New Jersey

**Public Health AmeriCorps
Notice of Funding
Opportunity**

Philip Murphy, Governor

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New Jersey Department of State**

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For Program Year 2023/2024

Application Due Date: November 17, 2022

**NEW JERSEY COMMISSION ON NATIONAL AND
COMMUNITY SERVICE**

**P.O. Box 456
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Funding provided by AmeriCorps State and National

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SECTION II: PUBLIC HEALTH AMERICORPS ASN FEDERAL NOFO

[AmeriCorps State and National Public Health AmeriCorps Grants Notice of Funding Opportunity FY2023](#)

SECTION III: 2023 MANDATORY SUPPLEMENTAL INFORMATION

https://www.americorps.gov/sites/default/files/document/ASN_FY2023_MandatorySupplementalInformation_508_072722.pdf

SECTION IV: 2023 AMERICORPS STATE AND NATIONAL APPLICATION INSTRUCTIONS

https://www.americorps.gov/sites/default/files/document/ASN_FY2023_ApplicationInstructions_508_072722.pdf

SECTION V: 2023 PUBLIC HEALTH AMERICORPS PERFORMANCE MEASURES INSTRUCTIONS

https://www.americorps.gov/sites/default/files/document/ASN_FY2023_PublicHealthAmeriCorps_PerformanceMeasures_508_072722.pdf

VI: APPLICANT OPERATIONAL AND FINANCIAL MANAGEMENT SURVEY (OFMS)

<https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045-0102-FY22.docx>
[OFMS-Control-Number-3045-0102-FY22.docx \(live.com\)](#)

SECTION 1: NEW JERSEY COMMISSION ON NATIONAL AND COMMUNITY SERVICE GRANT INFORMATION AND TIMELINE

DESCRIPTION OF THE GRANT PROGRAM

AmeriCorps improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities and those serving. AmeriCorps helps make service a cornerstone of our national culture.

AmeriCorps grants are awarded to eligible organizations (See Section [C.1 Eligible Applicants](#)) proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a [Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans.

The New Jersey Commission on National and Community Service (hereinafter referred to as the NJ Commission), in partnership with AmeriCorps State and National, seeks single-state applicants within New Jersey to apply for this Public Health AmeriCorps Notice of Funding Opportunity (NOFO). Single-state applicants apply through their respective state commissions. National organizations operating in more than one state would apply directly to AmeriCorps State and National.

About Public Health AmeriCorps

Public Health AmeriCorps will invest \$400 million, over five years, from the American Rescue Plan Act workforce funding that will enable the recruitment, training, and development of a new generation of public health leaders who are ready to respond to the public health needs of the nation by providing public health service in communities.

Public Health AmeriCorps has two main goals:

- Help meet public health needs of local communities by providing needed capacity and support in state and local public health settings and advancing more equitable health outcomes for communities who are currently or historically underserved.
- Provide pathways to good, quality public health-related careers by providing exposure through onsite experience, training, and more, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve.

AmeriCorps members will serve primarily in state, local, Tribal, and territorial public health departments or in service to public health departments. It is strongly recommended that AmeriCorps members serve in at least teams of two. AmeriCorps has found that placing at least two members at a service site location provides economies of scale and aids in retention of members.

AmeriCorps' priorities for this funding opportunity are:

- Efforts to help local communities respond to and recover from the COVID-19 pandemic. Applicants may propose programming to aid communities in their efforts to recover from the COVID-19 pandemic, including public health challenges that have been exacerbated by the pandemic, such as mental health and substance abuse.

- Programs creating pathways to good-quality public health-related careers through onsite experience and training (including pre-apprenticeship or registered apprenticeship programs, work experience and job training programs, and other workforce training and development programs),
- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities.

AmeriCorps Member Position Description

Public Health AmeriCorps members will help state, tribal, territory, county, and local public health agencies and nonprofit organizations meet the public health needs of communities, especially those that have been hard hit by COVID-19. AmeriCorps members cannot displace existing employees or volunteers.

Examples of roles that AmeriCorps member activities include:

- Community outreach
- Health education
- Mental health education and awareness, emotional regulation skill building
- Health and social services navigation
- Crisis response (e.g. COVID, Opioids, suicide, mental health)
- Capacity building

A. NJ Commission Funding Process

Single state applicants from New Jersey will submit directly to the NJ Commission on National and Community Service on eGrants. As Single-State applicants, Public Health AmeriCorps applications will have an earlier due date to the NJ Commission of November 17, 2022. All accompanying documents to this application will also be sent to the NJ Commission rather than AmeriCorps national.

