

2014-2015 Request for Proposals (RFP)

General Information on
AmeriCorps State Program

October 9, 2013

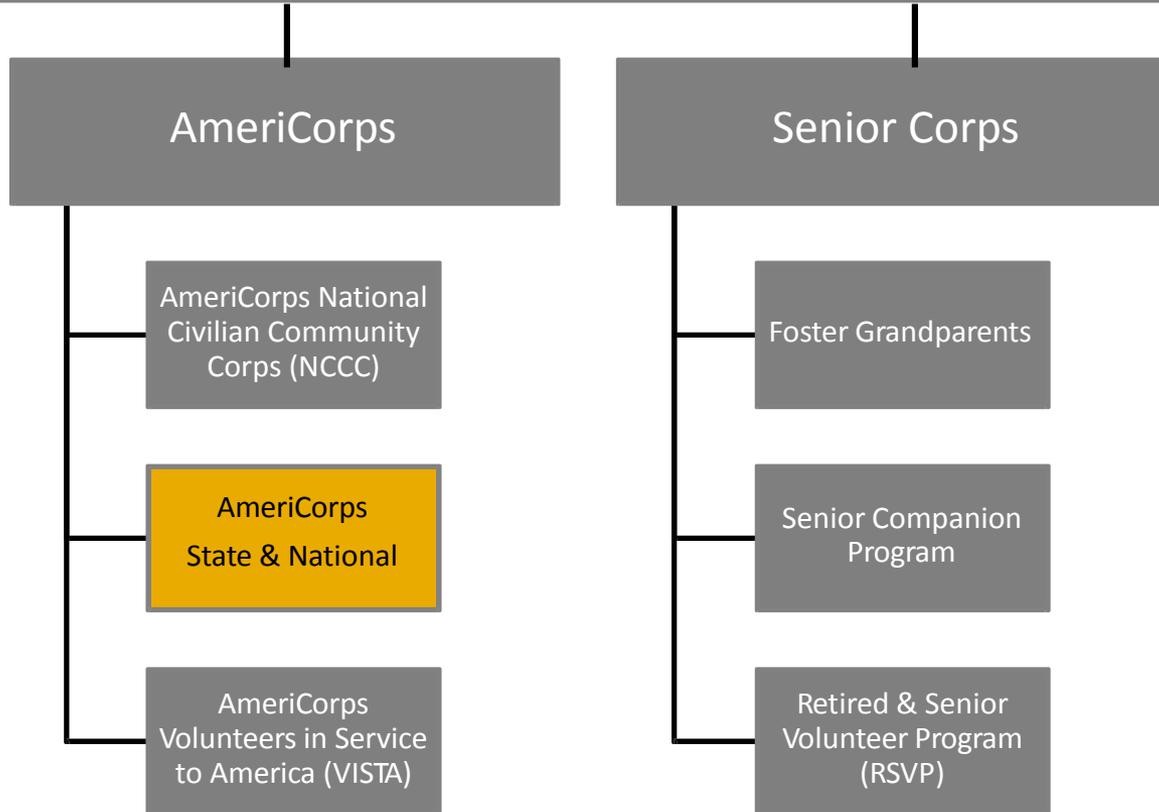
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National Service Umbrella

The Corporation for National & Community Service
(CNCS)



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 





AMERICORPS NCCC

LEAVE

YOUR

MARK

Fight Poverty with **PASSION**







KANSAS
VOLUNTEER COMMISSION



AmeriCorps: From Congress to Communities

Congress

- Appropriates Funds

Corporation for National and Community Service

- Formula allocation
- Competitive National process

KVC

- Selects high quality, impactful grantees

AmeriCorps
Sub-Grantees

- Recruit, enroll and train members

AmeriCorps Members

- Perform allowable service

Kansas Communities

- Identified local needs are met

Common Terms

- **MSY: Member Service Year**
 - 1 MSY is equal to 1 Full-time equivalent member

- **Cost Per MSY**
 - Calculation used to indicate the maximum amount of federal funds that can be requested for your project.
 - It is based on the number of MSYs that you are requesting. (total CNCS ÷ total MSYs)

Eligibility Criteria

- Designated Focus Area:
 - National Performance Measures
- Type of Organization
- Minimum Organizational Capability
- Match Requirements
- DUNS and SAM
- Living Allowance
- Maximum Cost per MSY
- Complete Application Submission by the Deadline of November 14th

Any application that fails to meet one or more of these requirements will not be eligible for review or funding consideration.



