

AMERICORPS STATE 2018-19 FUNDING

Application Technical Assistance Webinar

September 19th, 2017

11am-12:30pm (EST)

Training Goals:

- Discuss AmeriCorps overall & AmeriCorps State basics
- Understand Serve Indiana role in AmeriCorps in Indiana
- Understand grant application review process (GARP)
- Best practices of program development
- Questions and concerns

- *Webinar mirrors information available in NOFO on Serve Indiana website

Who should attend

- 2018-19 Applicants:
 - Competitive continuation applicant*
 - Re-compete (competitive or formula) applicant
 - New applicant applying for funding in Indiana
- Any organization interested in learning more about AmeriCorps and AmeriCorps State funding in Indiana
- *Continuations should be aware of their specific instructions and templates.

Serve Indiana

- *Mission: Advance service and volunteerism by informing, connecting, and promoting opportunities and resources that enrich the lives of Hoosiers*
 - Programs: AmeriCorps State, Indiana Kids
 - Initiatives: Day of Service Grants, Awards for Excellence
- Staff:
 - Marc McAleavey: Executive Director
 - Elspeth Hilton: Assistant Director
 - Sara Talbert: National Service Manager
 - Naejla Walton: Operations Manager
 - TBD: Training, Communications & Indiana Kids Manager

GARP Contact & Information

- How to keep up to date:
 - Sign up for newsletter, receive emails
 - Check website frequently
 - Follow us on Facebook and twitter
- Main Contact: Elspeth Hilton
 - Email: ehilton@serveindiana.gov
 - Phone: 317-233-0901

AmeriCorps

AmeriCorps is a national service organization run through the Corporation for National and Community service that offers over 80,000 opportunities nationwide for people to make a difference in their community!

- Similar to the domestic Peace Corps
- Run through the federal government
- Service to the United States
- **Fun Facts:**
 - Around 75,000 members serve annually
 - 2.4 million volunteers mobilized
 - 3,300 organizations served

Corporation for National and Community Service (CNCS)

- CNCS mission: Improve lives, strengthen communities and foster civic participation through service and volunteering.
- AmeriCorps Focus areas: Tie to performance measures
 - Disaster Services
 - Economic Opportunity
 - Education
 - Environmental Stewardship
 - Healthy Futures
 - Veterans and Military Families



- Volunteer Generation Fund**
- FEMA Corps**
- Justice Corps**

RSVP/Retired Senior Volunteer Program

Foster Grandparents

Senior Companions

State/National

VISTA – Volunteers in Service to America

NCCC – National Civilian Community Corps

AmeriCorps State Member Slots & Benefits

- Types of position:
 - Full Time (1700 Hours)
 - Part time (900 hours)
 - Reduced Minimum Time (675)
 - Quarter Time (450 Hours)
 - Minimum Time (300 Hours)
- Full Time members receive:
 - Living allowance/stipend
 - Health care
 - Loan forbearance
- All members receive:
 - Education Award upon successful completion of service
 - Professional Development: Programs provided 12-20% of time in training/professional development

AMERICORPS STATE FUNDING FAQs

AmeriCorps Funding FAQ's

- **What does AmeriCorps Funding Do?**
 - Provides high quality programs that demonstrate an evidence-based or evidence-informed approach to strengthening communities and solving community problems by engaging individuals in service as AmeriCorps members
- **Who are awarded grants?**
 - Nonprofits, Indiana tribes, colleges and universities, and state and local public agencies
- **What do grants accomplish?**
 - address unmet needs in education, economic opportunity, veterans services, disaster services, health, the environment and more

FAQs:

- **Can I use funding for an existing program?**

- A grantee might use AmeriCorps resources to make an existing program more effective, to reach previously underserved communities or to expand their activities beyond what they were able to do without AmeriCorps.

- **AmeriCorps funding should not duplicate, displace or supplant resources that currently exist in the community. AmeriCorps members cannot be used to take the place of staff, current volunteers or existing funding.**

What do grants include?

- An allotment of AmeriCorps member positions and funds that are directly tied to a specific number of members
- Are solely for program expenses and are not for general organizational expenses
- Provide partial funding to support AmeriCorps projects/programs
- Grant recipients must contribute cash or in-kind match funding to support the project

What other requirements are there?

- 20 member minimum for competitive funds
 - 50 member maximum for new programs
- New applicants cannot apply for fixed grant funding
- Additional restrictions:
 - Prohibited activities, lobbying activities, no convictions of federal crimes, unpaid federal debt, unpaid unemployment taxes state of Indiana, etc.

What are the responsibilities and requirements of the program host?

- Employ strong fiscal and program management systems
- Monitor financial management, program performance and member activities
- Train and provide technical assistance to staff and members
- Ensure the recruitment, orientation and training of members
- Track and ensure the accuracy of member hours and activities
- Track progress toward meeting approved performance measures
- Act as a liaison between the State Service Commission and other components of the program

Are you ready for AmeriCorps?