The application will be reviewed and scored among other New Jersey applicants. Selected applications which score 75 points or above will be sent to the national competition where they will compete with submissions from other state commissions. Applications must score above 75 points in order to be elevated to the national competition. Applications submitted for the Public Health AmeriCorps NOFO will also be eligible to apply for funding consideration in the state-level Formula NOFO process in late winter of 2023.

In reading this Public Health AmeriCorps NOFO, single state applicants must follow the NJ Commission’s due dates first. Section I of this NOFO contains all of the NJ Commission specific requirements. Section II will contain all of the AMERICORPS STATE AND NATIONAL specific requirements.

The following should be read in order to develop a complete application:

Section I: NJ Commission Grant Information and Timeline

Section II: Public Health AmeriCorps State and National Notice of Funding Opportunity (NOFO)

Section III: Mandatory Supplemental Guidance

Section IV: AmeriCorps State and National Application Instructions

Section V: Applicant Operational and Financial Management Survey (OFMS)

B. Cost Sharing or Matching

There is no cost share or matching requirement per the Interagency Agreement with the Centers for Disease Control and Prevention (CDC), which has provided the funding for the program.

C. Timeline:

PUBLIC HEALTH AMERICORPS NOFO TIMELINE

DATE	ACTIVITY
September 20-21	Dissemination of NOFO flyer announcing the 2023/24 Public Health AmeriCorps Grants competition. NOFO goes live on the NJ Department of State website
October 4	PHA NOFO Technical Assistance Session via ZOOM. Live at 10:00 am. Register here to attend the live session. Session will be recorded and available at the NJ Department of State AmeriCorps grants website within 24 hours.
October 11	Technical Assistance Session on Theory of Change, Evidence, Logic Models and Performance Measures via ZOOM. 10:00 am. Register here to attend the session. Recorded session will be posted on NJ DOS website within 24 hours.
November 9	Notice of Intent to Apply due to Commission. Click Notice of Intent to Apply to submit form.
November 17	Public Health AmeriCorps applications due to Commission on eGrants by 4:00 pm.
November 21	CREEHS and Staff review of applications and budgets are begun
December 8 or 9	Reader Arena Session via ZOOM. Arena scores and final rankings.
December 13	Notification of PHA applicants selected at Commission level and Reader/CREEHS revisions requested for applications recommended for funding
December 19	Final revisions from applicants due back in eGrants
December 20	Final staff review on revisions
December 21	NJ Commission board vote on selected applicants
December 29	NJ Commission target date for submission of Public Health AmeriCorps package to AmeriCorps (NOFO due date is January 4).
Mid-April 2023	Successful national competition applicants will be notified
Mid-July 2023	Commissions with successful applicants will be issued awards. Commissions will issue awards to sub-grantees for August 1, 2023 start date

NOTE: Attendance at one of the NOFO Technical Assistance Sessions is required in order to submit an application. Please use links in Timeline to register.

D. AWARD INFORMATION

The NJ Commission is offering the opportunity to compete for a two-year cycle of Public Health AmeriCorps programs. **Awards from this Public Health AmeriCorps NOFO will implement the first year of the program which runs from August 1, 2023 to July 31, 2024.**

Types of Award

The NJ Commission will accept applications for Cost-Reimbursement Grants only.

Funding Period

For New applications, this is Year 1 of 2 of a multi-year grant period covering the following funding periods:

Year 1 August 1, 2023 to July 31, 2024

Year 2 August 1, 2024 to July 31, 2025

E. ELIGIBILITY TO APPLY

The following non-Federal entities (all of which are defined in [2 CFR 200.1](#)) are eligible to apply:

- Indian Tribes
- institutions of higher education
- local governments
- public health departments
- nonprofit organizations
- state service commissions

STATUTORY/REGULATORY SOURCE AND FUNDING

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. In addition to the program requirements outlined in this NOFO, applicants should refer to the new AmeriCorps regulations, [45 CFR §§ 2520-2550](#)

F. TECHNICAL ASSISTANCE

General Technical Assistance Workshops will be held as listed in the Timelines section. There will be two live sessions which will be recorded and posted on the NJ Department of State website under AmeriCorps Funding Opportunities. <https://www.nj.gov/state/volunteer-grant-opportunities.shtml>

Only applications submitted by agencies that participate in the virtual General Technical Assistance and Theory of Change session listed in the timelines section will be accepted.

