

2019 Ohio AmeriCorps Grant Workshop

April 8, 2019
1:00-4:45 pm
State Library of Ohio



Welcome

Introductions

Review Agenda

Agenda

- Questions
- Application Overview
- Review Criteria
- Break around 2:30pm.
- Performance Measures
- Budget Requirements

Objectives

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

References

<http://www.serveohio.org/Grants-Funding/AmeriCorps-Funding>

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

Ohio AmeriCorps 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
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families



CNCS Funding Priorities

- **Economic Opportunity – especially opportunity youth**
- **Education – Evidence-Based Interventions**
(see the **MSG**)
- **Healthy Futures**
- **Veterans and Military Families**

CNCS Funding Priorities

- **Rural intermediaries**
- **Safer Communities**
- **Faith-Based organizations provided above activities**

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
- Consortium or Intermediary

Eligible Applications

- No less than **5 Member Service Years (MSY)**
 - 1 MSY = 1 Full-time Member (1.0 MSY)
 - 1 MSY = 2 Half-Time Members (.5 +.5 MSY)
 - See examples [Performance Measure Instructions, pg 23](#)
- Page limitations followed
 - See NOFO, page 6
- Cost per MSY is not exceeded.
 - See NOFO, page 3

Eligible Applications

- Living Allowance requirements met
 - [See NOFO Table 1, page 8](#)
- Minimum Match Requirement Met
 - See NOFO, page 9
- Complete application with additional documents
 - See NOFO, pages 10-11

Don't Forget!

- Applicant needs a DUNS number
- Active registration in SAM required
 - NEW requirement for notarized letter

Grant Selection Criteria

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness & Budget
- Evaluation Plan

Begins on **page 11** in the [Notice of Funding Opportunity](#)



A. Executive Summary

Use the template provided on page 11
of the NOFO!

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.*

** Fixed Amount Grants must list other revenue.*

B. Program Design

1a. 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

1b. Logic Model

- A visual representation of the applicant's theory of change
- Inputs - Organizational and partner resources necessary to deliver the intervention
 - Number of host sites
 - Number of AmeriCorps members
 - Member start/end dates
- Core activities— what, where and with whom.
 - target population (e.g., disconnected youth)
 - Duration and Dosage

Logic Model

- Outputs including proposed number of services, beneficiaries, and/or locations to be 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 program
 - If applicable, identify which National Performance Measures will be used as output indicators

Logic Model

- Follow guidance from the NOFO, pages 11-12.
- 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.

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. Content that exceeds three pages will not be reviewed.

CNCS Logic Model Template

Problem	Inputs	Activities	Outputs	Outcome(s) Short-Term	Outcome(s) Medium-Term	Outcome(s) Long-Term
The community problem the program activities (interventions) are designed to address	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.

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 (H4A)	Increase in residents' understanding of prevention and self-management of conditions (H17) 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
- [AmeriCorps Logic Model - PowerPoint presentation](#)

2. Evidence Base Section

- Two components to this section -
 - **Evidence Tier (See the MSG)**
 - **Quality of Evidence**
- Evidence Tier: Applicants must fully describe how they meet the requirement of their level.
 - Pay attention to requirements for each tier of evidence
 - Submit evaluation reports, if required by Tier
- Quality: The extent to which it supports the proposed program design

Evidence Tiers

- Pre-Preliminary/Evidence-Informed
- Preliminary
- Moderate*
- Strong*

* Requires submission of evaluation reports

[Details in the MSG pages 4-6](#)

3. Notice Priority

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

4. Member Experience

- Gain meaningful skills and community engagement experience for preparation of Life after AmeriCorps
- Recruitment plans from local communities
- 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
- Foster inclusive service experience

C. Organizational Capability

1. Background and Staffing

- The organization, and staff listed, has the experience, staffing, and management structure to plan, implement, monitor and oversee the proposed program.

