

AMERICORPS STATE 2018-19 FUNDING

Formula Continuation

Technical Assistance Webinar

February 15th, 2018

2:00-3:30pm (EST)

Webinar Basics

- Who should attend:
 - 2018-19 Formula Continuation Applicants
 - Formula Continuation programs in 1st or 2nd year of cycle
- What information is included:
 - NOFO/Application Instructions
 - Best practices
- What else to consider:
 - Supplemental Guidance
 - Performance Measure Instructions
 - Changes in your program
- All information listed here:
<http://www.in.gov/serveindiana/2718.htm>

GARP Contact & Information

- How to keep up to date:
 - Check website frequently
 - Follow us on Facebook and twitter
 - Follow PD updates
- Main Contact: Elspeth Hilton
 - Email: ehilton@serveindiana.gov
 - Phone: 317-233-0901

Funding Basics:

- **Funding types:** Competitive or Formula
 - **Grantee types covered in this application: Formula Continuation**
 - **Continuation**
 - *Formula in Spring; Competitive in fall*
 - **Re-compete**
 - *Formula and competitive in fall*
 - **New**
 - *Submitted in fall*
 - **Types of grants**
 - Cost reimbursement
 - Fixed
 - Education Award only, professional Corps, etc
- *Continuations must stay within their type of grant***

Submission Roles & Additional Information

- Submission roles:
 - Main applicant: Serve Indiana
 - Sub-applicant: Programs/Organizations

- Review materials:
 - Read all materials on website
 - Review Serve Indiana AmeriCorps handbook
 - Review Serve Indiana State Service Plan
 - Review AmeriCorps State Terms and Conditions

Serve Indiana Review & Award Dates

- **February 19th**: Continuation application released
- **March 19th**: Application due in egrants
- **March 26th**: Initial review of submissions and communication to programs
- **March 30th**: Resubmission due dates from programs
- **April 1st-13th**: Clarification period (as needed)
- **Mid April-Mid May**: Review period
- **June 7th**: Commission formula funding decision meeting
- **June 10th**: Deadline to send out award letters to programs
 - Resolution period & CNCS review begins

CONTINUATION SUBMISSION OVERVIEW

Continuation Overview

- Continuations happen between year 1 and year 2 of grant cycle
- Expected that programs won't make major changes to program model, logic model, theory of change
- Programs can make minor changes to
 - Performance measures
 - Logic model
 - Number of MSY (decrease)
 - Budget: Cost/msy, match, minor adjustments

Process:

- March 19th: Initial submission in Egrants
 - 9 questions/applicant information
- March 30th: Resubmission due date
 - Change narratives (logic model, budget, PM, executive summary only)
- April 1st-13th: Clarification period
 - Make changes to narratives, continuation submission, or clarification section

Examples of approved changes

- Minor updates to logic model that do not affect the program's theory of change.
- Updates to performance measures around realistic targets, data collection tools, alignment with a national performance measures, or a deduction in number of performance measure.
- Updates to program evaluation plan that improve the process, align it more fully with logic model or intervention, or develop the process more fully.
- Updates to budget to change cost/msy, number of msy, SI required line items, updated living allowances

Technical Assistance

- TPMA offering additional technical assistance
 - Sign up now, first come first serve
- Meet with Serve Indiana GARP contact: Elspeth
 - Schedule individual call or meeting
 - Office Hours: February 27th
 - Prepare with templates-clear updates and questions

CONTINUATION APPLICATION: INITIAL SUBMISSION

Process:

- **March 19th: Initial submission in Egrants**
 - 9 questions/applicant information
- **March 30th: Resubmission due date**
 - Change narratives (logic model, budget, PM, executive summary only)
- **April 1st-13th: Clarification period**
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Initial Submission in Egrants

- By March 19th, applicants should **only** submit:
 - Applicant information tab (start/end dates)
 - Continuation section
 - Answer 9 questions
- DO NOT make changes to any other narratives

Applicant Information Tab

- Update organization information & contact as appropriate
- Update start/end dates:
 - Two start dates: August 1st, 2018; September 1st, 2018
 - End dates: July 31st, 2019; August 31st, 2019
- Additional information:
 - Members cannot begin before start date
 - Awarded programs can expend funds on or after start date but cannot request reimbursement until have an executed state contract and purchaser order number

Continuation Section

- Answer 9 questions
 - Do not need to copy paste questions but can if desired.
 - If no update put “n/a”
 - If unsure, ask!
- Before you submit....
 - Talk to Elspeth!
 - Think through changes with template...
 - Budget: MSY totals, living allowances, SI required events, admin, match %
 - PM: Alignment, 1 PM with 1 output/1 outcome
 - Executive summary: Match with budget totals

Questions in Continuation Section

1. Has any applicant information changed? If yes, please describe.
2. Identify whether this is Year 2 or Year 3 of continuation.
3. Did the program enroll 100% of the slots in the last year of operation? If no, explain and cite if an improvement plan is on file with Serve Indiana.
4. Did the program retain 100% of members in the last year of operation? If no, explain and cite if an improvement plan is on file with Serve Indiana.
5. Was the program compliant with 30-day enrollment and exit requirements? If no, explain and cite if an improvement plan is on file with Serve Indiana.
6. Are you proposing to make any changes in program scope or design? If yes, describe the change and provide a justification.
7. Are you proposing to make any changes in operating sites or service locations? If yes, describe the change and provide a justification.
8. Are you requesting an expansion (increase in members, increase in funding, and/or increase in cost/MSY)? If yes, describe the change and provide a justification. **Please note continuation requests for expansion are rarely approved. Do not alter performance measures or budget until invited to do so.**
9. Are you proposing other changes not captured above (i.e. change in performance measures, logic model, budget)? If yes, describe the change and provide a justification.

