

AmeriCorps State Formula Program



2020 – 2021

Fall Round II

Request for Applications (RFA) Applicant Webinar

August 31, 2020

Please type your name and
organization in the chat box

VIRGINIA SERVICE COMMISSION



Request for Applications (RFA) Applicant Webinar

Virginia Service Commission

Objectives:

- To offer a brief overview of Virginia's AmeriCorps State formula program and RFA requirements and highlights
- To provide an opportunity for prospective applicants to clarify program and RFA requirements





RFA HIGHLIGHTS

CVS 21-015

2020-2021 AmeriCorps State Formula Programs

Fall 2020, Round II

Virginia Service Commission

Application Deadline

In order to be considered for selection, an Applicant must submit a complete application no later than **2:00 p.m. on September 17, 2020.**

- **Signed Hard Copy** response

AND

- All Applications **must submit by email** a complete application to:
americorpsinfo@dss.virginia.gov

Responses received after the submission due date and time will not be considered for funding.



Application & Award Timeline*

VDSS Releases RFA	August 20, 2020
Optional Pre-Application Conference Call	August 31, 2020
Deadline for Applications by mail to VDSS (Submission by email to AmeriCorps and 1 (one) hard copy to Procurement)	September 17, 2020
VDSS Application Review Panel Convenes	Week of September 28, 2020
Technical Enhancements to Applications (VSC Staff with Applicants – entering applications into eGrants & any additional required information)	October 2020
VDSS Initiates Subaward Process	October 2020
Subaward Performance Period Begins	Approved Performance Start (no earlier than November 1, 2020)

* Subject to change



Funding Period

- Up to 10 months (Not to start before November 1, 2020)
- Up to 10 month budget period
 - November 1, 2020 – August 31, 2020
 - No automatic renewals



AmeriCorps Funding Timeline (Bigger Picture)

Aug 2020	Sept 2020	Oct 2020	Nov 2020	Jan 2021	Sept 2021	Jan 2022
RFA released The RFA for this special funding opportunity will be posted on the Commonwealth's procurement portal for a prescribed number of days. During this period, all communication will go through our procurement officer.	Applications reviewed The applications will be due by September 17, and will be reviewed by a panel of the Virginia Service Commission, with the oversight of the Governor's Advisory Board.	Grants awarded Successful applicants will receive a grant award agreement from VDSS in late October, dependent on the application review process.	Programs Begin The grant will specify exact dates, but the anticipated performance period will be November 1, 2020 – August 31, 2021	Annual RFA opportunity Our annual RFA process will be offered in January for new and continuing applicants, as funding is available.	2021/2022 Programs Begin The program year runs from September 1, 2021 to August 31, 2022, with some exceptions made on a case by case basis.	Annual RFA opportunity Our annual RFA opportunity will be released, and planning grantees will apply for operational grant funding.

Funding Period

- Performance period is up to 10 months and is November 1st through August 31st*
- Period selected will determine your timeline for enrolling members and incurring costs; strictly enforced
- Period selected must be consistent between narrative and RFA Grant Application Cover Sheet





KEY REQUIREMENTS

Virginia Service Commission

Application Requirements

Page 21 – 25

A. Executive Summary

B. Program Design (Rationale and Approach)

- **Demonstrates how AmeriCorps members and the proposed intervention are particularly well-suited to addressing the identified community problem**
 - Need/Intervention (Addendum will be issued)

C. Organizational Capacity

D. Cost Effectiveness and Budget Adequacy

Application Content and Required Forms, page 17

Pre-award Costs

- Costs incurred prior to the effective date of the Federal award that are necessary for the efficient and timely performance of the scope of work
- Evaluate whether program design requires incurring costs prior to the subgrantee award start date
- Submit a preliminary request for approval of pre-award costs on letterhead as an attachment to americorpsinfo@dss.virginia.gov
- Costs for member allowances are ineligible for pre-award



Member Service Years (MSY)

- One MSY = One FT member at 1,700 hours
- Strongly encourage applicants to request at least **5 Member Service Year (MSY)**, however applications with a **minimum of three (3) MSY AND no less five members** will be accepted.
- Cost/MSY cannot exceed \$15,479
- Calculated by dividing MSY number by **CNCS Share** of budget



Member Slot Types

- The types of member slots available are: Full-time*, Three Quarter-time, Half-time, Reduced halftime, Quarter time, and Minimum Time.