2. Compliance and Accountability

- Detail monitoring and oversight plan to include
 - Host site visits
 - Supervisor check-ins/meetings
 - Member visits/check-ins on site at service locations
- Prevent, detect and respond to non-compliance

3. Culture that Values Learning

- Describe organization's plans to review, incorporate and disseminate program information.
- How will the organization incorporate learning about the AmeriCorps program into existing elements.

4. Member Supervision

- Guidance and host site supervision plans
 - Supervisor networking and ongoing support
 - Regular conference calls/webinars/visits
- Supervision training on service goals and program regulations.

Additional Documentation

- New applicants must submit
 - Letters of Support (Rural Intermediaries)
 - Organizational Chart with includes the AmeriCorps program
- Additional requirements for Renewal and Evidence Tiers.
- Due by the application deadline **5.1.19**
 - Email with application ID in the file name

D. Cost Effectiveness & Budget Adequacy

- Criteria assessed based on the submitted budget
- “**See Budget**” is only required narrative in this section

Cost Effectiveness & Budget Adequacy

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

- The requested funds follow MSY requirements
- Submitted without errors
- Compliant with budget instructions
- Living allowance requirements met

Cost Effectiveness & Budget Adequacy

Additional Documentation:

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

Pre-Award Financial Risk Assessment Survey

- 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.

E. Evaluation

New programs must include a Data Collection Plan

- Provide a description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- Describe how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

E. Evaluation

Recompeting Programs must submit an evaluation plan per the NOFO guidance, pages 16-17

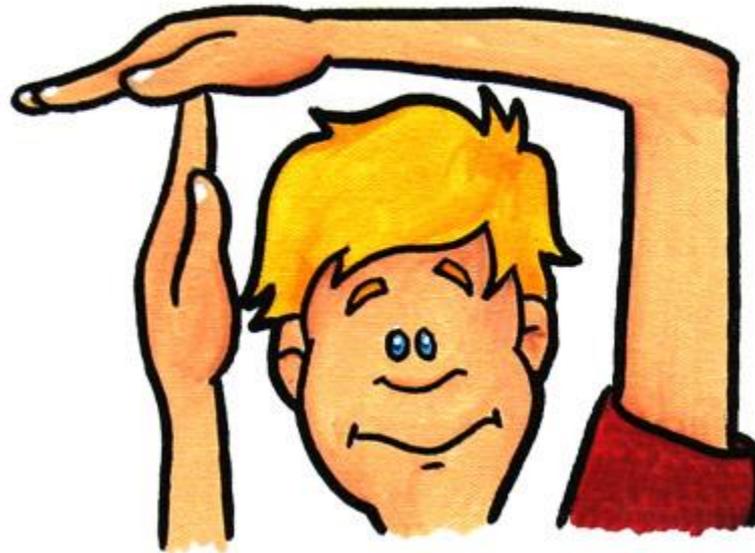
Section **does not count** towards the page limits.

Other Narrative Sections

- Amendment Justification
- Clarification Summary
- Continuation Changes

Enter **N/A** into each of the above sections

TAKE A BREAK!



Demonstrating Success

- All programs are required to submit at least one **performance measure** to track the program's *primary* service activity
 - Output
 - Outcome
- [2019 National Performance Measures Instructions](#)
 - Find the RIGHT fit for your program
- Applicant Determined Measures

Entering Performance Measures

- [Application Instructions](#), Attachment A, page 16

Performance Measures

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

Questions?



2019 AmeriCorps Formula Application Best Practices in Budget Development

Cost Reimbursement

Application Instructions Attachment B

Fixed Amount

Professional, Stipend Fixed Amount, EAP

Application Instructions Attachment D

Budget Functions

An approved AmeriCorps budget is part of the grantee's contractual obligation and:

- ◆ A financial blueprint
- ◆ Helpful to ensure compliance
- ◆ A tool for measuring progress and monitoring

The budget consists of:

- Budget Form
- Budget Narrative
- Source of Funds

Cost Effectiveness & Budget Adequacy Based on the budget that's submitted

The budget is clear, reasonable, realistic, cost-effective, and aligns with the program narrative.