- Experience managing federal funds
- Organizational capability
- Staff skilled in training, supervision and oversight
- Community partners
- Intervention, logic model, research, performance measures
- Readiness assessment through Serve Indiana

APPLICATION BASICS

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

Important Dates

- Due Dates:
 - October 15th: Notice of Intent to Apply due via email ehilton@serveindiana.gov
 - October 30th: Applications due via email using templates*
 - *Application instructions may be updated
- Training/Technical Assistance Dates:
 - October 4th: Listening Circle
 - October 5th: Webinar, 11am-12:30p
 - October 11th: Central Office Hours
 - October 18th: South Bend Office Hours
 - October 25th: Southern IN Office Hours
 - <http://www.in.gov/serveindiana/files/2018%20GARP%20Public%20Timeline.pdf>

Application Materials

- **NOFO:** Notice of funding opportunity
- **Supplemental Guidance:** Definitions
- **Performance Measure Instructions**
- **Application Instructions**
 - Templates
 - Submission in word document/budget not egrants
 - Review 2017-18 application instructions
 - Further information provided soon
- *Applicants must read and understand all materials to successfully complete grant*
- *All items & updates are available on Serve Indiana website:*
<http://www.in.gov/serveindiana/2718.htm>

Funding Basics:

- **Funding types:** Competitive or Formula
- **Grantee types covered in this application: Competitive**
 - ***Competitive Continuation/renewal:***
 - ***Competitive/formula re-compete*** If you are re-competing (in the final year of a competitive funding cycle)
 - ***New applicants***
- **Types of grants**
 - Cost reimbursement
 - Fixed
 - Education Award only, professional Corps, etc

Best practices for grant writing

- **Best practices:**

- Be clear and concise; no jargon
- Focus on strengths and align with your organization
- Focus effort on evidence based or evidence informed program
- Follow deadlines, no late submissions
- Grant takes between 40-80 hours to complete
- Engage full organization for program model & review

- **Suggested steps:**

- Read through the full NOFO & map out goals of program
- Create a draft of logic model & performance measure instructions
- Create budget
- Draft narratives
- Attend Serve Indiana office hours/set up meeting with Elspeth

APPLICATION SECTIONS

Grant Application Sections:

- Narratives:
 - Standard Form 424 (SF-424) Face Sheet:
 - Executive Summary
 - Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan (if applicable)
 - Logic Model/theory of change
- Logic model
- Documents: Evaluation, Labor Union Concurrence, etc.
- SF 424 Budget & Performance Measures

Page Limits:

- Applications must not exceed 12 pages for the Narratives
 - *Includes: Executive Summary, SF 424 Facesheet, and The Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.*
- Print out from “Review” tab in web-based system
- The application page limit does not include:
 - the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable.

Additional Page Limits:

- **The Logic Model** may not exceed three pages when printed in web based system
- **Learning Memo (if a re-competing applicant)**
 - Must be 12 point font or larger
 - Should not exceed three single sided pages double spaced text

Standard Form 424

- Standard Form 424 (SF-424) Face Sheet: This is automatically generated when applicants complete the data elements in the system

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***

Important Sections

- Program Design: Explains implementation of program, plan for member and site development
- Organizational Capability: Discuss how your organization is ready to host or continue to host program
- Cost Effectiveness and Budget Adequacy: Updated from previous years, less extensive.
- Evaluation Plan (if applicable)

Theory of Change

- **Problem:** The identified community need (supported by data/research)



- **Intervention:** The activities of members and community volunteers supported by AmeriCorps members
 - Supported by evidence: Data/research that supports the likelihood that a certain set of actions (the intervention) will lead to the intended outcomes



- **Outcome:** The change that occurs because of the intervention

Logic Model

- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Number of locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
 - The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
 - The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, hours of service delivered, types and number of activities conducted.) If applicable, identify which National Performance Measures will be used as output indicators
 - Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

EVIDENCE

Things to remember

- **It is a cause and effect relationship**
 - It is essential that your program design show how the problem you plan to address, the service activities (or interventions) the program provide and the anticipated outcomes relate to one another
- **Evidence is key!**
 - Several sections include data and there is a evidence section
 - Evidence informed or evidence based programs

Evidence Basis for Intervention

- Documents why you think your intervention will achieve the intended outcome
- Supports the use of a particular design, frequency, intensity and duration of intervention that is optimal
- Ensure your member's activities align with these ideas

Evidence Section: Evidence Tier

- Several tiers from moderate to strong
- Likelihood that intervention will lead to outcomes identified in logic model
- Applicants should use the evidence checklist to self-assess their evidence tier before completing the application.

In the narrative....

- **Applicants must**

- 1) state the evidence tier in which they think they qualify;
- 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and
- 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers.

Applicants should pay particular attention to the requirements for each tier of evidence. All requirements must be met in order for applicants to be assigned to a tier. Applicants who do not fully describe their evidence base may not be assigned to a tier for which the applicant otherwise may have qualified.

Evidence Section: Evidence Quality and Evaluation Capacity

- Quality: What type of evidence did you provide?
 - Is it relevant, recent?
 - Standards are based on the evaluation capacity and point on evidence continuum the organization
- Capacity: Can you collect the data you proposed for your performance measures?

