



AmeriCorps Washington

Planning Grants – NOFO, Partnerships, Budget

February 17 – 10am

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- What travel destination is on your wish list?

Announcement(s)!

Free [Serve WA Virtual Training](#) for 2022

March 3 – Strengthening Fund Development

June Required Regional Training – [Registration Open](#)

Email sent 2/7 – Use Discount Code!

In-Person or Virtual



Announcement(s)!

Planning Grant Staff Time Sheets

Federal Requirement [2 CRF 200 Subpart E](#) (i)

Standards for Documentation of Personnel Expenses

- Timesheet (most common)
- Document time across all funding sources
 - Reflect and charge actual time only



FYI-Robyn on vacation Feb 23 thru Mar 4



Learning To Date

Previous Content

- AmeriCorps 101/Program & Fiscal Orientation
- Locating/Reviewing/Reading AmeriCorps Guidance
- Theory of Change/Logic Models/Performance Measures/Data

Today's Agenda

- **Introduction to AmeriCorps NOFO/Serve WA RFGA**
 - **Narratives**
 - **Ongoing Budget Development**
 - **Other General Requirements**
- **Partnerships**
 - **Host Sites**
 - **Other Partners**

Next Up (*March 31*)

- Member/Site Development Series Begins



Questions to Consider

- *Is there alignment between the need, intervention, and intended outcome? Clear design/dosage?*
- *What level of evidence supports this alignment?*
- *How many AmeriCorps members will be needed? Are the member activities allowable?*
- *What are the characteristics and qualifications of desired AmeriCorps members?*
- *How many staff members and what roles will be supporting the program and members?*
- *Are any partner agreements necessary for data collection?*
- *How will members/sites be oriented to data collection?*
- *What checks and balances will be needed to ensure fidelity in data collection?*
- ***Will you have host sites? What other partners are necessary to be successful?***
- ***How will you obtain the cash match necessary to operate the program?***



AmeriCorps NOFO, Serve WA RFGA

NOFO = *Notice of Funding Opportunity*, AmeriCorps request for grant applications

RFGA = *Request for Grant Application*, Serve WA request for WA state applicants

Competitive = large programs, evidence-based, \$\$\$, national review

Formula = small programs, building evidence, \$, state review

Next Grant Opportunities (operational)

- Spring 2022 (FY22) – Formula Competition – PY22-23
 - using these materials as example TTA today
- Fall 2022 (FY23) – Competitive Competition – PY23-24
- Spring 2023 (FY23) – Formula Competition – PY23-24
- Fall 2023 (FY24) – Competitive Competition – PY24-25

Grant Opportunities use a combination of the NOFO and RFGA.



Serve WA RFGA

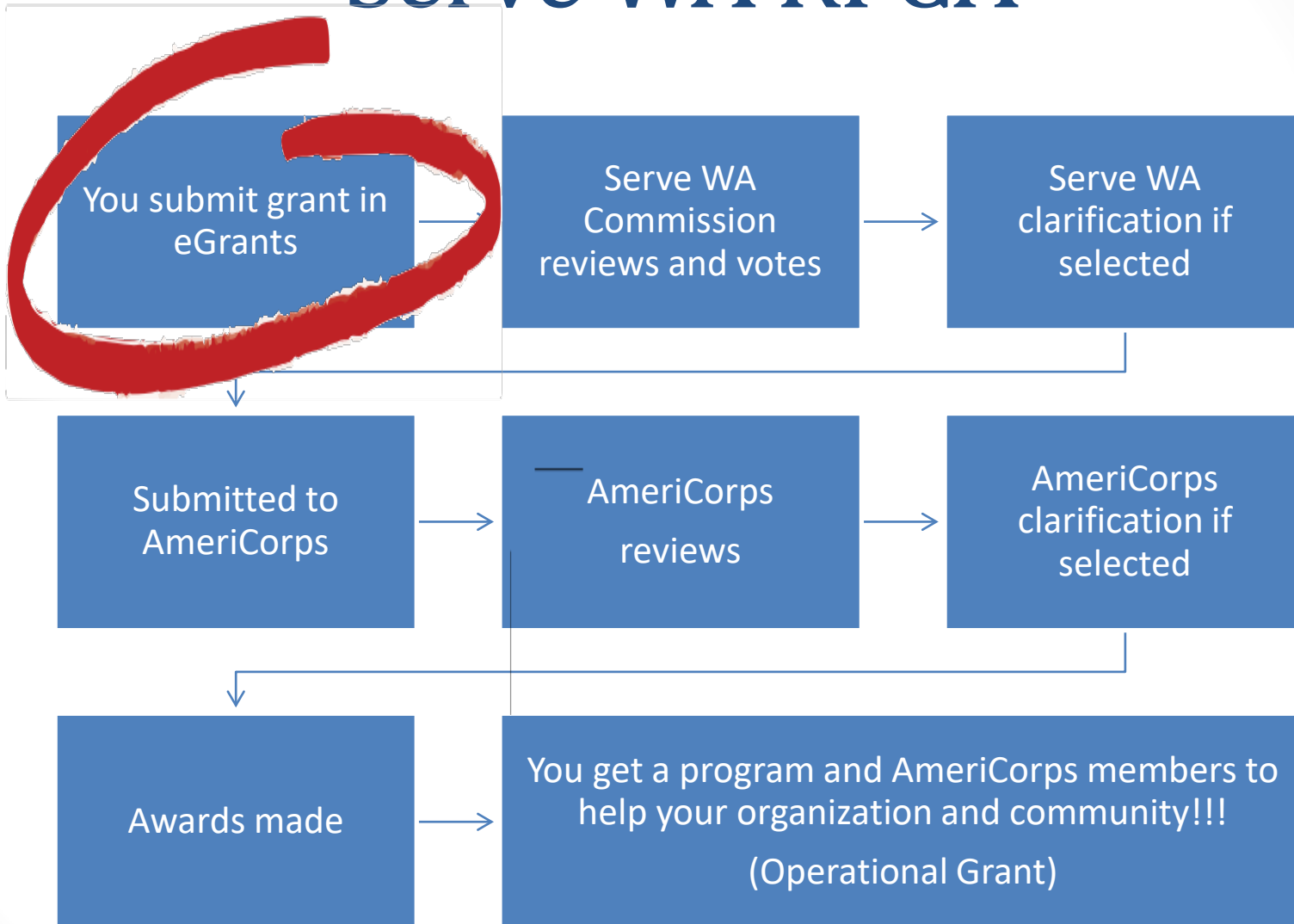
Next Grant Opportunities (operational)

