



# 2017 Ohio AmeriCorps Grants Technical Assistance Session

November 1, 2016  
12:30 – 3:30 pm  
State Library of Ohio





# Welcome

## Introductions

## Review Agenda

# Agenda

- Questions
- Application Overview
- Review Criteria
- Performance Measures
- Budget Overview
- Break at 1:45



# Objectives

- Discuss details of the application components and process;
- Share characteristics of successful proposals;
- Provide an overview of budgeting for an AmeriCorps program.

# References

[www.serveohio.org/grantsfunding/](http://www.serveohio.org/grantsfunding/)

- [Notice of Funding Opportunity](#)
- [Application Instructions](#)
- [Mandatory Supplemental Guidance](#)
- Intent to Apply
- Pre-Award Financial Risk Assessment Survey

# Competitive State Grants

- Funding from the Corporation for National and Community Service (CNCS) and administered by the Ohio Commission on Service and Volunteerism (ServeOhio).
- Direct service by members is a key cornerstone of the overall program model;
- Strengthening capacity of non-profit and community-based organizations, particularly through volunteer engagement;

# Serve America Act Funding Focus Areas

- Disaster Services
- Education
- Veterans and Military Families
- Environmental Stewardship
- Economic Opportunity
- Healthy Futures





# CNCS Funding Priorities

- Disaster Services – disaster preparation, response, recovery and mitigation.
- Increasing Economic Opportunity --specifically opportunity youth both as the population served and as AmeriCorps members.
- Education – improving students success in STEM and addressing School Turnaround programming

# CNCS Funding Priorities

- Environment -- 21st Century Service Corps
- Serving Veterans and/or Military Families
- Governor and Mayor Initiative
- Programming that supports My Brother's Keeper

# CNCS Funding Priorities

- Multi-focus intermediaries serving rural and other underserved communities.
- Safer communities – focus on public safety and prevention
- See [Mandatory Supplemental Guidance](#) for more information

# Application Priorities

- AmeriCorps member roles and activities that are direct service oriented and clearly demonstrate engagement in and with the community.
  - Prohibited Activities are not proposed!
- Applications that demonstrate alignment with the organization's mission, need, service activity and measurements



# Application Priorities

- Evidence-Based or Evidence-Informed programs focusing on measureable outcomes
- Innovative strategies and programs that engage more citizens in national service and volunteerism, providing opportunities to solve real world problems; and
- Evaluation and performance management is a focus of the program and organization

# Eligible Applicants

- Nonprofit Organizations
  - Community/Regional/Statewide
  - Faith-based
  - Secular
- Government
  - State/County/Local
- Education
  - Districts, Collaborative, Higher Education
- Consortia or Intermediary

# Eligible Applications

- Request no less than **20 members**/ slots equaling at least **10 MSY**
- Cost per MSY is less than **\$13,830**
- Page limitations followed – NOFO, pg. 13
- Complete application with additional documents
- Full-time member living allowance at least **\$12,630**

# Don't Forget!

- Applicant needs a DUNS number
- Active registration in SAM required

# Grant Selection Criteria

- Program Design
- Organizational Capability
- Cost Effectiveness & Budget

Begins on **page 14** in the Notice of Funding Opportunity



# Executive Summary

Use the template provided!

The [ABC Logistics] proposes to have [20] AmeriCorps members who will [provide outreach and education on mental health resources] in [the city of Elm]. At the end of the first program year, the AmeriCorps members will be responsible for [increasing residents' knowledge about mental health resources]. In addition, the AmeriCorps members will leverage an additional [100 volunteers] who will be engaged in [National Days of Service.]

This program will focus on the CNCS focus area(s) of [Healthy Futures].\* The CNCS investment of \$[276,600] will be matched with \$[87,348]; \$[37,348] in public funding and \$[50,000] in private funding.

\*If the program is not operating in a CNCS focus area, omit this sentence.

