

2017 Wisconsin Foster Grandparent Program Competition

Training and Technical Assistance Sessions

October 27-28, 2016

Wausau, Appleton, Milwaukee



Agenda

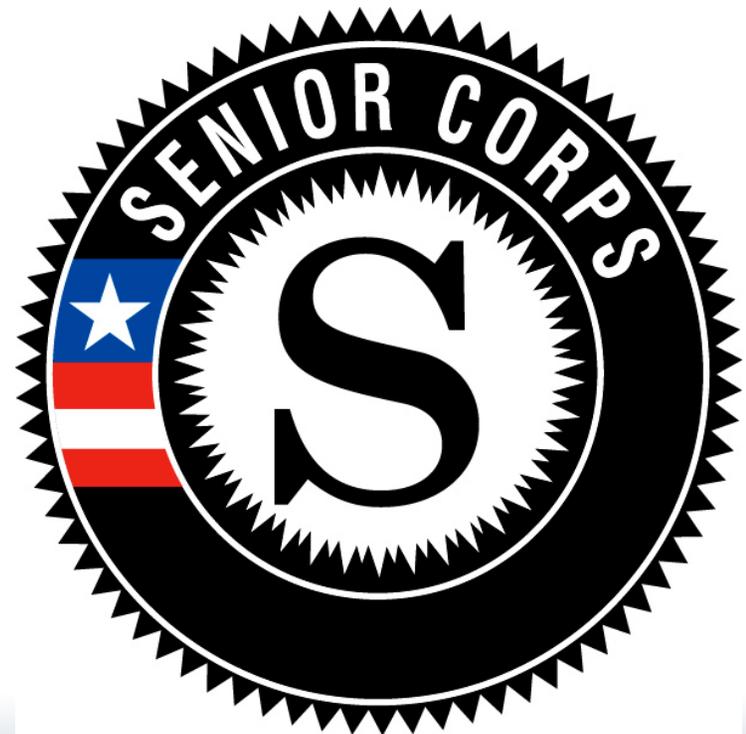
- Welcome
- Senior Corps: Who We Are
- Foster Grandparent Program 101
- Notice of Funding Opportunity
 - Project Overview
 - Budget Overview
 - Performance Measurement Overview
- Questions

Objectives

- To understand how the Foster Grandparent Program (FGP) fits within its federal parent agency CNCS
- To learn more about how FGP may be an effective solution in your community
- To learn more about how to apply for funding to run a project locally
- To be able to find additional resources



Senior Corps: Who We Are



CNCS Mission

To improve lives, strengthen communities, and foster civic engagement through service and volunteering.