- Spring 2022 (FY22) – Formula Competition – PY22-23
 - using these materials as example TTA today
 - March 1 – RFGA Released
 - March 8, 10am-12pm – TTA for New Interested Applicants
 - March 31 by 5pm – Applications Due

<https://servewashington.wa.gov/funding-opportunities/current-request-grant-applications> *(will be updated March 1)*



Serve WA RFGA



Serve WA RFGA

Request for Grant Application **components**:

- Serve WA RFGA
 - basic overview, state requirements, WA priorities, important dates and timeline, application review process
- AmeriCorps NOFO
 - federal priority areas, thresholds (such as cost per MSY and living allowances), application components and requirements (such as **narratives**, logic model, additional documents)
- AmeriCorps Application Instructions
 - details on eGrants submission, **budget instructions**
- AmeriCorps Supplemental Information
 - definitions of terms
- AmeriCorps Performance Measurement Instructions
 - example measures, detailed instructions



Application Narratives

Sections:

- Theory of Change and Logic Model (24 points)
- Evidence Base (20 points)
- Member Experience (6 points)
- Organizational Background and Staffing (9 points)
- Compliance and Accountability (8 points)
- Culture that Values Learning (4 points)
- Member Supervision (4 points)
- Cost Effectiveness and Budget (25 points)



Member Section Example

Member Experience (6 points)

- AmeriCorps members as a result of their service will have opportunities to develop as leaders.
- AmeriCorps members will gain skills as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program has a well-defined plan to recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.



Member Section Example

Member Supervision (4 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.



Questions?



Application Budget

- Budget Instructions can be found in the AmeriCorps Application Instructions
- Excel Budget Tool provided for work outside of eGrants
- Two Budget Types (Financial Agreement)
 - Cost-Reimbursement
 - New applicants
 - Detailed, Line-Item budget
 - Reimbursement based on actual expenditures
 - Match required/reported
 - Fixed Amount
 - Long standing grantees OR those that can prove successful history for consideration
 - Budget based on cost per MSY
 - Reimbursement based on actual members enrolled
 - No match required/reported (though still necessary to operate)



Cost-Reimbursement Budget

Match Requirement

- Cash or In-Kind
- Minimum grantee share is 24% for the first 3 years. Overall grantee share increases gradually beginning in Year 4 to 26% and 50% by the 10th year of funding, **if awarded.**

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

- Actual cash match needed may be higher; highly dependent on program design.
- Public/Private partnership; grants are not intended to be solely funded by Federal Government.



Cost-Reimbursement Budget

Federal Share

- **FY22** maximum Federal Share is \$21,600 per MSY (for new Formula programs \$25,200).
- Remember, an MSY is equal to 1 FT AmeriCorps Member. (If using less than FT, pay attention to actual MSY.)
 - 20 FT Members = 20 MSY = max \$432,000
 - 20 HT Members = 10 MSY = max \$216,000
- The federal share can be competitive, only ask for the maximum if necessary. That said, new programs are often funded at a higher cost/msy.