# Program Design

## Problem/Need

- Prevalent and severe community need
  - identified with supporting evidence that is well documented with *relevant* data;

## Relevant in terms of...

- How it compares to similar locations (cities, states, etc.)
- Data is recent within 3-5 years
- Relates to the issue



# Theory of Change

Need → Intervention → Intended Outcome

- Summary of issue
- Intervention is how/what/when/where members provide service along with research that it will lead to proposed outcome
- Intended outcome describes success as a result of the intervention



# Theory of Change

Clearly describes

- the proposed member service activity/intervention(s) along with supporting evidence that it will address the community need;
- And, the anticipated outcome(s).
- Explains how AmeriCorps members are providing a resource that is not available

# Logic Model

- A summary of the community problem outlined in the narrative.
- Inputs - Organizational and partner resources committed to the grant including staff time, financial support, meetings, other resources
- Proposed program activities – what, where and with whom. Include the target population (e.g., disconnected youth)

# Logic Model

- Outputs including proposed number of services, beneficiaries, and/or locations to be served.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the program



# CNCS Logic Model Template

Problem	Inputs	Activities	Outputs	Outcome(s) Short-Term	Outcome(s) Medium-Term	Outcome(s) Long-Term
<b>The community problem the program activities (interventions) are designed to address</b>	Resources necessary to deliver the interventions, including # of service locations/sties and #/type of AmeriCorps members	The core activities that define the intervention, or program model, the members will implement or deliver. Includes the duration, dosage and target population.	Direct products from delivering the intervention	Changes in knowledge, skills, attitudes and opinions and will be, almost always, measurable during the grant year.	Changes in behavior or action. Depending on the program design, may be measureable in the program year.	Changes in condition or status in life. Depending on the program design, may be measureable in the program year such as environmental or capacity-building programs.

# Logic Model Instructions

A Logic Model is a summary of the community problem/need outlined in the narrative.

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
- Program and member start and end dates

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.) 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.
- Programs may include short, medium, or long-term outcomes in the Logic Model. While performance measure outcomes should be consistent with the program's theory of change, programs are not required to measure all outcomes that are included in the Logic Model.
- Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

# Logic Model

- Follow guidance from the NOFO, pages 14-15.
- No more than 3 pages as it prints out (it will become the final pages of your printed application)
- Programs may include short, medium or long-term outcomes and should identify which, if any, National Performance Measures will be used as output and/or outcome indicators.

# Example for health literacy program

INPUTS	ACTIVITIES	OUTPUTS	Outcomes		
			Short-Term	Medium-Term	Long-Term
What we invest	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life
Funding  4 FT staff  AmeriCorps members serve as health care advisors  Partnerships with community-based organizations  Member training	Develop and disseminate accurate, accessible, and actionable health and safety information  Conduct health literacy workshops  Provide individualized health literacy sessions	500 health and safety education materials disseminated  4 half-day workshop sessions (at least 20 residents per session; 80 total)  100 individual and small group health literacy sessions (60 mins each) serving 300 people	Increase in residents' understanding of prevention and self-management of conditions  Increase in residents' motivation to adopt good health practices  Increase in residents ability to search for and use health information	Increase in residents' adoption of healthy behaviors and recommendations of the program (such as getting necessary medical tests)	Improved health and wellness status and quality of life for residents in the area

# Logic Model

- Spend 15 minutes working on your program's logic model



# Evidence Section

- Applicants will be assessed by providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change.
- Applicants must fully describe how they meet the requirement of their level.
- Pay attention to requirements for each tier of evidence
- [Evidence Check-list](#)

# Evidence-Based Intervention

- Describes service activities that are supported by research and/or statistical findings to indicate a high likelihood that the intervention will address the need and result in intended outcomes.

# Evidence-Informed Intervention

- Based on past success or similar program design.
- Supported by a strong theory or rationale through a Theory of Change or Logic Model.

# Evidence Tiers

- No Evidence
- Pre-Preliminary
- Preliminary with or without replication
- Moderate\*
- Strong\*

\* Requires submission of evaluation reports

Details in the NOFO pages 15-19

# Evidence Tiers

Based on descriptions of studies/evaluations

- Evaluation Design – quasi-experimental vs. experimental
- Findings – promising or positive findings
- Applicability - expect same results
- Conducted internally or externally



# Notice Priority

- If applicable, specify which funding priority the program fits
  - NOFO, pg. 2 &
  - Mandatory Supplemental Guidance
- Detail that the program meets all the of requirements.
- No more than a paragraph



# Member Training

- Detail the training provided to members for effective service
- Detail the plan to provide high quality **professional development and on-going training.**
- Specify that members will be trained on prohibited activities



# Member Supervision

- Detail the plan for members to receive daily and on-going quality guidance and supervision.
- Detail plans for training supervisors on expectations, program regulations, and member prohibited activities.