- The requested funds do not exceed the cost per MSY (member service year).
- See Instructions for FT members minimum living allowance amount and suggested amounts for less than FT members
- Submitted without errors.
- Compliant with budget instructions and NOFO information on preparing the budget.

Budget Narrative

- ◆ Follow instructions in NOFO and Instructions
- ◆ Best estimate resources needed to achieve program goals
- ◆ Organize narrative to fit budget categories
- ◆ Provide adequate descriptions
- ◆ Check your math
- ◆ Include allowable, reasonable, necessary, and allocable costs, as defined by 2 CFR 200

Unallowable Costs

- ◆ Lobbying
- ◆ Entertainment and alcohol
- ◆ Expenses not tied to program objectives
- ◆ Costs that constitute waste, fraud, and abuse
- ◆ Unreasonable from “prudent person” perspective
- ◆ Costs with no logical basis

When completing the budget/narrative:

Round all figures to the nearest dollar. **Do Not Include Cents.**

Cost Reimbursement Applicants

- 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

Fixed Amount Applicants

- No match requirement
- Request can include FT and less than FT members serving in a FT capacity

How Much Can You Request?

Based on the number of Member Service Years (MSY) requested and Cost per member (CPM). The CPM is a calculation CNCS uses to determine the overall cost of your program based on slot types converted to MSYs.

If an applicant requested 10 members for every slot type, it would look like the following example:

Slot Type	Number requested	Conversion factor		Proposed number of MSY	
FT (Full-time)	10	*	1.00000000	=	10.00000000
TQT (Three-quarter-time)	10	*	0.70000000	=	7.00000000
HT (1-year half-time)	10	*	0.50000000	=	5.00000000
RHT (Reduced half-time)	10	*	0.38095240	=	3.80952400
QT (Quarter-time)	10	*	0.26455027	=	2.64550270
MT (Minimum-time)	10	*	0.21164022	=	2.11640220
Sum no rounding:		30.57142890			
Total MSYs awarded if approved:		30.57			

How Much Can You Request?

Using the conversion table above, calculate the total request using the following formula: Total MSYs * CPM

Fixed Amount Stipend or Cost Reimbursement applicants

Total amount: 30.57 MSYs * \$15,192 = \$464,419

Fixed Amount – Professional Corps

Total amount: 30.57 MSYs * \$1,000 = \$30,570

How Much Can You Request?

- All Ohio applicants – Fixed Amount and Cost Reimbursement, must request no less than 10 member service years (MSY).
- Total request cannot exceed maximum Cost per MSY (CPM)
 - Cost Reimbursement - \$15,192* (*See Mandatory Supplemental Guidance for rural communities and opportunity youth)
 - Fixed Amount Stipend - \$15,192
 - Fixed Amount Professional Corps – up to \$1,000 (CNCS reserves the right to reduce)

TIP: The amount requested and Cost per MSY are competitive factors 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.

Grantee Match

Cost Reimbursement only* Does not include Fixed Amount applicants; they pay all program costs over those provided by CNCS

Overall Minimum Match Requirement

Grantee share increases gradually, one dollar for every CNCS dollar by year 10

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%

- Grantee match is based on Total Project Costs = CNCS Share + Match Share
- Grantee match requirements 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 for Cost Reimbursement applicants may not exceed 10% of the total federal/CNCS share of costs. See Application Guidelines for definition of equipment vs. supplies.