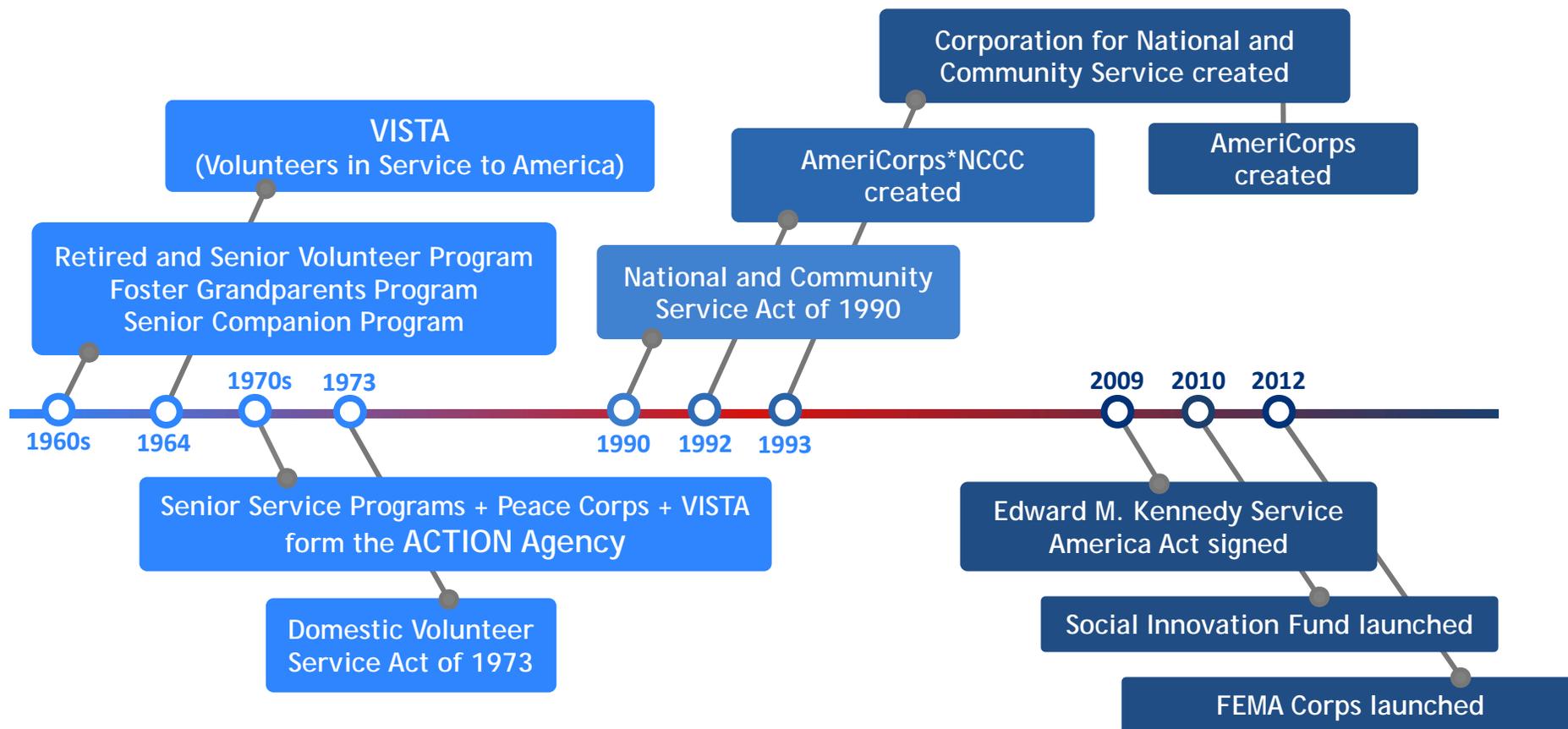
What does CNCS do?

- Provide grants and training and technical assistance to developing and expanding volunteer organizations.
- Explore, develop, and model effective approaches for using volunteers to meet the nation's human needs.
- Conduct and disseminate research that helps develop and cultivate knowledge that will enhance the overall effectiveness of service programs.

