



AmeriCorps

Virginia AmeriCorps Competitive Grant

CVS-21-030

Requests for Applications (RFA)
Mandatory Applicant Conference Call

November 4, 2020

VIRGINIA SERVICE COMMISSION



AmeriCorps

CVS-21-030

Requests for Applications (RFA)
Mandatory Applicant Conference Call

Please type your name and organization in the chat box

Virginia Service Commission

OBJECTIVES:

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



RFA HIGHLIGHTS FOR 2020/ 2021



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Application Deadline

11:59pm on November 16, 2020 in eGrants portal with additional documentation sent to americorpsinfo@dss.virginia.gov email address

Upon completion of your application in e-Grants, all applicants must submit by e-mail to americorpsinfo@dss.virginia.gov a screenshot of the completion notice in e-Grants and the required VDSS documents outlined in Section V. Application Format, Content and Required Forms. The subject line of the email should be the name of the applicant organization and the word “screenshot.”

Application & Award Timeline*

CNCS Releases NOFO	September 11, 2020
VDSS Releases RFA	October 22, 2020
Mandatory Webconference	November 4, 2020
Deadline for Applications to VDSS (Submission in eGrants <u>and</u> submission to VDSS)	November 16, 2020
VDSS Application Review Panel Convenes and Recommends Portfolio	Early December, 2020**
Technical Enhancements to Successful Applications (VSC Staff with Applicants)	Mid-December, 2020**
Deadline for VDSS Application Package to CNCS	January 6, 2021
CNCS Application Clarification Period	March 20 – April 3, 2021
CNCS Award Notifications	Mid-May 2021
VDSS Initiates Subaward Process	End of May, 2021
Subaward Performance Period Begins	September 1, 2021

* Subject to change, **Says 2019 in RFA

Funding Period

- Three-year project period
- One-year budget period
 - Subsequent years' budgets and any changes must be submitted in eGrants by VSC for CNCS approval
 - Contingent on satisfactory performance and federal funding availability



Funding Period

- Performance period is twelve-months and is generally September 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 SF 424 cover sheet
- Consult RFA for instructions on alternate periods of performance and pre-award costs



Funding Period

eGrants Applications:

YEAR 1	YEAR 2	YEAR 3
2021-2022	2022-2023	2023-2024
“New” Application	“Continuation” Application Budget changes	“Continuation” Application Budget changes



eGrants Application Selection

FY 2021 AmeriCorps Territories without a Commission Fixed Amount (New and Cont.)

Due Date: 01/06/2021

Summary: Grants will be awarded to organizations proposing to engage AmeriCorps members to strengthen communities.

FY 2021 AmeriCorps State and Territory Commission (New and Continuations)

Due Date: 01/06/2021

Disregard

Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

FY 2021 AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation)

Due Date: 01/06/2021

Summary: This application is for new, recompeting, or continuation commission applicants, including Territories with commissions, applying for fixed amount grants (including EAP).



eGrants Application Selection

Initial Information

Please provide the following initial information needed to create an application for this NOFA. If you are creating a sub application, select a state, then a prime application.

NOFA information

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

NOFA: FY 2021 AmeriCorps State and Territory Commission (New and Continuations)

Due Date: 01/06/2021

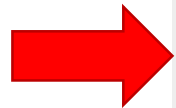
Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

Which State are you applying to?

Virginia ▼

Select a Prime Application ID

21AC230274 - Virginia State Competitive Programs ▼



KEY REQUIREMENTS



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
- Require applicants to request a minimum of **ten** (10) Member Service Year (MSY) **AND at least ten** (10) members.
- Cost/MSY cannot exceed \$16,300
- Calculated by dividing MSY number by **CNCS Share** of budget
- eGrants budget will calculate cost per MSY



Member Slot Types

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$15,100	\$30,200
Three Quarter-time	1,200	n/a	\$21,318
Half-time	900	n/a	\$15,988
Reduced Half-time	675	n/a	\$11,991
Quarter-time	450	n/a	\$7,994
Minimum-time	300	n/a	\$5,329
Abbreviated-time	100	n/a	\$1,776



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 10-11 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



Alternate Match

- You may request consideration of an Alternative Match level if you will be operating in a distressed area.
- Consult CNCS NOFO for qualifications
- Consult RFA for documentation of request with application



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.



APPLICATION REVIEW PROCESS



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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 will score applications to determine the degree to which they are aligned with the application evaluation criteria on Page 21.



Application Pitfalls to Avoid

1. Selecting the performance period
2. Plan does not specify the activities members will be undertaking during their terms of service
4. SF 424 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. Begin application early in eGrants to learn navigation



Application Pitfalls to Avoid

12. System for Award Management (SAM) registration is incomplete or is not active prior to submission. SAM registration must be visible to outside entities.

13. VSC forms submitted to americorpsinfo@dss.virginia.gov are not signed by the board-authorized representative of organization.



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 (Example)

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](#)

[★ Add to Favorites](#)



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Addenda (Example)

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 I	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



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