

**Please type your name and organization into the chat box and  
your favorite thing about winter time**

## **AGENDA**

- AmeriCorps 101



- Program Design
- Organizational Capacity
- Cost Effectiveness and Budget Adequacy
  
- Questions

## What is AmeriCorps?

AmeriCorps is national service program that connects over 75,000 individuals with



opportunities for  
community service  
across the country.

## Virginia AmeriCorps State Grants

### Operational Grants Planning Grants

- Funds granted specifically for AmeriCorps Member activities and implementation of program
- For organizations with an identified need and ability to deploy members during program year
- Do not support AmeriCorps Members
- Funds support the AmeriCorps planning process for an organization and not organizational capacity

More information in previous AmeriCorps webinars “All About AmeriCorps”

# Before you go any further:

The following non-federal entities (as defined in 2 CFR §200.69) that have DUNS numbers and **are registered in System for Award Management (SAM) are eligible to apply:**

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.55)
  - Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)

non-Federal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.

● **Nondisplacement of Employees and Volunteers:** Organizations may not utilize members in a manner that displaces employees, or positions, or displaces volunteers. Members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

● **Supplantation of Funds:** Awards may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive CNCS support. This condition is satisfied if the aggregate

Consult 45 CFR Part 2540.100 (f) for a complete description of nondisplacement.

★ See the RFA for full eligibility requirements

# Writing your AmeriCorps Application:

- Read the RFA carefully, including all appendices!
  - a. **The NOTICE OF FUNDING OPPORTUNITY and ASN APPLICATION INSTRUCTIONS** contain important details about the funding opportunity, and are crucial to a successful application.
- We are happy to answer questions directly before the RFA is posted, but all questions about the application must go through our Procurement Officer after the RFA is live.
- More information and resources can be found on our website at <https://virginiastate.virginia.gov/ameri-corps-national-service/ameri-corps-funding-opportunities/>



AmeriCorps

# PROGRAM DESIGN

Let's get started.

## YOUR PROGRAM DESIGN

DOES: Make the case for your program clear

Connect the dots between the

need, your program, and the desired change

## YOUR PROGRAM DESIGN DOES

NOT: Include every relevant detail

Only describe your program activities

# Program Design

## Example

What need do you see in your community that your organization is/wants to address? Is it measurable?

What is a possible solution to your identified community need?

What resources do you have that can

be leveraged with national service?  
What will your program do to

address the community need?  
What will your program produce

through national service?  
What will results will be created in the

short, intermediate, and long term?

# Program Design Example



# Program Design Sections

## Theory of Change & Logic Model

- What community need are you identifying?
- What will your program do to address the need?
- What results will you be able to measure to

show the impact of your program on the identified need?

## Evidence Base

- What research or information or data do you have that supports your program's ability to make the intended change?
- How similar is your program to other proven

solutions?

## Member Experience

- Why is AmeriCorps an important part of the program design?
- How will this national service opportunity benefit your future AmeriCorps members?

*\*AmeriCorps members cannot be the beneficiaries of program activities\**

# Theory of Change and Logic Model

★ Your narrative and logic model should be complementary.

Together, they describe:

- Need
- Impact
- Resources and Activities
- Outputs
- Outcomes

Theory of Change and Logic Model **Need**

**Impact**

that helps demonstrate the need?

- What is the need? How do you know it exists?
- Who is affected by this need?
- What information can you present
- What is the vision, or goal of addressing the need?
- What is possible if this need is addressed?

# Theory of Change and Logic Model **Inputs**

## **(Resources) Intervention (Activities)**

- What resources does your organization plan to use to successfully implement this program?
- What assets will AmeriCorps members use to implement program activities and services?
- What service will your program and AmeriCorps members provide to address the identified need?
- Do your activities fit into an intervention category in the National Performance Measures?

# National Performance Measures

CNS Performance Measures Instructions  
AmeriCorps State and National  
2018

AmeriCorps State and National (ASN) has a focused set of National Performance Measures that align with the objectives in the AmeriCorps Strategic Plan. ASN performance measure instructions are published yearly along with the AmeriCorps State and National Notice of Funding Opportunity (NOFO).

Helps tell the story of national service!

## National Performance Measures

→ Look at the focus area

Healthy Futures

Strategic Plan Objective	Selection Rules		Interventions
	Outputs	Outcomes (if applicable)*	

associated

with your intervention. Does your program fall into a strategic plan objective?

- ◆ If so, make a note of which listed intervention(s) best describe your program activities.