RESUBMISSION FOLLOWING INITIAL REVIEW

Process:

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 - 9 questions/applicant information
- March 30th: Resubmission due date
 - Change narratives (logic model, budget, PM, executive summary only)
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 - Make changes to narratives, continuation submission, or clarification section

Resubmission Instructions

- Serve Indiana staff will communicate approval via email
 - Email will include due date and instructions
- Edit **only** the narratives approved by Serve Indiana
- Use the NOFO/Application instructions to ensure updating with all 2018-19 information
 - Performance measure updated instructions
 - Budget updates: MSY, match, living allowance, admin 2%
 - Executive Summary: Match your budget and source of funds totals

2018-19 UPDATES & REMINDERS

Sections that may be updated in Continuation (once approved)

- Executive Summary: SI/CNCS will require this
- Performance Measures
- Budget

Executive Summary

Do not deviate from the template below.

- *The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]*
- *This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.*
- **If the program is not operating in a CNCS focus area, omit this sentence.*

Fixed-Amount grant applicants (EAP, Full-time Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

*****Make sure your ES matches your budget totals and your source of funds***

Performance Measures

- **Type:** National and program created
- **CNCS requires** all applicants to have one aligned performance measure for the primary intervention.
 - Applicants may have additional aligned measures provided that they measure significant program activities.
- **Members may follow activities that do not align with a PM**
- **Serve Indiana suggests only one national performance measure with one outcome and one output**
 - Pick the PM that aligns best with your program

As you prepare your budget

- Follow detailed instructions in application
- All the amounts you request must be defined for a particular purpose.
- Do not include miscellaneous, contingency or other undefined budget amounts
- Itemize each cost and present the base for all calculation in the form of an equation
- Do not include unallowable expenses
- Do not include fractional amounts (cents)

Budgets Overview

- Fixed Grants submit basic budget covering member costs
- Operational grants submit all sections
 - Personnel costs
 - Operational costs
 - Member costs
 - Administrative/indirect costs

Maximum Cost Per MSY Updates

Grant Program	Maximum
Individual Competitive State/Territory Program (cost reimbursement)	\$14,932*
Multi-state (cost reimbursement)	\$14,932*
Professional Corps Applicants/ees (Cost Reimbursement)	\$1,000**
Professional Corps Fixed Amount Applicants/Grantees	\$1,000*
Education Award Program Fixed Amount Grant	\$800
Fulltime Fixed Amount Grant	\$13,430
State/Territory Commission Formula Prime	\$18,000
Individual State/Territory Formula Program	\$20,000
State/Territory Commission Average (of all its subgrants)	\$14,932

Calculated by taking total CNCS portion/number of MSY

MSY = 1 FT Member (1700)

\$150,000 CNCS share/20 full time members = \$7,500/MSY

Match Requirement:

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Serve Indiana suggests new programs stay at
24%

Member Benefits Guidelines

- Required for Full Time from Grantee:
 - Living Allowance
 - Health Care
 - Can provide to less than full time if non federal
 - FICA
- Covered by CNCS:
 - Loan forbearance and interest accrual
 - Education Award
 - Child Care Assistance
- **Indiana regulation: Do not included unemployment insurance on grant or include members in organizational expenses

Living Allowance Updates

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$13,732	\$27,464
Half-time	900	n/a	\$14,539
Reduced Half-time	675	n/a	\$10,905
Quarter-time	450	n/a	\$7,270
Minimum-time	300	n/a	\$4,847

Admin Costs Options

- Options:
 - CNCS calculations for indirect costs
 - Federally approved indirect cost rate
 - 10 percent *de minimis* rate
- All methods must be applied consistently across federal awards.
- Serve Indiana draws 2% of 5% indirect cost rates

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.40) = \text{Commission Share}$

$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.60) = \text{Subgrantee Share}$

Commonly Missed Budget Items

- **Staff travel/Member** to CNCS-sponsored technical assistance meetings
- **Explaining source of funds in full**
- **Staff included in the narrative are not included in the budget**
- **FICA/Healthcare incorrect.**
- **Mileage** should not exceed federal mileage rate unless justified
- **Member gear** not included in budget
- **Evaluation cost too low**
- **Background check**
- **Living allowance** not within minimum/maximum amount
- **Unemployment insurance** included in budget
- **Math errors or no documentation of calculation**

Sample Budget

- <https://www.nationalservice.gov/sites/default/files/upload/Budget%20Narrative%20-%20SAMPLE.pdf>

SUBMISSION & REVIEW PROCESS

Review Definitions

- Serve Indiana & CNCS have review process
- Clarifications: Items that CNCS/Serve Indiana will preclude final decisions
- Resolutions: Final items once award decisions made

Serve Indiana Review & Award Dates

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- April 1st-13th: Clarification period
- End of April-mid May: Reviews conducted
- June 7th: Commission formula funding decision meeting
- June 10th: Deadline for award letters to programs
 - Resolution period begins & CNCS review begins
- TBD:
 - CNCS clarification/resolution feedback dates
 - Notice of funding award/contract initiation date

Final Reminder: DUNS & EIN

- Applications must include a DUNS number **and** an Employer Identification Number.
 - The DUNS number does not replace an Employer Identification Number.
- Applicants **must** register with the [SAM](#) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award.
 - SAM registration must be renewed annually.
 - Complete at least 2 weeks before submitting!

QUESTIONS?
COMMENTS?

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