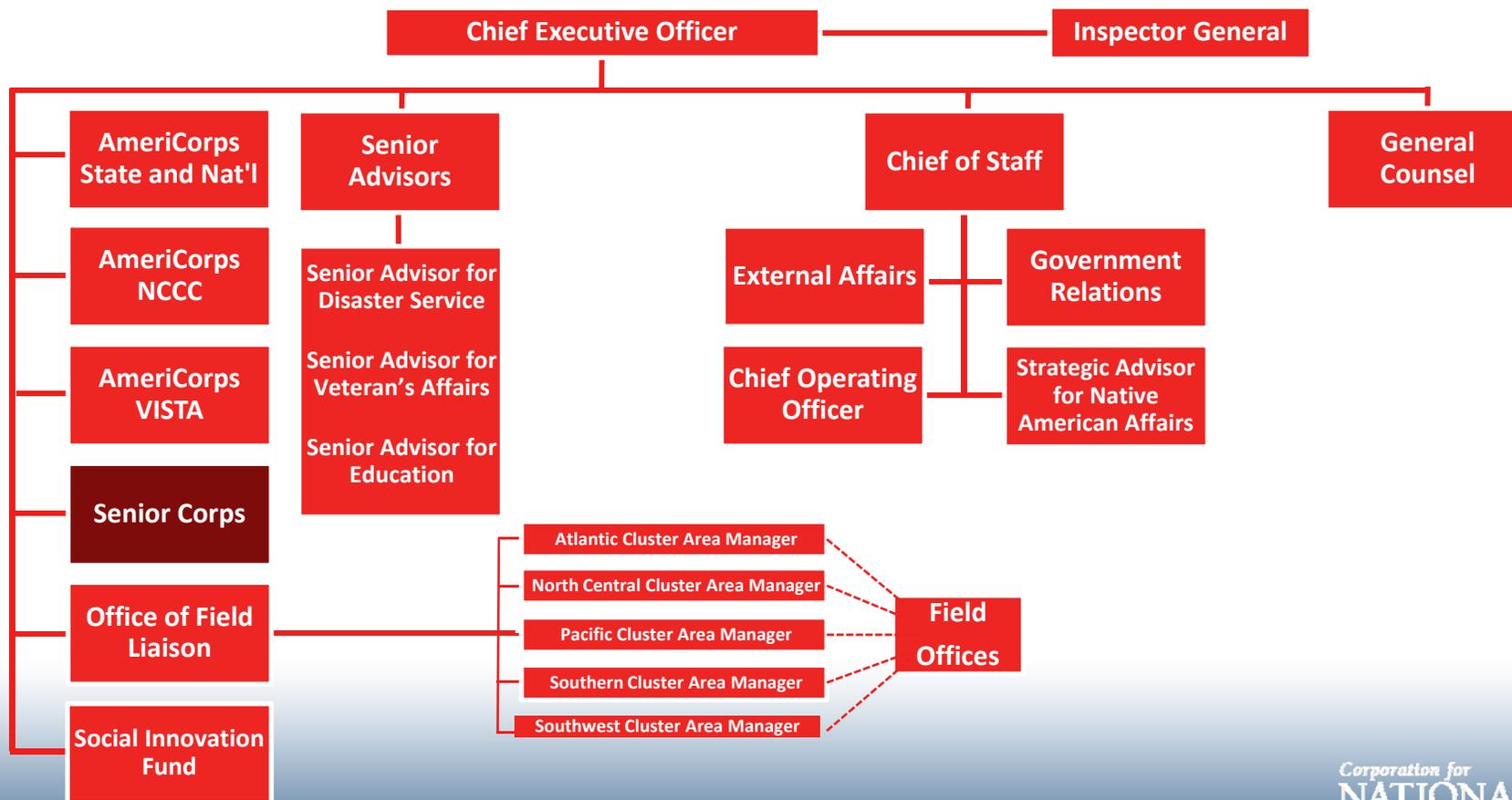
CNCS Programs and Initiatives

- Senior Corps
 - Foster Grandparent Program
 - RSVP
 - Senior Companion Program
- AmeriCorps
 - AmeriCorps State and National
 - AmeriCorps VISTA
 - AmeriCorps NCCC
- Social Innovation Fund
- George H.W. Bush Volunteer Generation Fund
- Special Initiatives
 - Martin Luther King, Jr. Day of Service
 - 9/11 Day of Service and Remembrance
 - Mayor's, County's, and Tribal Day of Recognition

National Service Timeline



CNCS Organization



CNCS Office of Senior Corps

The Office of Senior Corps at HQ is the policy and process arm of National Service for FGP, RSVP, and SCP.

Senior Corps will:

- Direct policy and issue guidance
- Release Notices of Funding Availability and set funding priorities
- Provide broad training to grantees on policy and procedural change
- Develop and release standard project implementation materials



CNCS Office of Field Liaison

The Office of Field Liaison has State Office Staff across the country. Field Staff are the face of National Service in each state.

State Program Directors and Program Officers will:

- Administer Senior Corps and AmeriCorps VISTA programs
- Provide specific training and technical assistance to grantees
- Conduct compliance monitoring reviews with grantees
- Assist with special assignments



Senior Corps Programs



**FOSTER
GRANDPARENTS**

Share Today. Shape Tomorrow.



RSVP

Lead with Experience



**SENIOR
COMPANIONS**

Make Independence a Reality

Senior Corps RSVP



RSVP Volunteers:

- are age 55 and older;
- are engaged in a diverse range of volunteer activities;
- have flexibility to choose where they want to serve;
- serve a few hours to more than 40 hours a week;
- provide a wide variety of community services.



Senior Corps Senior Companion Program



Senior Companions:



- provide supportive services to adults with physical, emotional, or mental health limitations, especially older persons, in an effort to achieve and maintain their highest level of independent living;
- are 55 and older;
- serve 15-40 hours/week;
- receive a stipend if income-eligible.

Senior Corps Foster Grandparents Program



Foster Grandparents:

- are role models, mentors, and friends to children with exceptional needs;
- are 55 and older;
- serve 15 - 40 hours/week;
- receive a stipend if income-eligible.





Foster Grandparent Program: 101



Purpose

- To provide grants to qualified agencies and organizations for the dual purpose of
 - engaging persons 55 and older, particularly those with limited incomes, in volunteer service to meet critical community needs; and
 - to provide a high quality experience that will enrich the lives of the volunteers.