Obesity & Food	H4A: Number of individuals served	H12: Number of individuals who report increased food security  H17: Number of individuals with increased health knowledge  H18: Number of individuals reporting a change in behavior or intent to change behavior to improve their health  H19: Number of individuals with improved health	Outreach Education/Training Referrals Medical Services Nutrition/Food Support Physical Activities Counseling/Coaching Opioid/Drug Intervention
	H10A: Number of pounds of food provided	Applicant-determined	Nutrition/Food Support

→ Read the outputs and outcomes associated with the objective area your program will address.

# Theory of Change and Logic Model **Outputs**

## **Outcomes**

Outputs generally measure the direct “results” of your program--number of people served, number of units, miles, acres of resources improved or maintained

Outcomes generally evaluate results created in the short, intermediate, and long term. These timeframes will vary from program to program, and look at changes in knowledge, behavior, attitude or condition.

What research or information or data do you have that supports your program’s ability to  
**Past program**

### **Evidence-based program design**

Research proven programs, program models supported by academic studies, rigorously

# Evidence Base

make the intended change?

Program results, data or impact studies from prior years or other sites  
researched models

How similar is your program to other proven solutions?  
**performance data**

### **Other information**

Best practices, recommendations, anecdotal evidence, pilot results

# Member Experience

AmeriCorps is not just a grant, it's a program.

Answer the following questions based on your program design:

- What skills will AmeriCorps members gain as a result of their training and service that can be utilized, and that will be valued by future employers after their service term is completed?
  - Will your program recruit AmeriCorps members from the geographic or demographic communities in which the programs operate?
- **How** will your program foster an inclusive service culture where different backgrounds, talents and capabilities are welcomed and leveraged for learning and effective service delivery?



**AmeriCorps**



# ORGANIZATIONAL CAPACITY

## ORGANIZATIONAL CAPACITY

- Organizational Background and Staffing
- Compliance and Accountability
- Culture that Values Learning



- Member Supervision

# Organizational Background and Staffing

The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

## Best Practices

- Detail who at the organization is responsible for what aspects of the program
- Name positions you currently have on staff (or will hire) to do any administrative, programmatic, and/or fiscal duties that align with your program design



# Compliance and Accountability

The organization has a monitoring and oversight plan to prevent and detect non-compliance and enforce compliance with AmeriCorps rules and regulations including those related to prohibited and unallowable activities and criminal history checks at the grantee, subgrantee (if applicable), and service site locations.

## How do you do this?



- How does your organization



monitor grant activities? Budget oversight?

- What internal controls are currently in place or will be in place to ensure compliance with AmeriCorps Terms and Conditions? Any internal monitoring protocols?

## Culture That Values Learning

The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

## Best Practices

- Showcase how your organization makes decisions based on the data you collect
- Summarize what your organization's process is for



determining if grant activities are making the impact you detailed in your application

## Member Supervision

- The applicant clearly describes how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- The applicant clearly describes how AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- Evidence that a plan exists for providing guidance and training to members and supervisors and for monitoring member

supervision.

## Best Practices

- Detail how you disseminate information and train AmeriCorps staff and Members on the Terms and Conditions and AmeriCorps regulations
- Detail how you prepare your AmeriCorps Members for service, and what a continuous loop of information and guidance looks like



**AmeriCorps**

**COST EFFECTIVENESS &  
BUDGET ADEQUACY  
COST EFFECTIVENESS &**



# BUDGET ADEQUACY

Assessing the degree to which the budget is cost effective and appropriate for the program being proposed.

**Your Budget is your Road Map**



Source: CNCS, Best Practices in Budget Development

# Resources when creating your budget

*ATTACHMENT B: Detailed Budget Instructions for Cost Reimbursement Grants (eGrants Budget Section) of the ASN Application Instructions (Page 19)*

[https://www.nationalservice.gov/sites/default/files/documents/4%20ASN\\_ApplicationInstructions\\_FI\\_NAL.pdf](https://www.nationalservice.gov/sites/default/files/documents/4%20ASN_ApplicationInstructions_FI_NAL.pdf)

*ATTACHMENT F: Budget Checklist (Page 31) of ASN Application Instructions (link above)*

CNCS Presentation: “FY 21 NOFO Best Practices in Budget Development”

<https://www.youtube.com/watch?v=xrcZF40vHMA&feature=youtu.be>

OMB Uniform Guidance

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

# What are the AmeriCorps budget categories by Section?

## **I. Program Operating Costs- Personnel, Staff & Member**

training and travel, Supplies

**II. Member Support Costs-** Living allowances, FICA, Healthcare, Worker's Compensation

**III. Administrative Costs-** Commission Support Fees

## What comprises the AmeriCorps budget?

CNCS SHARE GRANTEE SHARE TOTAL PROJECT (CASH + 3

(YOUR AWARD REQUEST)<sup>RD</sup> PARTY IN-KIND) COST

## Grantee Share (Match)

If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). **This includes planning grants.**



Your match can be non-CNCS cash (federal, state, local, and/or private sector funds) and/or in-kind contributions.