# Member Experience

- Gain meaningful skills and community engagement experience for preparation of Life after AmeriCorps
- Plan to offer members opportunities to reflect on and connect with national service - specific opportunities and other members
- Plans for bringing all members together throughout the year



# Commitment to AmeriCorps

- How will the program demonstrate a value of service?
  - Programs should provide an introduction to AmeriCorps training to all members.
  - Display AmeriCorps signs, logos, branding, etc.
- What “gear” will members wear to display the logo?
  - Members want to wear the “A”!
  - Logo regulations

# Organizational Capability

## Background and Staffing

- The organization, and staff listed, has the experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- Experience with federal grants
- Partners actively engaged in planning and implementing the program

# Organizational Capability

- New applicants must submit
  - Partner letters (can be in conjunction with other grant requirements)
- Due by the application deadline **12.2.16**
  - Email with application ID in the file name

# Organizational Capability

## Compliance and Accountability

- Plans to prevent, detect and rectify issues
- Plans to monitor and hold partners, members and self accountable
- Ensure program will not displace or replace staff



# Cost Effectiveness & Budget Adequacy

Review of this section includes the budget and budget narrative sections.

Use this section to describe -

- more details about the budget
- Identify any anomalies between narrative and budget
- Plans to raise necessary resources



# Cost Effectiveness & Budget Adequacy

The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.

- The requested funds do not exceed \$13,830 per MSY.
- Submitted without errors
- Compliant with budget instructions
- **The amount requested is a competitive factor in the selection process.**

# Cost Effectiveness & Budget Adequacy

## Additional Documentation:

- Financial Management Survey Pre-Award Risk Assessment
- Indirect cost rate, if applicable

## Pre-Award Financial Risk Assessment Survey

*(see Application Instructions, p.9)*

- Determine your organization's capacity for managing federal funds.
- Experience with federal grants and other funding.
- Financial accounting system.
- System of internal controls.
- Current written policies and procedures.

Note: The Pre-Award Financial Risk Assessment Survey must be completed by all NEW applicants. It is NOT completed by Re-competing applicants or Continuation applicants, EXCEPT those moving from a Planning Grant to an Operational Grant.



# Evaluation

- Enter N/A into the section *unless* you have received AmeriCorps funding before. Then, include plan.
  - Plans requirements are listed on pgs. 20-21
- [CNCS Evaluation Resources](#)
- Section does not count towards the page limits.



# Demonstrating Success

- All programs are required to submit at least one **performance measure** to track the program's primary service activity
  - Output
  - Outcome
- Find the RIGHT fit for your program
- [Online Tutorial](#)
- National Performance Measure Instructions
  - [Application Instructions](#), Attachment A, pg.18



# Performance Measures

- Take 20 minutes to
  - review National Performance Measures
  - Begin working on an Output and Outcome for your program's primary service activity



**SERVE OHIO**  
Ohio Commission on Service and Volunteerism

# **2017 AmeriCorps Application Budget Instructions**

Attachment B, Page 28

## **Operational Grants**

# The budget consists of:

- Budget Form
- Budget Narrative
- Source of Funds

# Purpose:

- Planning Tool
- Fiscal Oversight
- Compliance Monitoring

The amount requested is a competitive factor in the selection process.

TIP: Cost per MSY is a competitive factor during the application review and selection process. Meaning all else being equal, an applicant proposing a lower cost per MSY may have a competitive advantage.