Registration is required.

Click Register [here](#) to attend PHA NOFO Technical Assistance Session on Oct 4 @ 10A.

Click [here](#) to register to attend Technical Assistance Session on Theory of Change, Evidence, Logic Models and Performance Measures on Oct 11 @ 10A

For each session, there is a one-time live session and then a recording available on the NJ Department of State website 24-48 hours after the live sessions.

<https://www.nj.gov/state/volunteer-grant-opportunities.shtml>

G. APPLICATION SUBMISSION

1. Notice of Intent to Apply

Submission of a Notice of Intent to Apply is requested and is due **Wednesday, November 9, 2022.**

Please click [Notice of Intent to Apply form](#) and supply the following information.

- Organization Name
- Address
- Contact Name
- E-mail address
- Phone Number

The New Jersey Commission on National and Community Service, Department of State operates this grant program in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, ***will not accept late applications***. The responsibility for a timely submission resides with the applicant.

Applications must be submitted electronically on eGrants NO LATER THAN 4:00 PM ON Thursday, November 17, 2022.

Applications must be submitted to the corresponding NJ Commission Prime application on eGrants.

PLEASE NOTE: Section II of this NOFO indicates a due date of January 4, 2023 which is only for Commissions and National Directs. Single-state applicants that must apply through the NJ Commission will use the ***due date of November 17, 2022***.

Submission of Additional Documents:

All documents that are requested in the Section II: AmeriCorps State and National NOFO need to be sent to the NJ Commission and not to AmeriCorps State and National. The NJ Commission will forward additional documents to AmeriCorps State and National upon selection of the application at the NJ level. Please see the Section II: AmeriCorps State and National NOFO for all of the required additional documents.

Additional Documents may be e-mailed to NJAmeriCorps@sos.nj.gov with the following subject line: [Legal Applicant Name]– [Application ID number]. Emails should include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

Do not submit other items not requested in this *Notice* or Application Instructions. The NJ Commission will not review or return them.

H. ADDITIONAL PROGRAM REQUIREMENTS OR BENEFITS

The NJ Commission would like to highlight the following additional requirements and benefits of AmeriCorps.

Terms of Service

Programs may engage members full-time or less than full-time. Full-time members must serve at least 1700 hours during a period of not less than nine months and not more than one year. Reduced Full-time members must serve at least 1200 hours. Half-time members must serve at least 900 hours. Programs may propose member terms of at least 675 hours for reduced half-time members; 450 hours for quarter-time members; 300 hours for minimum-time, and; 100 hours for abbreviated terms.

Living Allowance

The NJ Commission requires that all AmeriCorps members receive a living allowance regardless of the federal regulation which does not require a living allowance for less than full-time members. Full-time members must receive the minimum stipend amount listed in the chart. Recommended levels for less than full-time members are listed below:

Type of Member Position	Min. # of Hours	MSY	Min. Total Living Allowance	Max. Living Allowance
Full-time	1700	1.000	\$17,600	\$35,200
Three Quarter-time	1200	0.070	\$ 12,424	\$24,640
Half-time	900	0.500	\$ 9,318	\$17,600
Reduced HT	675	0.381	\$ 6,988	\$13,376
Quarter-time	450	0.265	\$ 4,659	\$ 9,152
Minimum-time	300	0.212	\$ 3,106	\$ 7,392
Abbreviated-time	100	0.056	\$ 1,035	\$ 2,112

A living allowance is not considered a wage. **In New Jersey, AmeriCorps members are not eligible for unemployment insurance, family leave or disability.**

Health Insurance

Grantees must provide full-time members with health insurance at the time of acceptance into the program if the member is not otherwise covered by a health insurance policy. If a member who previously had coverage loses it through no deliberate act of his or her own, such as parental or spousal job loss, the grantee must provide the member with basic health insurance that meets AmeriCorps requirements.

In general, AmeriCorps does not pay the costs of health benefits for half-time members unless they serve full-time for a sustained period of time. For example, members may receive benefits when they serve in a summer program for thirty-five hours per week with other members who receive health benefits.

