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;

www.ServeOhio.org
Serve America Act
Funding Focus Areas

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

www.ServeOhio.org
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 measurable 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

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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

<table>
<thead>
<tr>
<th>Problem</th>
<th>Inputs</th>
<th>Activities</th>
<th>Outputs</th>
<th>Outcome(s) Short-Term</th>
<th>Outcome(s) Medium-Term</th>
<th>Outcome(s) Long-Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>The community problem the program activities (interventions) are designed to address</td>
<td>Resources necessary to deliver the interventions, including # of service locations/sties and #/type of AmeriCorps members</td>
<td>The core activities that define the intervention, or program model, the members will implement or deliver. Includes the duration, dosage and target population.</td>
<td>Direct products from delivering the intervention</td>
<td>Changes in knowledge, skills, attitudes and opinions and will be, almost always, measurable during the grant year.</td>
<td>Changes in behavior or action. Depending on the program design, may be measureable in the program year.</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Example for health literacy program

<table>
<thead>
<tr>
<th>INPUTS</th>
<th>ACTIVITIES</th>
<th>OUTPUTS</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What we invest</strong></td>
<td><strong>What we do</strong></td>
<td><strong>Direct products from program activities</strong></td>
<td><strong>Short-Term</strong></td>
</tr>
<tr>
<td>Funding</td>
<td>Develop and disseminate accurate, accessible, and actionable health and safety information</td>
<td>500 health and safety education materials disseminated</td>
<td>Increase in residents’ understanding of prevention and self-management of conditions (H17)</td>
</tr>
<tr>
<td>4 FT staff</td>
<td>Conduct health literacy workshops</td>
<td>4 half-day workshop sessions (at least 20 residents per session; 80 total)</td>
<td>Increase in residents’ motivation to adopt good health practices</td>
</tr>
<tr>
<td>AmeriCorps members serve as health care advisors</td>
<td>Provide individualized health literacy sessions</td>
<td>100 individual and small group health literacy sessions (60 mins each) serving 300 people (H4A)</td>
<td>Increase in residents’ adoption of healthy behaviors and recommendations of the program (such as getting necessary medical tests)</td>
</tr>
<tr>
<td>Member training</td>
<td></td>
<td></td>
<td>Improved health and wellness status and quality of life for residents in the area</td>
</tr>
<tr>
<td>Partnerships with community-based organizations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Outcomes**

- **Short-Term**: Changes in knowledge, skills, attitudes, opinions
- **Medium-Term**: Changes in behavior or action that result from participants’ new knowledge
- **Long-Term**: Meaningful changes, often in their condition or status in life
Logic Model

• Spend 15 minutes working on your program’s logic model

• [AmeriCorps Logic Model - PowerPoint presentation](www.ServeOhio.org)
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

www.ServeOhio.org

Strengthening Ohio Communities through Service and Volunteerism.
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.

**Fixed Amount Applicants**

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

Tip: draft budget in Excel Spreadsheet then transfer to eGrants
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:

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

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>24%</td>
<td>24%</td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
</tbody>
</table>

- Grantee match is based on **Total Project Costs** = CNCS Share + Match Share
- Grantee match requirements are further detailed in [45 CFR 2521.60(a)](https://www.gpo.gov/fdsys/api/fdsys.nii?uri=GPO://uscode/cfr/45/2521.60)
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**

<table>
<thead>
<tr>
<th>Application ID: 18--------</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>Budget Dates:</td>
</tr>
</tbody>
</table>

### A. Member Positions

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Total Amt</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hrs) Members W/O allowance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Three Quarter Time (1200 hours) Members W/O allowance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Year Half Time (900 hours)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reduced Half Time (675 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Quarter Time (450 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Minimum Time (300 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Year Half Time (2nd Year)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Year Half Time (1st Year)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total**: $0

### B. Fixed Award

Program grant request: 

\[ # \text{MSYs} \times \text{CPM} = \text{______} \]

\[ (77 \times 1000) = 77,000 \]

<table>
<thead>
<tr>
<th>Total Amt</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>77,000</td>
<td>77,000</td>
<td>0</td>
</tr>
</tbody>
</table>

**Section II. Subtotal**: $77,000

**Section II. Percentages**: 100% 0%

**Budget Totals**: $77,000

**Required Match**: n/a

**# of years Receiving CNCS Funds**: n/a

**Total MSYs**: 77.00

**Cost/MSY**: $1,000

### Source of Funds

<table>
<thead>
<tr>
<th>Match Description (State if Secured or Proposed)</th>
<th>Amount</th>
<th>Match Classification (Cash or In-Kind)</th>
<th>Match Source (Federal State/Local, Private)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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

| Application ID: | Program Name | | |
|----------------|--------------|-------------------------|
|                | Applicant Name | | |

<table>
<thead>
<tr>
<th>A. Member Positions</th>
<th>Total Amt</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Members W/O allowance 77</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Three Quarter Time (1200 hours)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Year Half Time (900 hours)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reduced Half Time (675 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Quarter Time (450 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Minimum Time (300 hrs)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Year Half Time (2nd Year)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Year Half Time (1st Year)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Fixed Award</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program grant request : # MSYs x CPM =______</td>
<td><strong>1,169,784</strong></td>
<td><strong>1,169,784</strong></td>
</tr>
<tr>
<td>(77*15,192=$1,169,784)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II. Subtotal</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1,169,784</strong></td>
<td><strong>$1,169,784</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II. Percentages</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100%</strong></td>
<td><strong>0%</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Totals</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1,169,784</strong></td>
<td><strong>$1,169,784</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Match</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of years Receiving CNCS Funds</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total MSYs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>77.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Cost/MSY | $15,192 | | |