# How Much Can You Request?

All Ohio applicants must request at least 20 member slots and 10 member service years (MSY) (see page 31 for MSY Calculations)

The cost per MSY is a calculation CNCS uses to determine the overall cost of your program.

$$\text{Cost per MSY} = \frac{\text{Total \$ requested from AmeriCorps}}{\text{Total MSY requested}}$$

- $\$138,300 / \$13,830 = 10 \text{ MSY}$
- $\# \text{ of MSYs} * \text{CPM} (10 \text{ MSY} * \$13,830 = \$138,300)$

*Note: programs operating in rural communities and programs that recruit opportunity youth as members may request a CPM up to \$14,000 (see NOFO, page 10)*



# Summary of Statutory Budget Requirements: Grantee Match

See National Knowledge Network [http://www.nationalservice.gov/sites/default/files/olc/moodle/fm\\_key\\_concepts\\_of\\_cash\\_and\\_in\\_kind\\_match/view9468.html?id=3213&chapterid=2268](http://www.nationalservice.gov/sites/default/files/olc/moodle/fm_key_concepts_of_cash_and_in_kind_match/view9468.html?id=3213&chapterid=2268)

## Overall Minimum Match Requirement

Grantees must meet an overall increasing match requirement, up to 50% of the total project costs by year ten, according to the following table:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
24%	24%	24%	26%	30%	34%	38%	42%	46%	50%

The grantee match requirements are based on the 12-month budget period, and are further detailed in [45 CFR 2521.60\(a\)](#).

### **Can other Federal funds be used as match? YES**

AmeriCorps programs can use other Federal funding as sources for match. Discuss your intention of using other Federal funds to match an AmeriCorps grant with the other Federal agency prior to submitting your application, not after the grant has been approved. Document your conversations and, if possible, obtain and retain written permission from the other Federal agency whose Federal funds you intend to use as match with the CNCS grant. Your organization should also disclose your intent to use other Federal funds as match when submitting your budget application.

### **Can In-kind be used as match? YES**

Your match can consist of cash and in-kind.

# Equipment

- Equipment costs may not exceed 10% of the total federal share of costs. See Application Guidelines for definition of equipment vs. supplies.



# All applicants must budget for the following meetings/trainings

- Ohio Conference on Volunteering and Service - registration (\$125), mileage, non-conference meals, hotel accommodations (for staff & at least 1 member)
- North Central Regional Training Conference – registration, mileage, etc.
- 3 Director's Meetings or Staff Development Trainings (mileage, per diem, overnight accommodations, where applicable)
- Justice Talking Leader Training (one day) – meals, transportation, for one member (and staff not previously attending)
- CNCS required meeting (\$1,000)

# All applicants must budget for the following costs:

- OnCorps Reports (\$18 per slot)
- National Service Criminal History Background Checks (BCI and FBI)



# Administrative/Indirect Costs

- **Section III. A. CNCS Fixed Percentage Method.** Applicants completing this section may charge 5% to the grant and 10% total administration, in lieu of any documentation.

OR

- **Section III. B. Federally Approved Indirect Cost Rate.** Applicants completing this section may charge 5% to the grant and use their federally approved Indirect Cost Rate and charge more than 10% to total administration. If so, they complete this section and submit a copy of their IDC rate plan.

OR

- **Section III.C. De Minimis Rate of 10% of Modified Total Direct Costs (MTDC).** Non-Federal Applicants may complete this section if they have never had a federally negotiated ICR and receive less than \$35 million in direct federal funding. For information on what is included in MTDC and use of this option see 2 CFR 200.414(f) and 200.68. If chosen, this option must be used consistently across all federal awards .

For more information on De Minimis and Indirect Costs in general, see CNCS Indirect Cost FAQs at:

[http://www.nationalservice.gov/sites/default/files/resource/Indirect\\_CostFAQ\\_7\\_20\\_2015.pdf](http://www.nationalservice.gov/sites/default/files/resource/Indirect_CostFAQ_7_20_2015.pdf)



## Administrative/Indirect Costs Commission Administration

Of the 5% charged to the grant, 2% must be allocated to the OCSV for its use. In all cases, 2% must be included within the Corporation Share of Administrative Costs to be used by ServeOhio, Ohio Commission on Service and Volunteerism for expenses related to grant administration, leaving 3% for applicants to use, if they wish.

# Requirement to Record Your Indirect Cost Rate in eGrants

- ALL applicants are required to record whether or not they are using an Indirect Cost Rate in eGrants, under My Account, Edit Organization Info, Add& View Indirect Cost Rate.

## Managing My Account

Click on the links below to access common account functions.