Funding Types

1. Cost Reimbursement

- Apply for funds to pay for program costs such as member support, operational costs, and administrative costs.
- Match required of 24% for year one (increases starting in year 4)
- Cost per MSY: up to \$13,300

2. Education Award Program (EAP) Fixed Amount

- Funds paid out based on enrollment.
- No match required; however, your organization must have the resources to support all program costs.
- Cost per MSY: up to \$800

3. Full-Time Fixed-Amount *(not available to new programs)*

- Funds paid out based on enrollment AND retention.
- No match required; however, your organization must have the resources to support all program costs.
- Cost per MSY: up to \$13,000

Member Types

Term of Service	MSYs	Minimum # of Hours	Living Allowance Minimum	Living Allowance Maximum	Education Award
Full Time	1.00	1700	\$12,100	\$24,200	\$5,645
Half Time	.500	900	N/A	\$12,800	\$2,822
Reduced Half Time	.381	675	N/A	\$9,600	\$2,150
Quarter Time	.265	450	N/A	\$6,400	\$1,493
Minimum Time	.212	300	N/A	\$4,300	\$1,195

- Amount of Education Award is determined on the basis of the Pell Grant Award

Member Benefits

AmeriCorps members learn new skills, acquire qualities of leadership, and gain a sense of satisfaction from taking on responsibilities that directly affect peoples' lives.

- **Member In-Service Benefits**

- Living Allowance (*required for Full Time members*)
- Health Insurance (*required for Full Time members*)
- Child Care (*for eligible members only*)
- Student Loan Postponement
- Interest Accrual Payment
- Post-Service Education Award

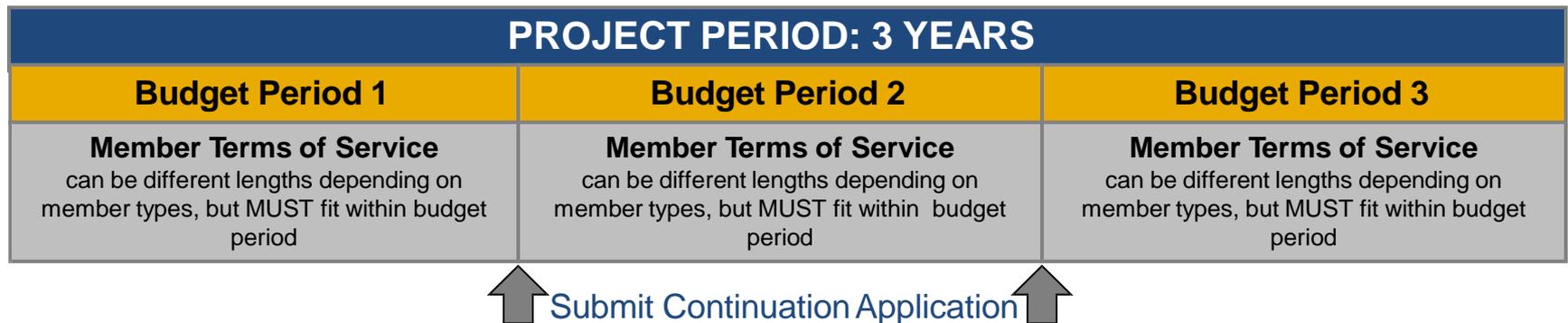


Grant Period

Project Period: organizations apply for AmeriCorps funding for projects that last three years. This three-year period is called the project period. Funding between budget periods is not guaranteed.

Budget Period: each three-year project period is divided into three budget periods. Each budget period is no longer than twelve months.

Member Term of Service: Member Hours + Length of Service + Other Program Defined Requirements. The member term of service must be completed within one budget period.



Reporting Requirements and Grant Administration

- **Reporting**
 - Aggregate Financial Reports (AFRs) submitted quarterly and at the conclusion of your budget period.
 - Programmatic Reports submitted quarterly.
 - Other reports as required
- **Grant Administration**
 - Regular communication with KVC.
 - Timely responses from appropriate program staff.
 - Timely submission of reports and other documents.
 - Attendance on webinars and at events by appropriate staff.
 - Full enrollment and retention of members.

AmeriCorps Program Requirements

The AmeriCorps program is a Federally funded program. As such, the following requirements apply to the program activities and funds expended as part of the program.

- Administrative Requirements
 - 2 CFR 215 (A-110), A-102
- Cost Principles
 - 2 CFR 225 (A-87), 2 CFR 230 (A-122), 2 CFR 220 (A-21)
- Audits
 - A-133
- National and Community Service Act of 1990 (as amended by Serve America Act)
 - 42 USC 12501 *et seq.*, and 45 CFR 2510 *et seq.*
- Applicable Federal Policies
- AmeriCorps Regulations
 - 45 CFR 2520-2550
- AmeriCorps Provisions



Is AmeriCorps the Right Fit?