Goals

- Enable low-income persons 55 and older to remain physically and mentally active and to enhance their self-esteem through continued participation in needed community services.
- Enable children with special or exceptional needs to achieve improved physical, mental, emotional, and social development thereby helping them to reach social, behavioral, developmental, and educational goals.
- Provide a stipend and other benefits which enable eligible persons to participate as Foster Grandparents without cost to themselves.

Foster Grandparent Program Video

- <http://www.nationalservice.gov/programs/senior-corps/senior-corps-programs/foster-grandparents>



Sponsoring a Foster Grandparent Program

Grant Governance and Guidance

Governance

- [Domestic Volunteer Service Act of 1973 as amended](#)
- Code of Federal Regulations [45 CFR Part 2552](#)
- [OMB Uniform Guidance](#)
- Notice of Grant Award
 - [Terms and Conditions](#)
 - Certifications
 - Assurances

Guidance

- [Managing Senior Corps Grants](#) webpage
- [FGP Operations Handbook](#)
- [The Knowledge Network](#) webpages
 - Criminal History Check Resource Page
 - Performance Measurement

FGP Grant Lifecycle



Grant Reporting



Semi-Annual

- Federal Financial Report (HHS)
- Federal Financial Report (CNCS)
- Semi-Annual Progress Report Lite

Annual

- Federal Financial Report (HHS)
- Federal Financial Report (CNCS)
- Program Progress Report
- Progress Report Supplement

Sponsor Responsibilities

- Assess community needs and use to inform project
- Develop and engage community Advisory Council
- Keep appropriate records and report timely and accurate data
- Document clear project policies in accordance with FGP statute, regulation, and policy
- Employ FGP Project Director who is staff of the sponsoring organization and is subject to sponsor's personnel policies

Sponsor Responsibilities Cont'd

- Comply with and ensure volunteer stations comply with applicable civil rights laws and regulations including providing reasonable accommodations
- Promote Senior Corps program, incorporating into mission of agency
- Comply with the Notice of Grant Award, including the Certifications, Assurances and Terms and Conditions of the grant
- Secure maximum and continuing community financial and in-kind support to operate project successfully

Project Operations: Criminal History Checks

- Certain individuals working or serving in a CNCS-funded program **must** undergo a criminal history check
- That check **must** include specific sources
- Certain parts **must** be complete by certain dates and documented clearly
- Sponsors are required to pass annual online training
- <http://www.nationalservice.gov/resources/criminal-history-check>



1. National Sex Offender Public Website



2. State Checks



3. FBI Checks



Notice of Funding Opportunity

2017 FGP Replacement Sponsors Competition

Wisconsin

[Home](#)

2017 Foster Grandparent Program and Senior Companion Program Replacement Sponsor Competition

Table of Contents

- I. Application Deadline
- II. Foster Grandparent Program (FGP) Replacement Sponsor Competition
- III. Senior Companion Program (SCP) Replacement Sponsor Competition
- IV. Applying for an FGP or SCP Grant under this Competition
- V. Training and Technical Assistance Calls and Resources

What do I need to apply?

- **Foster Grandparent Program (FGP) Replacement Sponsor Competition**
- <http://www.nationalservice.gov/node/26390>
 - Notice of Funding Opportunity
 - Wisconsin Fact Sheet
 - Grant Application Instructions
 - Performance Measures Instructions
- **Deadline: December 9, 2016**

Application Process

- 3 main components to application
 - Narrative
 - Work Plans
 - Budget
- Page Limits: 15 pages
 - Includes executive summary, project narratives, cover page
 - DOES NOT INCLUDE budget or work plans
- FGP must be included in the project title

Application Process Cont'd.

- Applicants submit complete application (including attachments) by deadline
 - Deadline: **December 9, 2016**
- Eligibility Review
- Staff Review
 - Criteria published in NOFO (page 10)
- Clarification
- Award

Notice of Funding Opportunity

- **Project Overview**
- Budget Overview
- Performance Measurement Overview

Parameters: Size and Area

From the Wisconsin Fact Sheet

Total Annual Funding Available	Volunteer Service Years	Geographic Service Area
Up to: \$1,272,076	At least: 212	Statewide: Applicants are not required to cover the entire state. Applicants may select to serve the entire state or select specific municipalities/regions within the state.