You must indicate whether the match is “proposed” or “secured.”

You must demonstrate the ability to meet the match requirement at the time of your application submission.

## How do I calculate my grantee

# share?

Match can be calculated by determining the Total Project Cost (TPC).

TPC is the CNCS Share (your grant request) divided by the CNCS Share percentage.

*Example:*

A planning grant request of \$50,000 with a grantee share requirement of 24%.

This means the CNCS Share is 76%:

$\$50,000$  divided by 76% =  $\$65,789$  (Total Project Cost)

$\$65,789 - \$50,000 = \$15,789$

The 24% grantee share is  $\$15,789$ .

## Creating a Strong Budget



Align with stated program goals

Adhere to maximum and minimum living allowances listed  
≤ Maximum Cost per MSY of \$16,300

Provide required match level and match sources

Include required expenses to operate program

Provide adequate/accurate calculations and explanations

Allowable costs only

## Creating a Strong Budget

This year, the maximum cost per Member Service Year (MSY) is \$16,300.

This means....

*When dividing the CNCS share of your budget by the MSY requested (not necessarily the # of slots), the cost cannot exceed \$16,300.*

This amount is calculated in eGrants; check the amount to ensure it does not exceed the maximum!

## Creating a Strong Budget

Reminder: You can use the Budget Worksheet Tool (an excel



spreadsheet) to check your proposed budget against the maximum cost per MSY.

## Do.....

- Itemize each cost and present the basis for all calculations in the form of an equation.
- Include the cost of:
  - NSOPW, state check and/or FBI check for criminal history checks for all members and covered staff positions in the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
  - Health care for FT members or those serving in a full-time capacity
  - \$50 per member for worker's compensation
  - National Service gear for members in Supplies
  - Staff and member travel describing plan for in-person or virtual delivery

- Commission Support Fee in the Administrative Costs section

Do....

Review the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), and the *General Provisions for Selected Items of Cost* section in particular, for allowable, allocable, and reasonable cost information

Do....

Review the CNCS Budget Sample:

<https://www.nationalservice.gov/sites/default/files/documents/Budget%20Narrative%20->

[%20FY%202020%20SAMPLE\\_0.pdf](#)



Do not include.....

- Fractional amounts (cents)
- Miscellaneous, contingency, or other undefined budget amounts

- Unallowable expenses such as entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity
- Unemployment Insurance

## Administrative Costs

- The CNCS share of administrative costs is always limited to 5% (5.26% to be exact) of total CNCS funds **expended**.
- You will choose one of three methods to calculate administrative costs in your budget:  
CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or the 10% de minimis method.

- If you have an approved indirect cost rate, you must use it!

## Administrative Costs

- The most common method is the CNCS-fixed percentage rate method (also known as the 5% / 10% method) which allows you to charge administrative costs up to the 5% cap and without supporting documentation. Under this method, you may also claim grantee share in administrative costs equal to 10% of total expenditures.
- Use the Budget Worksheet Tool to calculate admin costs in Section III. under this method.

# Commission Support Fees

- Of the 5% in administrative costs allowable, the Virginia Service Commission retains a portion as its Commission Support Fee which supports operations.
- This fee is equal to 1%- or 20 percent of the 5% administrative costs reimbursed. The applicant retains 4%.

## Assessing Financial Capacity

- A CNCS *Applicant Operational and Financial Management Survey* must be submitted with your application

- The form needs to be completed fully with a response for every question.
- This survey, along with organizational governance and financial documents, will be used by VSC to assess capacity and determine risk.

## Final steps

- Please read your application & double check your budget!
- Check all your attachments are completed!
- Submit as directed by the deadline!

## Resources

- VIRGINIA SERVICE WEBSITE

<https://virginiastatetraining.virginia.gov/american-corps-national-service/american-corps-funding-opportunities/>

- AMERICORPS TERMS AND CONDITIONS

<https://www.nationalservice.gov/resources/financial-management/grant-terms-conditions>

- AMERICORPS STATE NOFO 2021

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2021/american-corps-state-and-national-grants-fy-2021>





QUESTIONS?