**My Account** →

**Commission Input on National Applicants** →

**Commission Competitive Subapplication Ranking** →

## Edit My Organization Info...

You can change the following information by clicking on the links below:

→ **Update Organization's Contact Information**

→ **Update Organization's Attributes**

→ **Add and View Indirect Cost Rate**

→ **Edit User Role/Permissions**

→ **View All**

→ **Change My Primary User Role**



# Requirement to Record Your Indirect Cost Rate in eGrants

- For step by step instructions on how to enter the indirect cost rate information in your eGrants account, see:  
[http://www.nationalservice.gov/sites/default/files/resource/eGrants Indirect Cost Rate Instructions Final.pdf](http://www.nationalservice.gov/sites/default/files/resource/eGrants%20Indirect%20Cost%20Rate%20Instructions%20Final.pdf)

NOTE: Recompeting and Continuing programs do not need to reenter this information, unless it has changed.



# 2017 Budget Narrative Sample

## Operational Grant

## When completing the budget:

- **Round** all figures to the nearest dollar. **Do Not Include Cents.**
- Do not inflate the budget; you will be required to meet the budgeted match amount.
- All costs in Sections I & II must be documented.

Tip: draft budget in Excel Spreadsheet then transfer to eGrants

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**A. Personnel Expenses**

<b>Position/Title/Description</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Project Coordinator <b>(Include a 5-6 word description of responsibilities)</b> 1 person @ \$35,000 x 100% usage	35,000	18,341	16,659
<b>Category Totals</b>	35,000	18,341	16,659

ServeOhio recommends at least a .5 FTE for one designated project coordinator.

## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample Section I. Program Operating Costs

#### B. Personnel Fringe Benefits

<b>Purpose/Calculation - Total</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Medical insurance, FICA, Workers Comp, Unemployment x 26% of salary	9,100	0	9,100
<b>Category Totals</b>	9,100	0	9,100

## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample Section I. Program Operating Costs C.1. Staff Travel

Purpose/Calculation	Total	CNCS	Grantee
ServeOhio Conference (mileage-180 mi. @ .30/ mi., per diem-1 staff x \$25/day x 2 days, hotel-1 staff x 1 night x \$106), Registration \$125	335	0	335
Project Director Meetings/ Trainings - 3 x 150 mi. x .30 = \$135 + per diem: 3 x \$25 = \$75 (Include hotel detail, 1 or 2 nights, if needed)	210	0	210

## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample Section I. Program Operating Costs C.1. Staff Travel (continued)

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Regional Conference - (mileage-180 mi. @ .30/ mi., per diem-1 staff x \$25/day x 2 days, hotel-1 staff x 1 night x \$106), Registration \$150	360	0	360
CNCS sponsored meeting (Registration \$250, Hotel \$400, Transportation \$350)	1,000		1,000
<b>Category Totals</b>	<b>\$1,905</b>	<b>0</b>	<b>\$1,905</b>

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**C.2. Member Travel**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Justice Talking Leader Training 1 member - 180 miles @ .30/mi.	54	0	54
One member @ ServeOhio Conf. mileage-180 mi. @ .30/mi.; Per diem – \$25/day x 2 days; Registration \$125	229	0	229
20 members x 11 miles/month x 12 months @ .30 <b>(Include purpose for travel)</b>	792	0	792
<b>Category Totals</b>	<b>\$1,075</b>	<b>0</b>	<b>\$1,075</b>

## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample

### Section I. Program Operating Costs

### D. Equipment

Item/Purpose/Quantity/Unit Cost	Total	CNCS	Grantee
<b>Category Totals</b>			

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**E. Supplies**

<b>Item/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Copy member handbooks – 50 copies x \$14	700	0	700
Member Service Gear w/logo – 20 members x \$35 (\$10-T-shirt, \$20-hoodie, \$5-lapel pin), plus \$30 shipping	730		730
Postage – 100/month x 12 months	1,200	0	1,200
Print program brochures - \$2/copy x 1000	2,000	0	2,000
Program Supplies for Tutoring - \$25/mo. x 9 mo.	225	0	225
Office Supplies - \$20/mo. x 12 months	240	0	240
<b>Category Totals</b>	<b>\$5,095</b>	<b>0</b>	<b>\$5,095</b>