The following counties and tribal reservations are currently being served and are excluded from this competition: Grants, Iowa, Richland, Lafayette, Green, Crawford, Red Cliff Band of Lake Superior Chippewa Indians, Saint Croix Chippewa Indians of Wisconsin, Lac du Flambeau Band of Lake Superior Chippewa Indians, Oneida Tribe of Indians of Wisconsin, Stockbridge-Munsee Community, Lac Courte Oreilles Band of Lake Superior Chippewa Indians of Wisconsin, Sokaogon Chippewa Community, Bad River Band of the Lake Superior Tribe of Chippewa Indians, Menominee Indian Tribe of Wisconsin

Parameters: Performance Requirements

From the Notice of Funding Opportunity (NOFO)

- For every **\$6,000 in annual base federal funding**, at least one Volunteer Service Year worth of service must be placed in work plans that result in:
 1. National Performance Measure **outcomes** in the Education focus area, or
 2. National Performance Measure outputs in Inclusion of people with disabilities for grantees that have historically supported programming in this area.

Volunteer Service Year

- is a budget term which equals 1044 hours
 - Based on an average of 20 hours per week annually, plus 4 hours
- is calculated on the budget by multiplying 1044 by the current stipend cost per hour (\$2.65)
 - $1044 \times \$2.65 \text{ per hour} = \2767
 - Therefore, currently 1 VSY = \$2767
- Multiple volunteers may contribute hours to equal 1 VSY

Parameters: Budget Requirements

From the NOFO and Grant Application Instructions

- Per Federal VSY costs: Applicants may request up to \$6,000 per VSY. This is a ceiling. There is no floor.
- Budget Requirements: 10% non-CNCS share
- Budget Rule: Direct Benefit Ratio (80/20 Rule)

Award Period

- Awards are made up to three years in duration
- Initial award: February 1, 2017
 - February 1, 2017 – June 30, 2017
- Subsequent awards: July 1 – June 30
 - July 1, 2017 – June 30, 2018
 - July 1, 2018 – June 30, 2019

Project Design

The sponsoring organization must:

- Conduct a Community Needs assessment
- Secure maximum and continuing community financial and in-kind support to operate project successfully
- Establish recordkeeping system in compliance with CNCS requirements and to ensure reports are done in timely and accurate way
- Comply with and ensure volunteer stations comply with applicable civil rights laws and regulations including providing reasonable accommodations
- Promote Senior Corps program, incorporating into mission of agency

Project Design Cont'd.

- When developing a project, make sure to consider:
 - Sponsor Responsibilities
 - Project Staff
 - Volunteer Assignments
 - Volunteer Recruitment
 - Cost Reimbursements including recognition
 - Criminal History Checks
 - Working with Community Partners
 - Community Participation Group or Advisory Council

Developing Narratives



From the Grant Application Instructions

- Part II – Project Narratives

- Define plans to recruit volunteers, manage the FGP project, and explain the organization’s capability to support the FGP project

- Tips:

- Respond to each prompt;
- Write outside of grants system;
- Review Grant Application Review Information in NOFO;
- Start early and save often.

Notice of Funding Opportunity

- Project Overview
- **Budget Overview**
- Performance Measurement Overview

Federal Budgeting Rules

Budgeted costs must be **allowable**, **allocable**, and **reasonable**. They must directly support your project's operation.

- **Allowable**: A cost that meets the criteria for authorized expenditures specified in the cost principle. For example, gambling debts are not an allowable expense, neither are paying parking tickets for volunteer drivers.
- **Allocable**: A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.
- **Reasonable**: A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person. A cost can be allowable (long distance travel), appropriate (travel to this conference) but not reasonable. If you rent a limo and have someone drive you to this conference, you have failed the reasonable test. The principal CNCS uses to test reasonableness is the "Prudent Person" standard. Would this activity be something a prudent person would do?

Budget & Narrative Preparation

- Review your program/projects goals and objectives
- Estimate the resources needed to achieve program/project goal, for example:
 - ❖ Staff positions
 - ❖ Space, utilities, supplies, telephone
 - ❖ Participants – members or volunteers
 - ❖ Uniforms, training, Transportation
- Follow instructions in NOFO/NOFA or other guidance received from CNCS
- Organize narrative to fit budget categories on budget form or proposal
- Provide adequate descriptions and calculations to support amounts
- Allocate costs based on a consistent and documented cost allocation plan.

