

AmeriCorps State and National
presents...

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



Next Steps to Preparing Your AmeriCorps Application

2012 Grant Application Technical
Assistance Calls



Next Steps Call Outline

- Materials needed to apply
- Requirements and Responsibilities of a grantee
- Program Management Structures
- Application content and selection criteria
- Submission and selection timeline



Grant Application Materials

- **Corporation Regulations**
 - Code of Federal Regulations, Chapter 45, Sections 2520-2550
 - <http://www.gpoaccess.gov/ecfr>
- **NOFO - Notice of Funding Opportunity**
- **Application Instructions**
- **Performance Measure Instructions**
- **FAQ**
- www.americorps.gov/for_organizations/funding/nofa_detail.asp?tbl_nofa_id=91

Grant Application Deadline: January 18, 2012, 5:00 pm EST



Responsibilities and Requirements of an AmeriCorps Grantee

- Grantee/parent organization has overall legal, administrative, and fiscal responsibility for the entire scope of the program, even if the funds are sub-granted.
- The grantee must:
 - Develop strong fiscal and program management systems
 - Monitor financial management, program performance and member activities at operating sites and service locations sites
 - Train and provide technical assistance to parent/sites
 - Ensure the recruitment, orientation and training of members
 - Track, and ensure the accuracy of, member hours and activities and performance measure reporting
 - Act as liaison between CNCS and the sites (for multi-site applicants).





Coordination with State Commissions

Multi-state applicants consult with state/territory service commissions to ensure non-duplication and coordination.

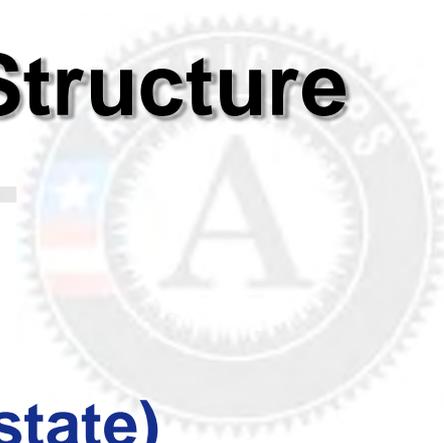
- Consult with each State Commission where you plan to operate.
- Provide State Commissions with a contact list for programs in their state and funded programs must update this list on an annual basis.
- Participate in Commission's needs assessment, training plan and state service plan development, as well as appropriate training and other events.
- Include Commissions on the grantee's mailing list and invite them to appropriate training and other events.

List of State Commissions: <http://www.americorps.gov/about/contact/statecommission.asp>



Program Management Structure

- Grantee (Parent organization)
- Operating Sites (at least 1 per state)
- Service Locations (where members serve)



Program Management Structure

- **Centralized:** grantee handles all administrative functions and assigns members; and doesn't sub-grant funds
- **Decentralized:** grantee sub-grants the funds, and the sub-grantee is responsible for member training, payroll and other administrative functions. (Parent is still ultimately responsible).
- **Combination:** combination of these structures.



Application Content



Applicant Information

- AmeriCorps Indian Tribes FY 2012
- AmeriCorps National Direct FY 2012
- AmeriCorps National Education Awards Program FY 2012
- AmeriCorps National Fixed Amount Grants FY 2012

Narrative

- Includes Executive Summary

Performance Measures

Budget



Selection Criteria



Program Design (50%)

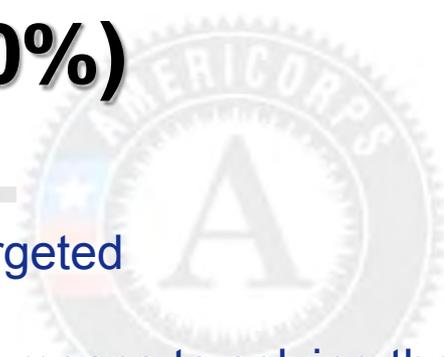
Organizational Capability (25%)

Cost Effectiveness & Budget Adequacy (25%)



Program Design (50%)

- Persuasive evidence that a need exists in the targeted community(ies) – *5 points*
- How AmeriCorps members are a highly effective means to solving the identified community needs, including the value add of AmeriCorps – *15 points*
- How the evidence based intervention will demonstrate community impact – *15 points*
- How the powerful member experience increases community impact and continued civic participation – *10 points*
- Clearly describe and convincingly link four major elements: (1) the need(s) identified, (2) the intervention by AmeriCorps members and volunteers, (3) how AmeriCorps service is particularly suited to deliver the intervention, and (4) the anticipated outcomes – *5 points*



Program Design Content

- a. Need
- b. Value Add: Member Roles and Responsibilities
- c. Evidence Based
- d. Member Experience
- e. Overall Picture
- f. AmeriCorps Member Selection, Training, and Supervision
- g. Outcome: Performance Measures
- h. Volunteer Generation
- i. Member Tutoring Qualifications (Tutoring Programs Only)



Organizational Capability (25%)

The extent to which the organization has:

- Experience, staffing, and management structure to plan, implement and evaluate the proposed program.
- Secured, or describes an effective plan for securing, the necessary financial and in-kind resources and to demonstrate community stakeholder support.
- Ability and structure to ensure they and the subgrantees and/or service locations have compliance with AmeriCorps rules and regulations including prohibited activities.
- Consulted with state and territory service commissions to ensure non-duplication and coordination of Corporation resources.
- Filled and retained member positions in the past (if relevant) or provided an explanation for less than 100% enrollment and retention.
- Met performance targets and demonstrated compliance with grant terms and conditions.