### Source of Funds

<table>
<thead>
<tr>
<th>Match Description (State if Secured or Proposed)</th>
<th>Amount</th>
<th>Match Classification (Cash or In-Kind)</th>
<th>Match Source (Federal State/Local, Private)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect or Administrative Costs</th>
</tr>
</thead>
</table>
| Attr:
| Program staff salaries and fringe |
| Member and staff travel |
| Uniforms |
| NSCHC |
| Member living allowances |
| Attr:
| Management staff salaries and fringe |
| Accounting and legal services |
| Office equipment |
| Rent and leases |
| General liability insurance |

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Strengthening Ohio Communities through Service and Volunteerism.
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 Services
G. Training
   1. Staff Training
   2. Member Training
H. Evaluation
I. Other Program Operating Costs

Note: All costs in this section must be detailed
## Budget Narrative Section I – Sample

### Personnel Expenses

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project Coordinator</td>
<td>1 person @35,000 x 100% usage</td>
<td>$35,000</td>
<td>$35,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>ServeOhio recommends at least a .5FTE for one designated project coordinator</td>
<td></td>
<td>$35,000</td>
<td>$35,000</td>
<td>$0</td>
</tr>
</tbody>
</table>
## Personnel Fringe Benefits

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project Coordinator</td>
<td>32%</td>
<td>$11,200</td>
<td>$5,200</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project Coordinator – medical insurance, FICA, Workers Comp, Unemployment @26% of salary</td>
<td>1 person @35,000 x 26% usage</td>
<td>$9,100</td>
<td>$8,000</td>
<td>$1,100</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

*Strengthening Ohio Communities through Service and Volunteerism.*
## Staff Travel – See Instructions for ServeOhio Required Travel

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

**CATEGORY Totals**

- Total: $26,864
- CNCS Share: $25,187
- Grantee Share: $1,677

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

**CATEGORY Totals**

- Total: $5,584
- CNCS Share: $3,907
- Grantee Share: $1,677
## Supplies

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>Avg $40/month</td>
<td>$400</td>
<td>$0</td>
<td>$400</td>
</tr>
<tr>
<td>Computers</td>
<td></td>
<td>$2,200</td>
<td>$2,200</td>
<td>$0</td>
</tr>
<tr>
<td>Member Supplies</td>
<td>$185/member, 38 members</td>
<td>$7,000</td>
<td>$3,200</td>
<td>$3,800</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td></td>
<td>$9,600</td>
<td>$5,400</td>
<td>$4,200</td>
</tr>
</tbody>
</table>

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

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

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Budget Narrative Section II – Sample

A. Member Living Allowance

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

Total: $279,840

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Strengthening Ohio Communities through Service and Volunteerism.
### B. Member Support Costs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA for Members: total member living allowances of $637,500</td>
<td>637,500 @ 5%</td>
<td>$33,675</td>
<td>$0</td>
<td>$33,675</td>
</tr>
<tr>
<td>Health Care</td>
<td>Estimated 25 of 28 FT members and 8 of 10 MT members, $520/month</td>
<td>$197,600</td>
<td>$0</td>
<td>$197,600</td>
</tr>
</tbody>
</table>

**CATEGORY Totals** | $231,275 | $0 | $231,275 |

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

**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

www.ServeOhio.org
Administration

All applicants – Cost Reimbursement and Fixed Amount – will be assessed 2% for ServeOhio’s administration
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**
### III. A. Corporation Fixed Percentage Method

<table>
<thead>
<tr>
<th>Item-Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
</table>
| **Corporation** Fixed Amount Line  
Sum of CNCS Share of Sections I and II ($288,917)*0.0526*0.60=$9118 | $37,125 | $9,118 | $28,007 |
| Grantee Share – Sum of CNCS Share and Grantee Share=Total Amount in Sections I and II ($386,411)*.10=$28,007 | $37,125 | $9,118 | $28,007 |
| **Commission** Fixed Amount Line  
Sum of CNCS Share of Sections I and II ($288,917)*0.0526*0.40=$6,079 | $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

<table>
<thead>
<tr>
<th>Item-Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>$16,449</td>
<td>$15,197</td>
<td>$1,252</td>
</tr>
<tr>
<td>Category Totals</td>
<td>$16,449</td>
<td>$15,197</td>
<td>$1,252</td>
</tr>
</tbody>
</table>

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.

www.ServeOhio.org
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.
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: Recompeting and Continuing programs do not need to reenter this information, unless it has changed.
Source of Funds

Welcome Tracey
Start Continuation
  Applicant Info
  Application Info
  Narratives
  Logic Model
  Performance Measures
  Program Information
  Documents

Start Continuation Grant Application

Budget Section III. Administrative/Indirect Cost

Please enter the necessary budget information:

**Enter Source of matching funds**

<table>
<thead>
<tr>
<th>Match Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC Public Schools</td>
<td>$25,160.00</td>
</tr>
</tbody>
</table>

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

Match Description (max 250 chars):

Amount: $0

Match Classification: Cash

Match Source: Federal

www.ServeOhio.org

Strengthening Ohio Communities through Service and Volunteerism.
Source of Funds – Sample Entries

Total match here should equal the amount in the Budget

Source of Funds

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

*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
  ▪ ≤ 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](http://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](http://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