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**

**F. Contractual and Consultant Services**

Purpose/Calculation/Daily Rate	Total	CNCS	Grantee
<b>Category Totals</b>			

**G.1. Staff Training**

Purpose/Calculation/Daily Rate	Total	CNCS	Grantee
<b>Category Totals</b>			



**ATTACHMENT F - BUDGET WORKSHEET**

**Operational Grant Sample**

**Section I. Program Operating Costs - G.2. Member Training**

<b>Purpose/Calc./Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
CPR training-20 members x \$50 ea	1,000		1,000
Monthly member mtgs (copies, training materials: \$10/mtg. x 9	90		90
<b>Category Totals</b>	<b>\$1,090</b>		<b>\$1,090</b>

**H. Evaluation**

<b>Purpose/Calc./Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>Category Totals</b>			



ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**I. Other Program Operating Costs**

<b>Purpose/Calculation/Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Background Checks (BCI & FBI): members-20 x \$50; staff -1 x \$50	1,050		1,050
Member Payroll Service: \$25/mo. x 12 months	300	0	300
OnCorps Reports: 20 slots x \$18/slot	360	0	360
<b>Category Totals</b>	<b>\$1,710</b>	<b>0</b>	<b>\$1,710</b>
<b>Section I. Totals</b>	<b>\$54,975</b>	<b>\$18,341</b>	<b>\$36,634</b>



**ATTACHMENT F - BUDGET WORKSHEET**  
**Operational Grant Sample**  
**Section II. Member Costs - A. Living Allowance**

<b>Item/# Mbrs. w/wo Allowance</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Full Time (1700 hrs.): 20 members at a rate of \$12,630 each Members w/o Allowance 0	252,600	250,600	2,000
1 YR HT (900 hrs.)	0	0	0
Reduced HT (675 hrs.)	0	0	0
QT Time (450 hrs.)	0	0	0
Min Time (300 hrs.)	0	0	0
<b>Category Totals</b>	<b>\$252,600</b>	<b>\$250,600</b>	<b>\$2,000</b>



## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample **Section II. Member Costs**

#### **B. Member Support Costs**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
FICA: $7.65\% \times \$252,600$	19,324	0	19,324
Workers Comp: $0.0054 \times \$252,600$	1,364	0	1,364
Health Care: $\$1,500/\text{yr.} \times 20 \text{ FT members}$	\$30,000	0	\$30,000
<b>Category Totals</b>	<b>\$50,688</b>	<b>\$0</b>	<b>\$50,688</b>
<b>Section II. Totals</b>	<b>\$303,288</b>	<b>\$250,600</b>	<b>\$52,688</b>



**ATTACHMENT F - BUDGET WORKSHEET**  
**Operational Grant Sample**  
**Section III. Administrative/Indirect Costs**

**A. Corporation Fixed Percentage Method**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Corporation Fixed Amount – sum of CNCS share of sections I and II x $0.0526 \times 0.60 = \$8,488$ (we are not taking the full amount allowed) Grantee share – $.10 \times$ total amount of sections I & II	2,000	2,000	0
State Commission Fixed Amount – sum of CNCS share of sections I and II x $0.0526 \times 0.40$	5,659	5,659	0
<b>Category III.A. Totals</b>	<b>\$7,659</b>	<b>\$7,659</b>	<b>\$0</b>



**ATTACHMENT F - BUDGET WORKSHEET**  
**Operational Grant Sample**  
**Section III. Administrative/Indirect Costs**

**B. Federally Approved Indirect Cost Rate Method**

**C. De Minimis Rate of 10% of MTDC**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>CATEGORY III.B. Totals</b>	0	0	0
<b>CATEGORY III.C. Totals</b>	0	0	0
<b>SECTION III. Totals</b>	\$7,659	\$7,659	0
<b>TOTAL PROJECT COSTS</b>	\$365,922	\$276,600	\$89,322
<b>Overall Match %</b>			24%
<b>Cost Per Member</b>		\$13,830	

# Source of Match

## Operational Grant Sample

In the Source of Funds Box, enter the Amount, Type (cash or in-kind), Source (Federal, State and/or Local, or Private), and the Intended Purpose of the Match