Organizational Capability Content

- a. Organizational Background and Staffing
- b. Sustainability
- c. Compliance and Accountability
- d. State Commission Consultation *(Multi-state Applicants Only)*
- e. Enrollment & Retention rates *(Current & Former Grantees)*
- f. Performance Targets and Demonstrated Compliance *(Current Grantees only)*
- g. Operating Sites and Member Service Sites *(Multi-Site Programs Only)*
- h. Special Circumstances



Cost Effectiveness and Budget Adequacy



Address criteria:

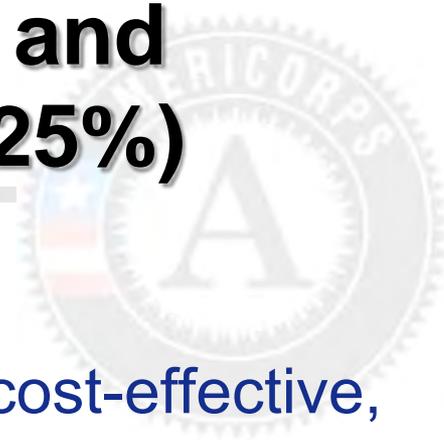
- a. Cost Effectiveness
- b. Special Circumstances
- c. Budget Adequacy



Cost Effectiveness and Budget Adequacy (25%)

For cost-reimbursement grants:

- The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.
- The requested funds do not exceed the maximum cost per Member Service Year (MSY)
- Increasing cost share (*current grantees*)



Cost Effectiveness and Budget Adequacy

For EAPs and Full-time Fixed-amount grants:

- The applicant's understanding of total program cost and capacity to raise additional resources beyond the fixed-amount.
- The amount requested per member. Fixed-amount applicants are encouraged to request less than the maximum allowed. The amount requested is a competitive factor.



Additional budget information

- Indicate the number of AmeriCorps member positions and the detail of funds you are requesting. EAP and Fixed Amount grants only enter member positions and total amount.
- Main sections of the budget for Cost Reimbursement:
 - I. Program Operating Costs;
 - II. Member costs;
 - III. Administrative/Indirect Costs;
 - Source of Match
- New program match must be at least 24% of the total budget. Match may be cash or in kind.
- Follow the minimum and maximum living allowances chart in the instructions.



AmeriCorps Funding Priorities



- Focus areas (from the Serve America Act)
- AmeriCorps' National Performance Measures Pilot
- CNCS 2011-2016 Strategic Plan and the Priority Measures identified in it



AmeriCorps Focus Areas

Six focus areas:

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



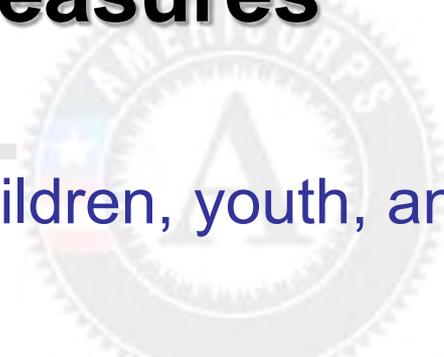
AmeriCorps National Performance Measures Pilot

- Now in its third year
- Allows gathering of aggregate data across programs.
- Will help CNCS demonstrate impact of its grant making



AmeriCorps Priority Measures Tier I

- Improve academic outcomes for children, youth, and young adults
- Serve veterans and military families or engage veterans in service.
- Increase community resiliency through disaster preparation, response, recovery, and mitigation.



AmeriCorps Funding Priorities

in descending order

- Priority Measures in Education, Veterans and Military Families, and Disaster Services – Tier 1
- Priority Measures in Economic Opportunity, Environmental Stewardship, Healthy Futures, and Capacity Building – Tier 2
- Other National Performance Measures – Tier 3
- Focus Areas with self-nominated measures – Tier 4
- Outside of Focus Areas and self-nominated measures – Tier 5



Performance Measures

- At a minimum, the measures must address the primary service activity of the program.
- You must provide information about
 - the overall impact of the program,
 - how it will be measured annually, and
 - how specific targets were chosen.
- For more information:
<http://www.nationalservicerresources.org/star/ac>
<http://www.nationalservicerresources.org/national-performance-measures/home>.