All Cost Reimbursement application budgets must include the following meetings/trainings*

- Ohio Conference on Volunteering and Service - registration (\$150), mileage, non-conference per diem, lodging (for staff & at least 1 member)
- National Service Regional Training Event (2-3 days, staff only) – registration (\$300), transportation, per diem, hotel
- 3 Director's Meetings or Staff Development Trainings (mileage, per diem, overnight accommodations, where applicable)
- Justice Talking Leader Training (one day) – per diem, transportation, for one member (and staff not previously attending)
- CNCS required meeting (\$1,000), staff
- LeaderCorps Initiative \$500/member
- Statewide All-Member Event in Columbus (transportation), staff & members

*Note: Fixed Amount grant recipients are required to participate in all meetings/trainings

All Cost Reimbursement applicants must budget these Other Operating costs:

- OnCorps Reports (\$18 per slot, not MSY)
- National Service Criminal History Background Checks (NSCHC), BCI and FBI

*Note: Fixed Amount grant recipients are required complete National Service Criminal History Background Checks

2019 Budget Narrative Sample

Fixed Amount Grants

Professional Corps

Stipend Fixed Amount

Budget Narrative: Ohio Fixed Award Grants – Professional Corps

Application ID: 18-----	Program Name		
	Applicant Name		
		Budget Dates:	
A. Member Positions	Total Amt	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	0	0
Members W/O allowance 77	0	0	0
Three Quarter Time (1200 hours)	0	0	0
Members W/O allowance	0	0	0
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)			
2-Year Half Time (1st Year)			
Total	\$0	\$0	\$0
B. Fixed Award			
Program grant request: # MSYs x CPM = _____ (77*1000)=\$77,000	77,000	77,000	
Section II. Subtotal	\$77,000	\$77,000	0
Section II. Percentages		100%	0%
Budget Totals	\$77,000	\$77,000	\$0
Required Match		n/a	
# of years Receiving CNCS Funds		n/a	
Total MSYs		77.00	
Cost/MSY		\$1,000	

Source of Funds

Match Description (State if Secured or Proposed)	Amount	Match Classification (Cash or In-Kind)	Match Source (Federal State/Local, Private)

Budget Narrative: Ohio Fixed Award Grants – Stipend Fixed; see Instructions for MSY Position Chart/Calculations

Application ID:	Program Name		
	Applicant Name		
A. Member Positions	Total Amt	CNCS Share	Grantee Share
Full Time (1700 hrs)	0	0	0
Members W/O allowance 77	0	0	0
Three Quarter Time (1200 hours)	0	0	0
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Total	\$0	\$0	\$0
B. Fixed Award			
Program grant request : # MSYs x CPM = _____ (77*15,192=\$1,169,784)	1,169,784	1,169,784	
Section II. Subtotal	1,169,784	\$1,169,784	0
Section II. Percentages		100%	0%
Budget Totals	1,169,784	\$1,169,784	\$0
Required Match		n/a	
# of years Receiving CNCS Funds		n/a	
Total MSYs		77.00	
Cost/MSY		\$15,192	

Source of Funds

Match Description (State if Secured or Proposed)	Amount	Match Classification (Cash or In-Kind)	Match Source (Federal State/Local, Private)

2019 Budget Structure

Narrative Sample

Cost Reimbursement Operational Grant

(see Application Instructions Attachment C: Budget Worksheet)

Budget Structure

Separated by major categories and divided into CNCS and Grantee shares

Direct Costs

Attributable to Program Goals

Examples:

- ◆ Program staff salaries and fringe
- ◆ Member and staff travel
- ◆ Uniforms
- ◆ NSCHC
- ◆ Member living allowances

Indirect or Administrative Costs

For Common Organizational Goals

Examples:

- ◆ Management staff salaries and fringe
- ◆ Accounting and legal services
- ◆ Office equipment
- ◆ Rent and leases
- ◆ General liability insurance

Program Operating Costs

Section I.

- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C. Travel
 - 1. Staff Travel
 - 2. Member Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Ser
- G. Training
 - 1. Staff Training
 - 2. Member Training
- H. Evaluation
- I. Other Program Operating Costs

The image shows a stack of forms for reporting program operating costs. The forms are organized into sections A through I, corresponding to the list on the left. Each form has a header with the section name and a table with columns for Purpose/Description, Qty, Annual Salary, % Time, Total Amount, CNCS Share, and Grantee Share. Some forms also include a 'Calculation' column.