Service Term	Minimum # of Hours	Member Service Year (MSY) Value	Minimum Living Allowance	Maximum Total Living Allowance
Full-time (FT)	1,700	1.0	\$14,279	\$28,558
Three Quarter-Time (TQT)	1,200	.70000000	n/a	\$20,159
Half-Time (HT)	900	.500	n/a	\$15,119
Reduced Half-Time	675	.3809524	n/a	\$11,339
Quarter-Time (QT)	450	.26455027	n/a	\$7,559
Minimum-Time	300	.21164022	n/a	\$5,040

*Due to nature of the performance period of only 10 months, requests for Full-time 1700 hour members will not be approved.

Unallowable & Prohibited Activities by Members

- While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in certain unallowable and prohibited activities (see 45 CFR § 2520.65)
- Description on Page 12 of RFA



National Service Criminal History Checks

- CNCS establishes, and VSC enforces strict compliance with, National Service Criminal History Checks of members and covered staff
- Covered staff are those funded through **either** CNCS or Grantee Shares in budget
- Cleared checks prior to members' accruing service hours, including training
- Disallowance (financial penalty) for non-compliant checks



Grantee Share (Match)

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



Grantee Share

- Grantee Share may be provided in cash or in-kind (through a third party)
- Grantee Share must adhere to the same requirements for allowability and reasonableness as direct costs charged to CNCS



Match Waiver

- Due to COVID-19 and CNCS guidance issued on the matter, statutory match requirements above have been waived for FY20 subawards.
- Nevertheless, due to the retention of the maximum cost per MSY requirement, it remains necessary for subgrantees to identify cash and in-kind resources in their budget that will contribute to the operation of the program.



Administrative Costs

Administrative Costs Cap of 5%

- Regulations limit administrative costs to 5% of the federal award (CNCS share) expended
- Applicants **without** a federal indirect cost rate agreement may use the de minimis rate or Fixed Percentage method
- Virginia Service Commission recovers a 1% fee from this 5%- “Commission Fixed” line in budget.





PLANNING GRANTS

Virginia Service Commission

Planning Grants

- Subgrantees will receive training and technical assistance to strengthen their AmeriCorps program design and to create implementation plans and systems for managing a compliant AmeriCorps program
- Maximum request of \$50,000; one-year only
- Match is required
- Planning grants may not be used to support AmeriCorps members in national service



Planning Grants

Applications must:

- Clearly indicate that a planning grant is being requested and respond to the specific application requirements
- Describe a planning process which includes specific deliverables
- Deliverables must be achievable within nine months of the performance period





APPLICATION REVIEW PROCESS

Virginia Service Commission

Risk Level Determination- Acceptable or Unacceptable Risk level

VSC staff will evaluate based on assessment of:

- Applicant organization's board governance structure and oversight
- Capacity to meet the financial management and administrative standards outlined in 2 CFR Part 200 OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- Results of past compliance reviews, if a prior or existing AmeriCorps subgrantee

Panel Review

A review panel comprised of Governor's Advisory Board members and VSC staff will score applications to determine the degree to which they are aligned with the application evaluation criteria on Page 20-21.



TECHNICAL ENHANCEMENTS

Virginia Service Commission

Successful Applications Next Steps

- Early October - Virginia Service Commission staff will ask for clarifications

AND

- Assist successful applicants to set up & **input application into eGrants**
 - Create account
 - Apply to CNCS NOFO
 - Cut and paste narrative, logic model, budget, performance measures, and approve

VERY TIGHT TIMELINE & TURN AROUND TIME!

Application Pitfalls to Avoid

1. Selecting an incorrect performance period
2. Plan does not specify the activities members will be undertaking during their terms of service
3. Overly ambitious member enrollment required
4. Grant Cover Sheet information consistent with project plan
 - Authorized Representative of organization should be designated contact- not program director
5. Proposing project plans which have demonstrated challenges in the past administration of awards



Application Pitfalls to Avoid

6. Project narrative and budget do not align
7. Cost per MSY exceeds maximum
8. Minimum/ maximum living allowance thresholds not met or exceeded
9. Incomplete budgets
 - Required activities not reflected; for example, member gear and NSCHC for covered staff
 - Calculation errors



Application Pitfalls to Avoid

9. (cont.)