Budget Structure

The Foster Grandparent Program budget is comprised of two sections:

- **Section I – Volunteer Support Expenses.** This section of the budget contains the administrative cost to operate the program.
- **Section II – Volunteer Expenses.** This section of the budget contain costs that are a direct benefit to the volunteer (paid to or on behalf of the volunteer)

Budget Structure Cont'd

Budget has 5 columns:

Narrative, CNCS Share, Grantee Share, Total Amount, Excess Amount

Item/Purpose - Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
CATEGORY Totals	0	0	0	0

Cost Categories



Cost Categories

Direct	Indirect or Administrative
Grant Operating Costs and Volunteer Costs directly attributable to meeting the goals and objectives of the program	General or centralized administrative expenses of organization receiving CNCS financial assistance
Examples: <ul style="list-style-type: none">• Allowable, direct Senior Corps volunteer charges• Costs related to staff who train, recruit or supervise Senior Corps volunteers• Uniforms; special equipment• Independent program evaluations• Senior Corps volunteer and staff travel	Examples: <ul style="list-style-type: none">• Accounting, auditing, general legal services• Internal evaluation• General liability insurance• Salaries and benefits related to general organizational management and support

Section I. Volunteer Support Expenses (Program Administrative Costs)

- A. Project Personnel Expenses
- B. Personnel Fringe Benefits
- C. Project Staff Travel
 - Local Travel
 - Long Distance Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
- I. Other Volunteer Support Costs
- J. Indirect Costs

Section II: Volunteer Expenses (Cost Reimbursements to Volunteers)

- Reimbursements provided directly to volunteers:
 - Stipends (\$2.65/hour)
 - Transportation
 - Meals
 - Accident and Liability Insurance
 - Physical Exams
 - Uniforms when appropriate
 - Recognition activities
- Reimbursements are exempt from income tax for income-eligible volunteers

Examples of Unallowable Costs

- Lobbying
- Fines and penalties
- Expenses not necessary to meet program objectives
- Entertainment, alcohol
- Costs that would constitute waste, fraud and abuse
- Unreasonable costs from a “prudent person” perspective
- Costs with no logical basis for allocating to your program

Volunteer Service Year

- is a budget term which equals 1044 hours
 - Based on an average of 20 hours per week annually, plus 4 hours
- is calculated on the budget by multiplying 1044 by the current stipend cost per hour (\$2.65)
 - $1044 \times \$2.65 \text{ per hour} = \2767
 - Therefore, currently 1 VSY = \$2767
- Multiple volunteers may contribute hours to equal 1 VSY

FGP Budget Requirements

- 10% Match
 - Anticipated match does not need to be secured prior to application, but it should be included.
- Direct Benefit Ratio
 - Total amount of volunteer expenses (Section II) must be equal to at least 80% of the CNCS Share of the grant award.
 - CNCS and Grantee Share can contribute to this sum.

Notice of Funding Opportunity

- Project Overview
- Budget Overview
- **Performance Measurement Overview**

Performance Measurement Basics

- What are:
 - **National** Performance Measures?
 - Measures (outputs and outcomes) that have common definitions and data collection methods which allow CNCS to tell a common story of national service across all programs
 - Performance Measures **Requirements**?
 - The amount of service that must be programmed in national performance measures
 - Performance Measures **Instructions**?
 - A list all available measures for FGP, key definitions, and guidance on how to collect or measure that data

National Performance Measure Requirement

How many Volunteer Service Years (VSYs) do I need in order to meet the requirements?

- Calculate: Total Federal Funding Level divided by \$6,000 = the number of VSYs

National Performance Measures Example

For Example:

- Annual Federal Funding Level = \$360,000
- $\$360,000 / \$6,000 = 60$ **VSYS** in work plans with outcomes in Education

National Performance Measures Example

For Example:

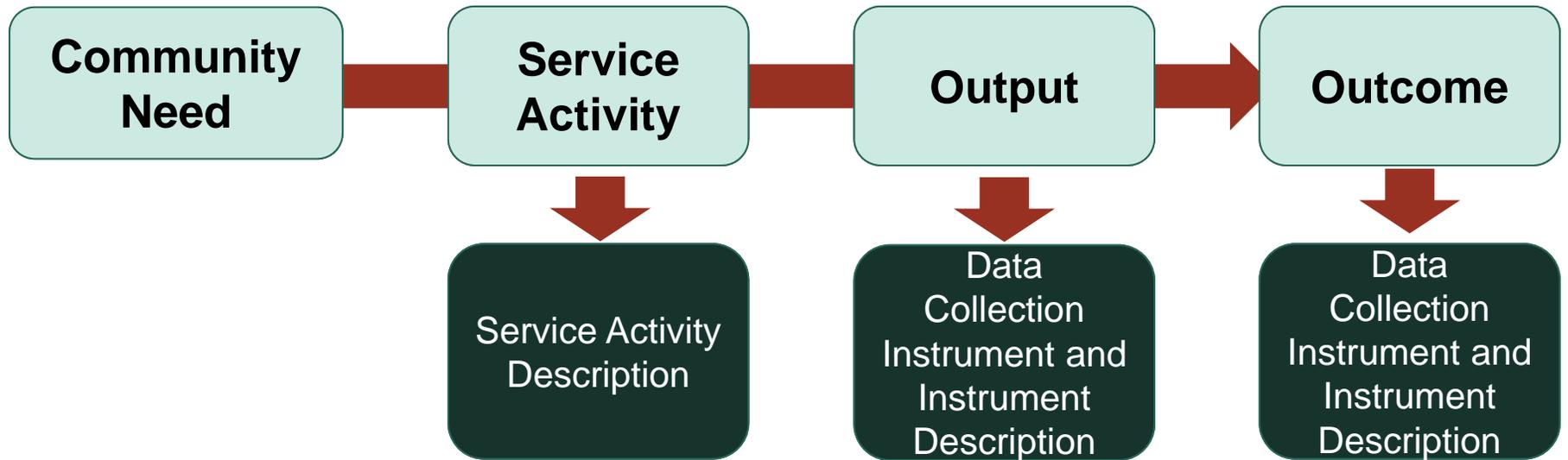
- Annual Federal Funding Level = **\$360,000**
- $\$360,000/\$6,000 = 60$ **VS**Ys in work plans with outcomes in Education
- Desired number of VS

National Performance Measures Example

For Example:

- Annual Federal Funding Level = \$360,000
- $\$360,000 / \$6,000 = 60$ VSUs in Education outcomes
- Desired number of VSUs = 100
- Options:
 - **60 VSUs in Education outcomes**
 - **40 VSUs in any available measures** (Listed in FGP Performance Measure Instructions)

Work Plan Structure



Definitions

Outputs

Amount of service provided (i.e. people served).

Outcomes

Reflect the changes or benefits that occur.

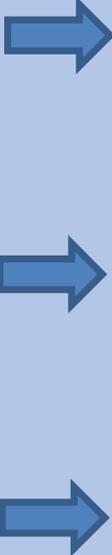
Education: School Readiness

Objective	Output		Outcomes
School Readiness	ED21. Number of children that completed participation in CNCS-supported early childhood education programs.		<p>ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development.</p> <p>ED24. Number of children demonstrating gains in school readiness in terms of literacy skills.</p> <p>ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.</p>

Education: K-12 Success

Objective	Output		Outcomes
K-12 Success	ED2. Number of students that completed participation in CNCS-supported K-12 education programs.	  	<p>ED5. Number of students with improved academic performance in literacy and/or math.</p> <p>ED27. Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement.</p> <p>ED6. Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student.</p>

Education: K-12 Success

Objective	Output		Outcomes
K-12 Success	ED4A. Number of disadvantaged youth/mentor matches or children with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.		<p>ED5. Number of students with improved academic performance in literacy and/or math.</p> <p>ED27. Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS-supported service learning, who demonstrated improved academic engagement.</p> <p>ED6. Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student.</p>

Tools and Resources

- Performance Measures Instructions
- Performance Measures [Worksheets](#)
- [Core Curriculum](#) Courses

Additional Training Opportunities

- The Wisconsin State Office is scheduling additional training webinars for:
 - Webinar I
 - Program and Sponsorship Overview
 - 11/3/16 9:00 AM – 11:00 AM
 - Repeated 11/4/16 11:00 AM to 1:00 PM
 - Webinar II
 - Fiscal Management and National Performance Measures
 - 11/9/16 9:00 AM to 11:00 AM
 - Repeated: 11/9.16 2:00 PM to 4:00 PM
- Contact WI@cns.gov for call in instructions



Questions?