The AmeriCorps program is a complex program that can be a unique means to help address an identified community need.

But it's not a good fit for all programs and organizations.

- Is this program the right fit for our organization to meet this need?
 - An internal organizational assessment can help determine if your organization has the capacity to manage the grant.
- Does our organization have a commitment to the AmeriCorps program and its goals and outcomes?
 - At all levels of the organization.
- Do you have evidence to support that the intervention you are proposing will lead to the outcomes you identify in the logic model?
 - “evidence” may be evidence informed or evidence-based



Is AmeriCorps the Right Fit?

- Can you answer the following questions?
 - What is the community need that my AmeriCorps State program will address?
 - What data is available to document the identified need as a compelling need facing the community?
 - Why is AmeriCorps a good fit to meet the identified need?
 - Who would benefit from our program?
 - Who else (if anyone) is addressing this need in the community? How can we work together? How is our work different?
 - What is the added value of having an AmeriCorps program in our community?



Is AmeriCorps the Right Fit?

In your application you will be asked to submit documentation of community support and commitment to the program.

- Forming community involvement groups or advisory committees can be helpful in:
 - Clarifying the community need
 - Helping identify partner sites
 - Providing financial or administrative support
 - Raising awareness of your organization, program, and its activities in your community
 - Making a stronger community impact



Is AmeriCorps the Right Fit?

Select the most appropriate member type or types for the need and service being performed.

- Is there enough time for members to successfully complete their service term?
 - Build in time into the service year for the unexpected - members unable to serve due to illness or family emergency, host site changes, or other unanticipated events
 - Think about opportunities for members to make up hours if needed
 - Use your program calendar to see the entire year at a glance while planning the member service term.
- Keep in mind that member activities must be:
 - Aligned with and driven by the identified community need
 - Measurable and Impact Based
 - Meaningful
 - Allowable

Is AmeriCorps the Right Fit?

The AmeriCorps State program has a very high administrative requirement.

- Expectations of programs in managing members:
 - Programs are responsible for the recruitment, placement, and management of members
 - Programs must track all members' hours served
 - Programs are responsible for enrolling, exiting, and managing all paperwork for members
 - Programs are responsible for the training, development, and day-to-day support of members
 - Programs must keep current, accurate, and compliant member files
 - Programs are responsible for managing member benefits
 - Conducting criminal history checks for members



Application Submission

Applications may not exceed 15 pages for the Narratives, including the Executive Summary and Facesheet, as the pages print out from eGrants.

- Executive Summary (Required 0%)
- Program Design (50%)
- Organizational Capability (25%)
- Cost Effectiveness and Budget Adequacy (25%)
- Evaluation Plan (required for recompeting grantee 0%)



Program Design

- Problem/Need (9 points)
 - What is the community need that your AmeriCorps members will be addressing?
- Theory of Change/Logic Model (17 points)
 - Logic Model Worksheet
 - A well-specified conceptual framework of how your program will affect change
- Evidence Base (8 points)
 - Show evidence that your proposed intervention will lead to identified outcomes
- Member Training (8 points)
- Member Supervision (8 points)
- Commitment to AmeriCorps Identification (Required – 0 points)

Organizational Capacity

- Organizational Background and Staffing (7 points/10 points for new applicants)
- Compliance and Accountability (11 points/15 points for new applicants)
- Past Performance For Current Grantees and Former Grantees Only (7 points for re-competing applicants)
- Continuous Improvement (0 points)
- Organizational Capacity Survey (Required for new applicants – 0 points)

Grant Review and Selection Process

- October 21, 2013 at 4:00 p.m. – Letters of Intent to Apply Due to KVC
- October 23, 2013 at 11:00 a.m. – Webinar on Information regarding Performance Measures and Tiers*
- November 14, 2013 at 4:00 p.m. – Applications are due to the KVC
- December 2, 2013 – Programs will be notified of their selection to either the competitive or the formula funding process
- December 2, 2013 – Competitive applicants will receive feedback from the KVC about their applications
- December 16, 2013 at 4:00 p.m. – Competitive applications are due to the KVC

Grant Review and Selection Process

- December, 2013 – External Review Process for Competitive applications
- January 3, 2014 – Competitive applicants are informed of final decision by KVC to move the application on to the National Competition or move the application to the formula process
- January 31, 2014 at 4:00 p.m. – Formula applications are due to the KVC
- February, 2014 – External Review Process for formula applications
- March 10 – March 21, 2014 – Clarification period between Applicants and the KVC
- April, 2014 – Tentative announcement of grant awards*
- May, 2014 – Final notification of grant awards*

KVC Contact Information

Please contact the KVC with any questions:

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Slides courtesy of OneStar Foundation