- Incorrect method for recovery of indirect costs selected

10. Match does not meet OMB cost principles

11. Not clearly specifying community need in application

12. Not paying attention to submission details – deadlines and hard copy specifications, attachments



Application Clarifications & Addenda

- Monitor the eVA funding opportunity link under “Virginia Business Opportunities” for addenda that *may* be issued; Addenda provide formal clarifications to the solicitation for funding
- Note: Applicants must submit confirmation acknowledging receipt of any addenda (if issued)



Application Clarifications & Addenda

AmeriCorps State Competitive Grants

Status: **Closed**

RFA CVS-20-045-2

Department of Social Services -Richmond, VA 23219

2020-2021 AmeriCorps State Competitive Grants

RFA Grant Opp Amended



Closed On: 11/4/19 11:59 PM

[View Opportunity](#)

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Addenda

Attachments

Attachment	Size	Description	Posted On	Type
CVS-20-045 2020-2021 AmeriCorps Competitive RFA.docx.pdf	(655.52 KB)	Request for Application	10/04/19	Solicitation
Appendix I FY20 ASN NOFO_508.v2.pdf	(463.77 KB)	Appendix 1	10/04/19	Solicitation
Appendix III 2020 ASN Application Instructions FINAL.508.pdf	(499.89 KB)	Appendix III	10/04/19	Solicitation
Appendix IV 2020 Performance Measures Instructions FINAL.508.pdf	(524.52 KB)	Appendix IV	10/04/19	Solicitation
Appendix V 2019 AmeriCorps State GeneralTandC508_11-02-18.pdf	(1.19 MB)	Appendix V	10/04/19	Solicitation
Appendix VI 2019 AmeriCorps State Specific TandC508_11-02-18.pdf	(328.96 KB)	Appendix VI	10/04/19	Solicitation
Attachment A Certification of Organization Authorization.docx	(15.52 KB)	Attachment A	10/04/19	Solicitation
Attachment B Certification of Availability of Matching Funds.docx	(15.21 KB)	Attachment B	10/04/19	Solicitation
Attachment C Certification of Approval of Use of Federal Funds.docx	(15.06 KB)	Attachment C	10/04/19	Solicitation
Attachment D Certification Regarding Lobbying Form.pdf	(432.46 KB)	Attachment D	10/04/19	Solicitation
Attachment F Assurances for Non-Construction Programs (SF-424B).pdf	(88.71 KB)	Attachment F	10/04/19	Solicitation
Attachment G W-9 Commonwealth of VA Substitute Form.pdf	(402.81 KB)	Attachment G	10/04/19	Solicitation
Attachment H State Corporation Commission Form.docx	(15.21 KB)	Attachment H	10/04/19	Solicitation
Attachment I Electronic Data Interchange Form.docx	(12.49 KB)	Attachment I	10/04/19	Solicitation
Addendum No 1 CVS-20-045.pdf	(137.11 KB)	Addendum1	10/18/19	Solicitation
Appendix II 2020 MSG Final file (Mandatory Supplemental).pdf	(97.16 KB)	Appendix II, MSG Final file	10/18/19	Solicitation
Attachment E (FFATA).docx	(24.93 KB)	Attachment E, FFATA	10/18/19	Solicitation
Attachment J Financial Management Survey.docx	(51.97 KB)	Attachment J, Financial Management	10/18/19	Solicitation
CVS-20-045-01 RFA Questions and Responses.pdf	(394.52 KB)	Questions and Answers	10/18/19	Solicitation
Copy of Appendix VII Virginia AmeriCorps Budget Worksheet Tool.xls	(48 KB)	Appendix VII	10/24/19	Solicitation
CVS-20-045 RFA Questions (10-22-19)_SL edits.docx	(18.24 KB)	Questions & Answers 102219	10/24/19	Solicitation
How to develop Logic Model.pdf	(5.22 MB)	How to develop Logic Model	10/24/19	Solicitation



Additional Questions?

Must be sent to:

Contract Officer: Mr. Danilo (Dan) Vasquez

Phone Number:(804) 726-7185

Email: danilo.vasquez@dss.virginia.gov