Note: All costs in this section must be detailed

Budget Narrative Section I – Sample

Personnel Expenses



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
1 Project Coordinator		\$35,000	\$35,000	\$0
	CATEGORY Totals	\$35,000	\$35,000	\$0



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
1 Project Coordinator responsible for (include a brief 5-6 word description of responsibilities)	1 person @35,000 x 100% usage	\$35,000	\$35,000	\$0
	CATEGORY Totals	\$35,000	\$35,000	\$0

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

Budget Narrative Section I – Sample

Personnel Fringe Benefits



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
1 Project Coordinator	32%	\$11,200	\$5,200	\$6,000
CATEGORY Totals		\$11,200	\$5,200	\$6,000



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
1 Project Coordinator – medical insurance, FICA, Workers Comp, Unemployment @26% of salary	1 person @35,000 x 26% usage	\$9,100	\$8,000	\$1,100
CATEGORY Totals		\$9,100	\$8,000	\$1,100

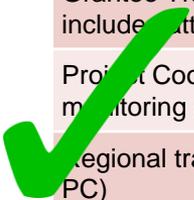
Budget Narrative Section I – Sample

Staff Travel – See Instructions for ServeOhio Required Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
CNCS-Sponsored Grantee Training	2 staff to DC	\$2,930	\$2,930	\$0
Program site monitoring and oversight	50 trips, average 25 miles round trip @ \$0.56/mile	\$700	\$0	\$700
Regional training conference (PD and PC)	(airfare - \$450, Lodging - \$150/night, 2 nights, per diem - \$75/day, 3 days, ground transportation - \$50) x 2 staff	\$1,954	\$977	\$977
Member Travel as part of service day (between worksites)	Avg 20 mi/week per member, 50 weeks, 38 members, \$0.56/mile (mileage rate determined by state policy)	\$21,280	\$21,280	\$0
CATEGORY Totals		\$26,864	\$25,187	\$1,677



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
ED and PD travel to CNCS-Sponsored Grantee Training (Washington DC) – include attendance at pre-con events	(airfare - \$600, Lodging - \$177/night, 3 nights, per diem - \$71/day, 4 days, ground transportation - \$50) x 2 staff	\$2,930	\$2,930	\$0
Project Coordinator program site monitoring and oversight	50 trips, average 25 miles round trip @ \$0.56/mile (mileage rate determined by state policy)	\$700	\$0	\$700
Regional training conference (PD and PC)	(airfare - \$450, Lodging - \$132/night, 2 nights, per diem - \$71/day, 3 days, ground transportation - \$50) x 2 staff	\$1,954	\$977	\$977
CATEGORY Totals		\$5,584	\$3,907	\$1,677



Budget Narrative Section I – Sample

Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Office Supplies	Avg \$40/month	\$400	\$0	\$400
Computers		\$2,200	\$2,200	\$0
Member Supplies	\$185/member, 38 members	\$7,000	\$3,200	\$3,800
	CATEGORY Totals	\$9,600	\$5,400	\$4,200



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
AmeriCorps member service gear (includes the AmeriCorps Logo)	38 members, 3 shirts @ \$26/shirt	\$2,964	\$2,964	\$0
Office Supplies	Avg \$40/month*12 months (based on prior year costs)	\$480	\$0	\$480
Computers and peripherals for new staff	2 Dell Laptops, including software @ \$1,100/each	\$2,200	\$2,200	\$0
Member Supplies to conduct in-school activities, e.g., paper, post-its, pens, pencils file folders, school bulletin board supplies, paper clips	Approx. \$185/member *38 (rounded)	\$7,000	\$3,200	\$3,800
	CATEGORY Totals	\$12,644	\$8,364	\$4,280



Budget Narrative Section II – Sample

Member Costs

- A. Living Allowance
- B. Member Support Costs

- ◆ FICA
- ◆ Health Care
- ◆ Workers Compensation
- ◆ Unemployment Insurance
- ◆ Other Member Support Costs