Required Member Costs

- **FY22** minimum living allowance for FT is \$16,502.
- ...plus benefits, healthcare, etc.



Living Allowance

- NOT a wage
 - *Can base the living allowance on livable wage!*
- NOT paid hourly
 - *Can base the living allowance on similar minimum hourly rates!*
 - *Pay continues uninterrupted while in-service, not tied to number of hours or leave time, programs can develop policies on pro-rated pay periods if service ends or begins in the middle of a pay period and zero-hour pay periods.*
- Intended to support individuals in meeting basic needs during service.
 - *One example, you may want to consider the cost of living when determining the living allowance.*



Living Allowance

Current (PY21) Portfolio Snapshot for Full-Time

Range	\$16,000-\$30,200
Median	\$19,374
Average	\$20,680

Prior Year (PY20) Portfolio Snapshot for Full-Time

Range	\$14,279-\$26,392
Median	\$15,165
Average	\$16,730



Application Budget

As you prepare your budget:

- Define amounts for particular use. (No miscellaneous or contingent amounts.)
- Itemize each cost and present the basis for all calculations in the form of an equation. (Budget template will have space for “narrative” equations and final amount.)
 - \$45,000 Program Director (90% of 50,000 salary)
 - \$2,470 Annual Meeting (2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem)
- Do not include unallowable expenses. (Such as, “entertainment.”)
 - Necessary & Reasonable beyond just Allowable
- Do not include fractional amounts (cents).
- Budgets must comply with federal laws, regulations, and requirements of [2 CFR Part 200](#).



Application Budget

Budget Worksheet

- **Section I – Program Costs**
 - Personnel Expenses
 - Fringe Benefits
 - Travel – Staff and Members
 - Equipment
 - Supplies
 - Contract Services
 - Training – Staff and Members
 - Evaluation
 - Other Costs (you define)
- **Section II – Member Costs**
 - Living Allowance
 - FICA
 - Workers Comp
 - Health Care
- **Section III – Indirect**

choose only one...

 - AmeriCorps Fixed Rate
 - Indirect Cost Rate
 - De Minimis Rate

Budget Checklist Available!



Questions?



Partnerships

Host Sites

- *Will AmeriCorps members serve directly at/under your organization?*
- *Will AmeriCorps members serve at/under community placements, commonly referred to as Host Sites?*

Other Partners

- *Fund Development?*
- *Donors?*
- *Service Project Sites?*
- *Trainers?*



Host Sites

Define Roles:

- Selection/Recruitment of Members
- Supervision of Member
- Training of Member
- Data/Reporting
- Overall Grant Deliverables

Other Considerations:

- Contracts or MOU w Host Site?
- Passing through dollars or (vice versa) charging a fee?
- Training Host Sites
- Monitoring Host Sites (program and/or fiscal?)
- Alternative Service Sites



Other Partners

Fund Development

- Program Income - Cash
 - Organizational Match
 - Site Fee
 - Matching Federal/State/Local/Private Grants

Note: Matching Federal funds must be approved by the awarding Federal entity in writing (not AmeriCorps). See 2 CFR 200.306 (5)

Donors

- Program Income – In-Kind
 - Site Supervision Time
 - Space
 - Gear/Tools/Supplies
 - Meeting Refreshments



Other Partners

Service Project Sites

- Traditional service days: 9/11 and MLK
- Other: United Way Day of Caring, Make a Difference Day, Earth Day/Month, Veterans Day
- Common service sites: Parks, Schools, Community Gardens, Senior Centers, Food Banks

Note: Service Projects cannot benefit for-profit entities.

Trainers

- Consider bringing in outside resources during orientation and training of members.



“Homework”

- *Continue reviewing and reading AmeriCorps guidance documents.*
- *Continue developing Theory of Change and Logic Model.*
- *Continue developing Performance Measures and Data Collection Plan.*
- **Familiarize yourself with NOFO/RFGA and supplemental materials; join RFGA TTA if desired. March 8, 10am-12pm**
- **Identify Host Sites (or process for) if applicable.**
- **Identify strategic partners if applicable.**
- **Begin budget framework.**



Deliverables

- Theory of Change
- Logic Model
- Performance Measures
- Data Collection Plan

Submit to **Lou and Robyn** anytime through end of February for general feedback.

Continue to discuss/asses throughout the planning grant year.

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Robyn Harris – robyn.harris@ofm.wa.gov



Resource(s)

Not sure about applying for an operational grant!?

Check out our Organizational Readiness page...

<https://servewashington.wa.gov/funding-opportunities/eligibility-organizational-readiness>

- AmeriCorps Readiness Assessment
- Navigating National Services Resource Flow Chart
- [Serve WA AmeriCorps Supplemental Information](#)



Closing