When choosing evidence for this section...

- When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:
- The date the research or evaluation was completed, and the time period for which the intervention was examined
- A description that shows the study's relevance to the proposed intervention
- A description of the target population studied (e.g., the demographics)
- The methodology used in the study (e.g., outcome study, random assignment, regression discontinuity design, propensity score matching, etc.)
- A description of the data, data source, and data collection methods
- The outcomes or impacts examined and the study findings
- The strength of the findings (e.g., effect size, confidence level, statistical power of the study design and statistical significance of findings).

PERFORMANCE MEASURES

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

Outcomes

The change that occurs due to the intervention. Could result in improved:

- Attitude
 - Knowledge
 - Behavior
 - Condition
-
- ***Outcomes must be measurable and align with the problem and intervention you identified***

PM Checklist

- Does it align with your narrative/theory of change?
- Are interventions repeated in multiple PM?
- Is the dosage (frequency, intensity, duration of intervention) described and is sufficient to achieve outcomes?
- Does the resource allocation align with your number of MSYs?
- Do your national performance measures align with expected outputs and outcomes?
- Are your data method/collections appropriate?

PROGRAM DESIGN

Program Management Structure

An AmeriCorps grant generally operates on two levels:

1. Grantee (parent organization)
2. Service Locations (where members serve)

The grantee has overall legal, administrative, and fiscal responsibility for the entire scope of the program, even if the funds are sub-granted

Program Management

Where and how AmeriCorps members are placed at service sites may vary.

A Few Things to Consider:

- Where will the service activities take place?
- Who are your community and service partners?
- What can your partners provide?
- What is their capacity?
 - Will they match funds for the member's service?
 - What type of support can they provide?
 - Are there other benefits to consider? Housing, meals, etc.

**Competitive funding = 20 member minimum

Program Management Structure

- **Centralized:** Grantee handles all administrative functions and assigns members, and doesn't sub-grant funds
- **Decentralized:** Grantee sub-grants funds, and the sub-grantee is responsible for member training, payroll and other administrative functions
- **Combination:** Share responsibilities

Grantee is ultimately responsible

Completing Your Program Design

Your program design is not complete until you incorporate additional AmeriCorps components

- Create an AmeriCorps identity
- Allow members to have a powerful service experience
- Engage community volunteers to expand your impact

What are AmeriCorps Components?

- AmeriCorps members as highly effective means to solving the problem
 - Plans to recruit, train and supervise AmeriCorps members
 - Plans to retain members
 - Design a powerful member service experience
 - Engage community volunteers
 - AmeriCorps identity
-
- Review our funding notice with specific criteria for these items

Member Training and Evaluation

- **Training: 12-20%**
 - Orientation, training, site specific orientation, ongoing training, Life after AmeriCorps, disaster training
- **Evaluation:**
 - Full time and Half time: Mid term and end of term
 - Less than half time: end of term
 - Written process and policy
- **Host site requirements:**
 - Site supervisor for member
 - Training before member begins
 - Consistent communication
 - Disciplinary procedures/treatment of members

By the end of the Program Year...

Members should have opportunities to:

- Discuss and explore their community and the people, processes, and intuitions most effective in improving community conditions
- Develop the skills to help plan effective service projects that respond to real community needs and emergencies
- Foster within themselves and others positive attitudes regarding the value of lifelong citizenship and service for the common good
- Increase life and/or employment skills
- Gain and greater appreciate and understanding of those from different backgrounds

BUDGET

Project and Award Period

- Two start dates: August 1st, 2018; September 1st, 2018
 - End dates: July 31st, 2019; August 31st, 2019
- New Programs:
 - May only choose September 1st start date
 - Encouraged to begin members on or after September 15th
- 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

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

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

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!

Notice of Intent to Apply

- Email by 5pm (EST) on October 15th, 2017 to ehilton@serveindiana.gov
- Subject line reading “Notice of Intent to Apply for (Organization Name)”
- In the body of the email, please indicate the following information:
 - Name, organization, contact information, proposed number of AmeriCorps members, proposed priority area

Application due date: October 30th, 2017

- *Due Date:* All required documents should be submitted to Serve Indiana by 5:00pm (EST) on October 30th via email to ehilton@serveindiana.gov
- *Documents:* There are several documents required in this submission and the type of documents depend on the type of application.
- All applicants should use the templates provided on the Serve Indiana website that correspond with their application type (new/recompete/continuation). Below is a table of the type of application and the required documents that must be submitted by the above due date.

Serve Indiana Review

- October-November:
 - Staff and external reviews
 - Staff scoring/compilation
- December 2017: SI Commission Meeting
 - Decisions communicated within 3 business days
- January 2018: Serve Indiana submission to CNCS
- February 2018: Formula application
- April 2018: Formula submission
- May 2018: Commission decisions
- June 2018: CNCS & Serve Indiana decisions communicated
- July 2018: Orientation

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

QUESTIONS?
COMMENTS?

ehilton@serveindiana.gov

317-233-0901