Reasonable Accommodation for Individuals with Disabilities

Increasing the participation of individuals with disabilities in national and community service programs is a key interest of AmeriCorps State and National. All AmeriCorps programs are required to actively reach out to people with disabilities for inclusion in AmeriCorps service.

Participation in National Days of Service

As part of the National Service Network, there are a number of opportunities for grantees to take part in national service days. AmeriCorps State and National and the NJ Commission expect all national service programs, including AmeriCorps programs, to participate in one or more days of service, including the 9/11 Commemorative, the Martin Luther King, Jr. Holiday and AmeriCorps Week. In addition, AmeriCorps State and National and the NJ Commission expect programs with AmeriCorps members to participate in other national service activities such as common opening ceremonies (including the administration of an oath at Launch) orientations, and Commission-sponsored training.

I. STATE COMMISSION TRAINING AND EVENTS

Program Manager Trainings and Meetings

All program managers must attend a three-day orientation known as Starting Strong held in the last week or so in July, 2023, and any other training (e.g., site supervisor training) developed for project directors during the contract period. Project directors are also required to participate in all monthly conference calls or meetings.

In constructing the budget, figure in the cost for transportation, meals, and possible overnight accommodations related to all AmeriCorps State and National or NJ Commission training sessions.

Statewide AmeriCorps Member Trainings and Events

All AmeriCorps members and project directors are required to attend the following trainings/events:

- AmeriCorps Launch – Fall 2023
- End-of-the-Year Training –late Spring 2024
- Other statewide training such as Career Day or Disaster Preparedness.

In constructing the budget, figure in the cost of transportation to all of the training sessions even though some or all may be conducted virtually.

J. EVALUATION OF NEW AND RECOMPETING APPLICATIONS

State-level Review Process

All applications for Public Health AmeriCorps grants will be reviewed first through the NJ Commission.

In year one, the application is evaluated and rated by a panel of three readers. The evaluation panel typically consists of one reader from the originating office, one from another office within the NJ Department of State, and one reader external to the NJ Department of State who is knowledgeable in the content area. Readers of grant applications for the NJ Department of State certify that no conflict of interest exists that would create an undue advantage or disadvantage for any applicant in the application evaluation and scoring process.

Applications are evaluated on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the guidelines and requirements of the governing NOFO. Applicants may request information about their evaluation scores by writing to the NJ Commission on National and Community Service. The Commission reserves the right to withdraw from consideration any application that does not include each and every component to be evaluated and scored in the evaluation process.

Applications must receive a score of at least 75 points out of 100 and include all required components to be eligible for funding. Eligible applications are ranked and funded in descending order, from highest to lowest score. In the event of a tied score at or above the NJ Department of State's cutoff score of 75, the NJ Department of State will select the applicant with the highest combined score for the Program Design section.

Applicants that receive a score of at least 75 points will be submitted to AmeriCorps State and National for the national competition. All applicants to the Public Health AmeriCorps NOFO will be eligible to apply to the state-level Formula competition in the winter of 2023.

PLEASE REFER TO THE LINKS IN THE PAGE INDEX ABOVE OR THIS LINK TO ACCESS THE REMAINING REQUIRED SECTIONS FOR THE PUBLIC HEALTH AMERICORPS APPLICATION.

Part II: 2023 ASN Public Health AmeriCorps NOFO

[AmeriCorps State and National Public Health AmeriCorps Grants Notice of Funding Opportunity FY2023](#)

Part III: 2023 Mandatory Supplemental Guidance

https://www.americorps.gov/sites/default/files/document/ASN_FY2023_MandatorySupplementalInformation_508_072722.pdf

Part IV: 2023 Application Instructions

https://www.americorps.gov/sites/default/files/document/ASN_FY2023_ApplicationInstructions_508_072722.pdf

Part V: 2023 Public Health AmeriCorps Performance Measures

https://www.americorps.gov/sites/default/files/document/ASN_FY2023_PublicHealthAmeriCorps_PerformanceMeasures_508_072722.pdf

Part IV: Applicant Operational and Financial Management Survey
(document to be submitted separately)

<https://americorps.gov/sites/default/files/document/OFMS-Control-Number-3045-0102-FY22.docx>

[OFMS-Control-Number-3045-0102-FY22.docx \(live.com\)](#)

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