**Total here should equal the amounts in Sections I & II of the Budget**

<b>Section</b>	<b>Match Description</b>	<b>Amount</b>	<b>Type</b>	<b>Source</b>
Section I	Name each source and what each is paying for	\$	Cash	Private
Section III	NA if claiming the fixed 5% / 10% (III.A.) and De Minimis (III.C.); or submit ICR plan for III.B.	\$		
<b>Total</b>		\$		

# For More Information on Requirements:

## **Uniform Guidance**

Award recipients must comply with all applicable federal laws, regulations and the requirements of the “OmniCircular” (see the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Uniform Guidance, now consolidated in 2CFR Parts 200 and 2205 apply to Corporation for National and Community Service (CNCS) AmeriCorps grants awarded since FY2015 (see page 11 of Application Instructions).

**The OMB OmniCircular may be found on-line at:**

[https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)

**AmeriCorps Regulations, 45 CFR §§ 2520-2550**

[http://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)

# eGrants

- Grant Application ID: **17AC189111**

NOFA: FY 2017 AmeriCorps State Commission  
(New and Continuations)

Type: New Grant/Previous Grantee

- [eGrants Review](#)



# Intent to Apply

## Section II Concept Paper Review



# Characteristics of Success

- Programs focusing on measurable outcomes
- Innovative strategies and programs that engage more citizens in national service and volunteerism
- Leverage private and public resources
- Focus on service as a solution and instilling the ethic of service in AmeriCorps members and volunteers
- Capacity, commitment, and administrative leadership



# Characteristics of Success

- Engaging citizens in solutions
- Corps has a central focus - cohesion and shared service experiences are a priority
- Focus on sustainability
- Member development important part of the experience and program; strong plan for professional development and communication
- The AmeriCorps program is designed to build organizational capacity – not replacing or duplicating efforts



# Characteristics of Success

- Staff time and professional development
- Maintaining regular communications with partners and service sites
- Success shared at all levels
- Training occurs at all levels
- Value evaluation
- Preparation is key!

# Organizational Capacity

- Fiscal
- Staffing
- Space
- Technology
- Leadership – HR and Legal
- Partners
- Tracking and Reporting
- Member Management

# Caution

- Mission drift;
- Significant human resources added to the organization;
- Significant commitment on the part of the organization;
- Leverage existing efforts;
- AmeriCorps is not cheap labor

# Items to Mention

- READ the Notice of Funding Opportunity
  - Application review criteria
  - Be sure to submit all required additional documentation
- READ the Application Instructions

# Steps To Apply

- Obtain a DUNS number
- Register, or update, organization's SAM registration
- Establish an eGrants account



# Application Process

- Intent to Apply - **required** by Nov. 14 at 5:00 pm
- Black-Out Period from **Nov. 23 – Dec. 13**
- Apply through eGrants by **Dec. 2 at 5:00 pm**
- Applications are Peer and Staff Reviewed
- Clarification period – December 14-21
- Commission Meeting – January 12
- May – Award Notifications
- Fall - Grant begins; No earlier than July 1

# Resources

- [CNCS application resources](#)
- [National Service Knowledge Network](#)
- [ServeOhio](#)
- [CNCS Terms and Conditions](#) (2016)
- [ServeOhio Terms and Conditions](#) (2016)
- [National Service Criminal History Checks](#)



**SERVE OHIO**  
Ohio Commission on Service and Volunteerism

## **For More Information on Program Requirements:**

Information on program requirements and criteria are located in the AmeriCorps regulations, 45 CFR §§ 2520-2550

**[www.gpoaccess.gov/ecfr](http://www.gpoaccess.gov/ecfr) and**

**[www.americorps.gov/rulemaking](http://www.americorps.gov/rulemaking)**

# DID I ANSWER YOUR QUESTIONS?

# Follow-Up Questions

- **Mary Cannon**, Director of AmeriCorps – (614) 728-5177, [mary.cannon@serveohio.gov](mailto:mary.cannon@serveohio.gov)
- **Lisa Tope**, AmeriCorps Grants Officer – (614) 728-2920 [lisa.tope@serveohio.gov](mailto:lisa.tope@serveohio.gov)