Section II. Member Costs						
A. Living Allowance						
Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2nd Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

B. Member Support Costs						
Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share	
Totals						
Subtotal Section II:						
Subtotal Sections I + II:						

*Ohio AmeriCorps members are not eligible for Unemployment Insurance – do not include in budget; see Instructions

Budget Narrative Section II – Sample

A. Member Living Allowance

Item/# Mbrs. w/owo Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs): 20 members at a rate of \$13,992 each; Members w/o Allowance: 0	\$279,840	\$270,576	\$9,264
Three Quarter Time (1200 hrs.)			
1 YR HT (900 hrs.)			
Reduced HT (675 hrs.)			
QT Time (450 hrs.)			
Min. Time (300 hrs.)			
	\$279,840	\$270,576	\$9,264



Budget Narrative Section II – Sample

B. Member Support Costs



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
FICA for Members: total member living allowances of \$637,500	637,500 @ 5%	\$33,675	\$0	\$33,675
Health Care	Estimated 25 of 28 FT members and 8 of 10 MT members, \$520/month	\$197,600	\$0	\$197,600
CATEGORY Totals		\$231,275	\$0	\$231,275



Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
FICA for Members: total member living allowances of \$637,500	637,500 @ 7.65%	\$48,769	\$0	\$48,769
Health Care	Estimated 25 participants (of 28 eligible members), \$520/month*12 mos.; Agency will provide healthcare for other eligible FT members, if requested	\$156,000	\$0	\$156,000
CATEGORY Totals		\$204,769	\$0	\$204,769

Budget Narrative Section III – Sample

Three methods to recover administrative costs (Cost Reimbursement Grants):

A. 5/10 Percent Fixed Option

- ◆ 5% of the total of CNCS funds expended
- ◆ No documentation required

B. Federally Approved Indirect Cost Rate Method

- ◆ Requires approved rate from Federal government
- ◆ Approved rate constitutes documentation

C. 10% De Minimis Rate

Administration

All applicants – Cost Reimbursement and Fixed Amount – will be assessed 2% for ServeOhio's administration

Administrative/Indirect Costs

Commission Administration – Fixed Amount Applicants

2% Commission Fixed Amount Option

- If awarded a Fixed Amount Grant (FT, EAP or Professional Corps), ServeOhio, Ohio Commission on Service and Volunteerism, will retain 2% of the total amount expended by your organization, to use for expenses related to ServeOhio's grants administration.
- Unlike Cost Reimbursement grant recipients, the 2% will be calculated when you request payment reimbursement; no calculation is required at this time.

Note: OCSV will provide guidance on the 2% calculation during T/TA orientation for funded applications.

Administrative/Indirect Costs

Commission Administration

Cost Reimbursement CNCS Share Only

- Of the 5% allowable, **all budgets must include 2% in the CNCS Share Only for ServeOhio use**, leaving 3% for applicants to use, if they wish.
- ServeOhio uses these funds for expenses related to our grants administration.
- Include the 2% within the CNCS Share of Administrative Costs only on the Commission Fixed Amount line.

TIP: use the formula in the Instructions to calculate admin

Budget Narrative Section III – Sample Cost Reimbursement Grant Only

III. A. Corporation Fixed Percentage Method

Item-Calculation	Total Amount	CNCS Share	Grantee Share
<p>Corporation Fixed Amount Line Sum of CNCS Share of Sections I and II $(\\$288,917) * 0.0526 * 0.60 = \\$91,118$</p> <p>Grantee Share – Sum of CNCS Share and Grantee Share = Total Amount in Sections I and II $(\\$386,411) * .10 = \\$28,007$</p>	\$37,125	\$9,118	\$28,007
<p>Commission Fixed Amount Line Sum of CNCS Share of Sections I and II $(\\$288,917) * 0.0526 * 0.40 = \\$6,079$</p>	\$6,079	\$6,079	\$0
Category Totals	\$43,204	\$15,197	\$28,007



