



Serve Washington

Changing Communities. Changing Lives.

Planning Grants – NOFO and Partnerships

September 17 – 10am

Please sign-in via the chat box:

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

Learning To Date

Previous Content

- Orientation/AmeriCorps 101
- Locating/Reviewing/Reading AmeriCorps Guidance
- Theory of Change/Logic Models/Evidence

Today's Agenda

- **Introduction to CNCS NOFO**
 - Narratives
 - Ongoing Budget Development
 - Other General Requirements
- **Partnerships**
 - Host Sites
 - Other Partners

Next Up (*October 15*)

- Performance Measures/Data Collection/Evaluation



Quarterly Questions

- *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?*
- ***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?***



CNCS NOFO, Serve WA RFGA

NOFO = *Notice of Funding Opportunity*, CNCS 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

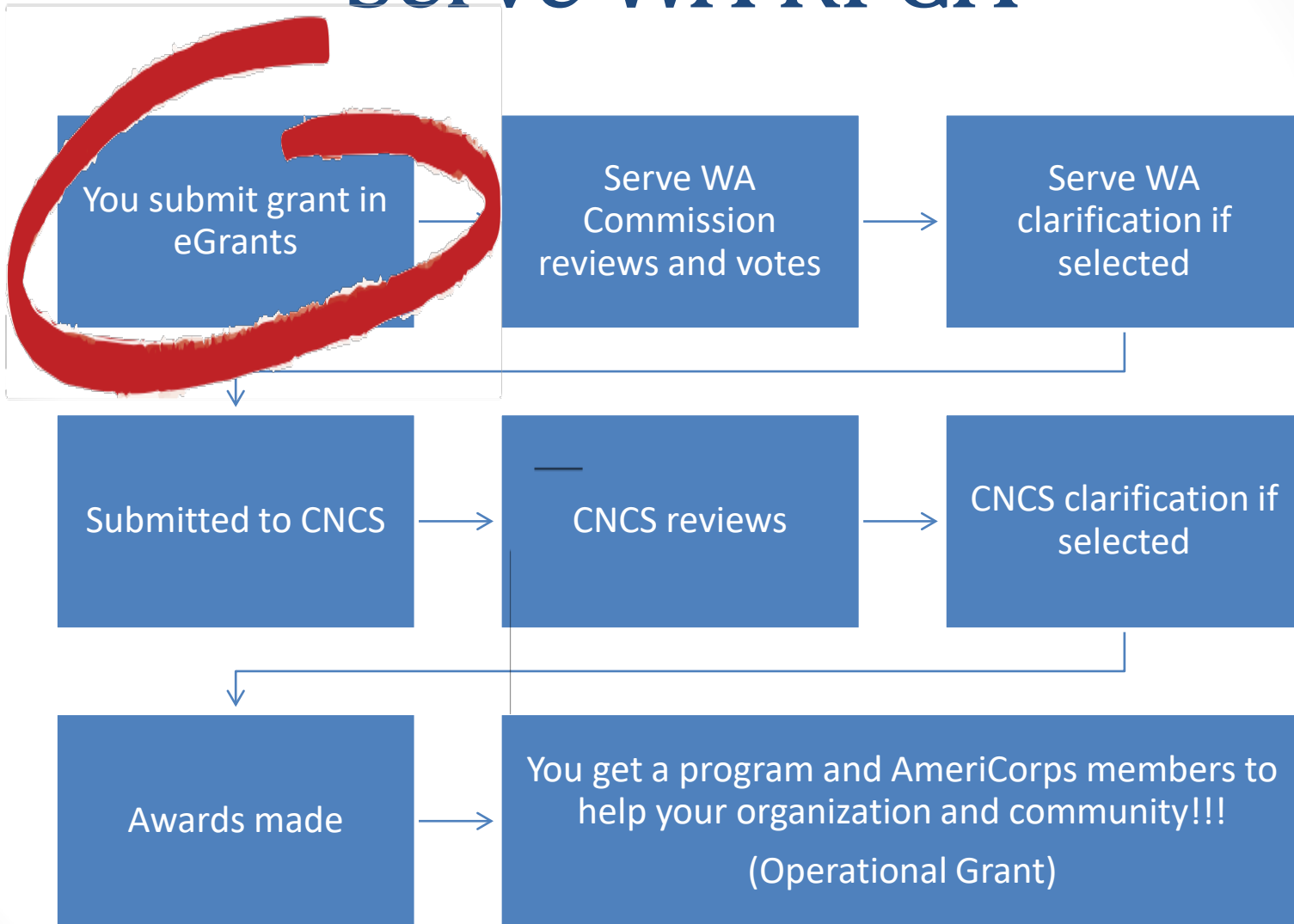
Next Grant Opportunities (operational)