Performance Measures

- Select from National Performance Measures or create your own. You are encouraged to select performance measures from Tier 1, 2, 3.
- [2012 National Performance Measures Instructions – Disaster Services](#)
- [2012 National Performance Measures Instructions – Education](#)
- [2012 National Performance Measures Instructions – Capacity Building](#)
- [2012 National Performance Measures Instructions – Economic Opportunity](#)
- [2012 National Performance Measures Instructions – Environmental Stewardship](#)
- [2012 National Performance Measures Instructions – Healthy Futures](#)
- [2012 National Performance Measures Instructions – Veterans and Military Families](#)



Additional Documents

- Program Evaluation
- Labor Union Concurrence
- Displacement Assurance
- Federally Approved Indirect Cost Rate Agreement
- No other additional documents are required and they will not be accepted nor reviewed.



Important Considerations

- Is there a logical connection between the need you identified and your proposed member activities?
- Can someone unfamiliar with your community get a clear picture in their mind from reading your application and clearly understand the need?
- Can a reader unfamiliar with your organization visualize how the AmeriCorps program will operate from day to day based on what you've proposed?
- Are you making assumptions?
- Are all of the activities proposed included in the budget? Are all things presented in the budget addressed in the narrative?
- Stay within the page limit assigned to the application. Information that exceeds the page limit will not be reviewed. Print your application prior to final submission to ensure it is not over the 26 page limit.



Review and selection process

- High alignment with criteria.
- Priorities, in the order of preference.
- Additional Considerations:
 - Recruitment and deployment of community volunteers to leverage impact.
 - State Commission rank and recommendations on state applicants.
 - State Commission input on multi-state applications.
 - Relative risk and opportunity.



Review and selection process (cont.)

- **Compile a balanced portfolio based on the following characteristics:**
 - Geographic representation.
 - Equitable treatment of
 - Rural and urban communities.
 - Small and large programs.
 - Single and multi-state programs.
- **Strategic Characteristics:**
 - Building capacity for individuals, nonprofits and communities to solve problems.
 - Recruit and engaged traditionally underrepresented populations in service and expand opportunities for both youth and adults to serve; particularly for new Americans, low-income individuals, rural residents, older Americans, veterans, members of faith-based organizations, communities of color, Native Americans, and people with disabilities.
 - Embracing innovative approaches to solving problems



Award Process



Compliance check



external review



quality control



staff review



applicant clarifications



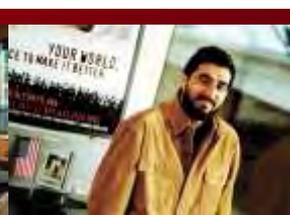
make funding decision



announce awards



issue grant award



Award Process

- Check application status in eGrants
- CNCS may contact you to seek clarification and to resolve questions and issues. Respond in a timely fashion to remain in consideration. Being contacted for clarification does not mean you will receive an AmeriCorps grant award.
- Expect implementation grant award announcements by May 31.
- Applicants may not request a start date earlier than June 15.
- New grantees should not expect to start until early fall.
- Members cannot begin service until you receive your grant award.
- 3-year grant period, but funds are only released one year at a time. Subsequent funding dependent on availability and adequate performance.

This is an extremely competitive year for funding



2011 Grant Competition Results:

	# of Applications* received	# of Programs Awarded	Funds Awarded
State & National	563	303	\$220,735,788
States w/o Commissions	3	3	\$395,973
Territories w/o Commissions	2	2	\$808,186
Tribes	17	13	\$2,578,482
total	585	321	\$224,518,429.48

*Compliant applications submitted for review



2011 Grant Competition Results:

	# of Programs Awarded	Funds Awarded	% of Programs	% of funds
New/Recompete	70	\$25,892,320	22%	12%
Continuation	251	\$198,626,109	78%	88%
Total	321	\$224,518,429		



2011 Grant Competition Results:

	# of Programs Awarded	Funds Awarded	% of Programs	% of funds
Single State	226	\$125,038,938	75%	57%
Multi-State	77	\$95,696,851	25%	43%
total	303	\$220,735,788		



Reporting Requirements

- Cost reimbursement – annual progress reports, biannual financial reports
- Professional Corps – annual program and financial reports
- Fixed-amount and EAP – annual program reports
- All grantees provide quarterly expense reports through the Payment Management System at HHS
- Participants in the national performance measures pilot might be required to submit a mid-year progress report.
- Program Evaluation plan or report at Reconnect



Conclusion

- Participate in a budget call – visit website for dates.
- Questions? Please call (202) 606.7508 and leave a message or email us at americorpsgrants@cns.gov
- Letters of intent for implementation grants due by December 15, 2011. Please send an email to: americorpsgrants@cns.gov List your: 1) organization, 2) contact information, and 3) the type of grant for which you plan to apply.
- Apply via eGrants online at <http://www.americorps.org/egrants/index.asp>

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