Note: admin is 5.26% not 5%; see Instructions for rationale and additional guidance; use formula in Instructions to calculate

Budget Narrative Section III – Sample Cost Reimbursement Grant Only

III. B. Federally Approved Indirect Cost Rate

Item-Calculation	Total Amount	CNCS Share	Grantee Share
XYZ rate is based on NICRA of 56.6% of total direct salaries and wages, excluding fringe. XYZ is choosing to apply only a 25% NICRA to match. CNCS share of admin: The Commission 2% share is \$6,079 and XYZ's share is \$9,118.	\$16,449	\$15,197	\$1,252
Category Totals	\$16,449	\$15,197	\$1,252



Note: CNCS Share of admin is 5.26% not 5%; see Instructions for rationale and additional guidance; use same calculation as in III.A. Sample above

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 (Cost Reimbursement applicants)

- 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

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

Source of Funds

Welcome Tracey

Start Continuation Grant Application

Start Continuation

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents

Budget Section III. Administrative/IT

Please enter the necessary budget information.

Enter Source of matching funds

Match Description	Amount
DC Public Schools	\$25,160.00

For each source of matching funds, please enter the information below.

Match Description (max 250 chars):

Amount: \$.

Match Classification:

Match Source:

Source of Funds – Sample Entries

Total match here should equal the amount in the Budget

Source of Funds

Match Description	Amount	Type	Source
General funds, secured	\$288,066	Cash	Other
Private foundation, proposed	\$10,125	Cash	Private
Professional services donations, secured	\$6,000	In Kind	Other
State DOE, secured	\$158,256	Cash	State/Local
OJJDP, secured	\$281,135	Cash	Federal
Total Source of Funds	\$743,582		

*Remember: If match is federal, get their permission

*For all sources, indicate if source is Secured or Proposed

Budgeting Tips

- ◆ Meet CNCS cost guidelines
 - Maximum and minimum living allowances
 - \leq Maximum Cost per MSY
 - Required match and match sources
- ◆ Include
 - Required expenses
 - Adequate/accurate calculations and explanations
 - Allowable costs only
- ◆ Align with stated program goals

eGrants Warnings and Errors

- ◆ Warning Messages: Can submit but budget may not be compliant
- ◆ Error Messages: Cannot proceed until information is edited

eGrants technical assistance:

National Service Hotline -- 800-942-2677

Reminders...

- ◆ Establish or renew your CCR (DUNS) at www.sam.gov
- ◆ Submit your single audit and 990
- ◆ Enter your NICRA details in eGrants
- ◆ Submit your Financial Management Survey to ServeOhio

For More Information on Requirements:

Uniform Guidance – [2 CFR Parts 200](#)

NOFO and Application Instructions @ www.ServeOhio.gov

AmeriCorps Regulations, 45 CFR §§ 2520-2550

Questions



eGrants

- NOFA: FY 2019 AmeriCorps State and Territory Commission (New and Continuations)
- *ServeOhio's* Grant Application ID's:
 - **Cost-Reimbursement: 19AC212958**
 - **Fixed Amount: TBD**
 - ***Applicants will have your own application ID***
- **eGrants 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

- Black-Out Period from **April 24 – May 27**
- Apply through eGrants by **May 1 at 5:00 pm EST**
- Applications are Peer and Staff Reviewed
- Clarification period – May 28-June 7
- Commission Meeting – June 13
 - Funding approvals
- Award Notification – after June 13
- Grants begin Aug 1 – Oct 1, 2019

Resources

- [CNCS application resources](#)
- [National Service Knowledge Network](#)
- [ServeOhio Program Director Resources](#)
- [CNCS Terms and Conditions \(2018\)](#)
- [ServeOhio Terms and Conditions \(2018\)](#)
- [National Service Criminal History Checks](#)

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 and

www.americorps.gov/rulemaking

DID WE ANSWER YOUR QUESTIONS?

Follow-Up Questions

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