- Fall 2020 (FY21) – Competitive Competition – PY21-22
 - using these materials as example TTA today
- Spring 2021 (FY21) – Formula Competition – PY21-22
- Fall 2021 (FY22) – Competitive Competition – PY22-23
- Spring 2022 (FY22) – Formula Competition – PY22-23

Grant Opportunities use a combination of the NOFO and RFGA.



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
- CNCS NOFO
 - priority areas, thresholds (such as cost per MSY and living allowances), application components and requirements (such as **narratives**, logic model, additional documents)
- CNCS Application Instructions
 - details on eGrants submission, **budget instructions**
- CNCS Supplemental Information
 - definitions of terms
- CNCS Performance Measurement Instructions
 - example measures, detailed instructions



Application Narratives

Sections:

- Theory of Change and Logic Model (24 points)
- Evidence Base (20 points)
 - Evidence Tier (12 points)
 - Evidence Quality (8 points)
- Notice Priority (0 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 Sections of App

Member Experience (6 points)

- 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 will 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 Sections of App

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 CNCS Application Instructions
- 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

- **FY21** maximum Federal Share is \$16,300 per MSY.
- 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 \$326,000
 - 20 HT Members = 10 MSY = max \$163,000
- The federal share can be competitive, only ask for the maximum if necessary.

Required Member Costs

- **FY21** minimum living allowance for FT is \$15,100.
- ...plus benefits, healthcare, etc.



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. For example Program Director Salary 90% of 50,000 = 45,000.)
- Do not include unallowable expenses. (Such as, “entertainment.”)
- 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...

 - CNCS Fixed Rate
 - Indirect Cost Rate
 - De Minimis Rate

Budget Checklist Available!



Questions?



Optional TTA

Next Grant Opportunities (operational)

- Fall 2020 (FY21) – Competitive Competition – PY21-22
- <https://servewashington.wa.gov/funding-opportunities/current-request-grant-applications>
- <https://servewashington.wa.gov/funding-opportunities/grant-notifications>

Request for Grant Applications Released	September 23, 2020
Technical Assistance WebEx for Potential Applicants	September 30, 2020 10am
Completed Applications Due from Applicants	October 28, 2020 by 5:00pm
Staff Review for Compliance	October 29-30, 2020
Grant Review Committee Application Review	November 2-18, 2020
Grant Review Committee Meeting Note: Applicants must be available by phone on this day in the event the GRC needs additional information.	November 19 or 20, 2020
Clarification/Revision Period for Some Applicants	Beginning On/Around November 23, 2020
Serve Washington Commissioners Vote on Grant Review Committee Recommendation	December 3, 2020
Notification to Applicants Regarding Serve Washington Vote	Week of December 7, 2020
Clarification/Revision Period Continues for Selected Applicants	Notification – December 31, 2020
Serve Washington Submits Applications to CNCS	January 6, 2021 by 2:00pm
CNCS Expects to Notify Applicants of Award Selection	May 2021



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 CNCS). 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.*
- **Familiarize yourself with NOFO and supplemental materials; join RFGA TTA if desired.**
- **Identify Host Sites (or process for) if applicable.**
- **Identify strategic partners if applicable.**
- **Begin budget framework.**



Deliverables

- Theory of Change
- Logic Model

Submit to Program Officer anytime through October 31 (end of quarter) for general feedback. Lou and Robyn will also be supporting that feedback process internally at Serve WA.

Continue to discuss/asses throughout the planning grant year.

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Closing

Questions?

