

# 2014-2015 Request for Proposals (RFP)

Program Design, Budget, and  
Additional Documents

October 16, 2013



# AmeriCorps Grants

Provide funding to high-quality programs that are developed by an applicant who designs a set of activities that demonstrate an **evidence-based or evidence-informed** approach to creating community impact and solving community problems by engaging individuals in service as AmeriCorps members.



# Program Design

- Problem/Need
- AmeriCorps Members as a Highly Effective Means to Solve Community Problems
  - Evidence-Based/Evidence-Informed and Measureable Community Impact
- Member Training
- Member Supervision
- Commitment to AmeriCorps Identification



# Problem/Need

## Respond To:

- Describe the community need(s) the AmeriCorps members will be addressing.
- Provide information about the extent/severity of the need in the community(ies) where your proposed AmeriCorps members will serve.
- Cite specific relevant data such as unemployment rate as well as the poverty rate.

# Problem/Need

## Think About:

- Why does the problem exist? How is it perpetuated?
  - What data or research can you provide to support your rationale for why the problem exists?
  - Answering this will help to ensure that you are addressing the appropriate contributors to the problem.
- Who is directly affected by the need? How many people are directly affected? How severe is this?
- What makes this a compelling need? Is it likely to become worse? What will happen if you do nothing?

# Problem/Need

## Think About:

- What data could you use to document the extent or severity of this problem in your proposed community?
  - If you are proposing to place members in Manhattan and Topeka, then you should have data for both locations and articulate the severity of the problem in both locations.
  - Where are you getting your data?
  - How recent is your data?

# Theory of Change

A **theory of change** is a theory (or hypothesis) for how an intervention can address or solve a stated problem. A theory of change articulates a problem, a proposed intervention, and the change (outcomes) that is expected to result from delivering the intervention. Underlying the theory is a set of assumptions, supported by evidence, about why the intervention is likely to lead to the outcomes.

# Theory of Change and Logic Model

Shifts thinking from “what are we doing” to focus on “what do we want to achieve”.

- Respond To:
- Logic Model
- Narrative Text

# Theory of Change and Logic Model

Applicants are required to submit a Logic Model (included in RFP) that clearly depicts the following:

- # of Locations or sites in which members are providing direct services
- # of AmeriCorps members that will be delivering the intervention or program model
- The core activities that define the intervention or program model that members will be implementing or delivering
- The duration of the intervention (e.g., # of weeks, sessions or months of the intervention)
- The dosage of the intervention (e.g., # of hours per session, or sessions per week)
- The target population for the intervention (e.g., 3<sup>rd</sup> graders at a certain reading proficiency level)
- The indicators and data collection tools that will be used to measure and track program outcomes

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	Outcomes		
			Short-Term	Medium-Term	Long-Term
<b>What we invest (# and type of AmeriCorps members)</b>	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

# Inputs

Term of Service	MSYs	Minimum # of Hours
Full Time	1.00	1700
Half Time	.500	900
Reduced Half Time	.381	675
Quarter Time	.265	450
Minimum Time	.212	300

# Inputs

## Think About:

- What are the minimum knowledge and skill requirements that you are looking for in a member?
- What characteristics are you looking for in a member?
- How will you ensure that you have a diverse corps of members?
- What do you need to do to ensure an inclusive service environment?

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# Prohibited Activities

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing service agreements for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

# Activities

## Prohibited Activity means:

- Providing a direct benefit to:
  - 1) A business organized for profit;
  - 2) A labor union;
  - 3) A partisan political organization; or
  - 4) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 (*except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative*)
  - 5) An organization engaged in the religious activities described above, unless Grant funds are not used to support the religious activities.
- Conducting a voter registration drive or using Grant funds to conduct a voter registration drive
- Providing abortion services or referrals for receipt of such services
- Any other prohibited activities specified by the program (*if applicable*)

# Activities

## Prohibited Activities

### Unallowable Activities

Activities outlined in your Grant

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	Outcomes		
			Short-Term	Medium-Term	Long-Term
What we invest (# and type of AmeriCorps members)	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

# Outputs

- **Counts:**
  - Number of people served.
  - Number of products created.

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
INPUTS	ACTIVITIES	OUTPUTS	Outcomes		
			Short-Term	Medium-Term	Long-Term
What we invest (# and type of AmeriCorps members)	What we do	Direct products from program activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

# Outcomes

- **Change:**
  - Attitude/Belief
    - *Increased interest in school*
  - Knowledge/Skill
    - *Improved reading scores/grades*
  - Behavior
    - *Increased school attendance*
  - Condition
    - *Successful completion of high school*

# Theory of Change and Logic Model

## Respond To:

- Describe how the intervention is designed to address the problem described.
- What evidence is there to support that the intervention will lead to the outcomes identified in the Logic Model?
- Why should the KVC and/or CNCS invest in this project?

# Evidence Based

## Respond To:

- Describe the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge.
  - Include specific citation
  - Indicate whether your intervention is evidence-informed or evidence-based

# Evidence Based

## Score based on:

- The amount of evidence;
- The quality of evidence based on the study design;
- The degree of match between the program model evaluated in the studies and the one that you propose
- Meeting the criteria for evidence-informed or evidence-based, with higher points going towards evidence-based programs.

# Evidence Based

## Evidence Informed:

1. There is at least one study that is a correlational study with statistical controls for selection bias; quasi-experimental study that meets the What Works Clearinghouse Evidence Standards with reservations; or randomized controlled trial that meets the What Works Clearinghouse Evidence Standards with or without reservations, and
2. The study found a statistically significant or substantively important, favorable association between at least one critical component and one relevant outcome presented in the logic model for the proposed process, product, strategy, or practice.

# Evidence Based

**Evidence Based** means evidence from previous studies whose designs can support causal conclusions, and studies that in total include enough of the range of participants and settings. This is defined as:

1. More than one well-designed and well-implemented experimental study or well-designed and well-implemented quasi-experimental study that supports the effectiveness of the practice, strategy, or program; or
2. One large, well-designed and well-implemented randomized controlled, multi-site trial that supports the effectiveness of the practice, strategy, or program.

One of the things that makes the AmeriCorps program unique is that those engaging in service have the ability to be **impacted** as much as the beneficiaries they serve.

These individuals commit to serve with your organization to **Get Things Done!**

You have the opportunity to launch your members into a **lifetime of service.**

It is your **responsibility** to ensure that they have a meaningful service experience with your program.



# Member Training

## Respond To:

- What are the anticipated training topics and the timeline for member training?
- How and when will you ensure that members and generated volunteers are aware of and are adhering to the rules regarding prohibited activities?

# Member Training

## Think About:

- Develop a plan for orienting your members to:
  - CNCS, your Community, your Organization, your AmeriCorps program, their service site
- Consider your training needs:
  - Specific to their service
  - Initial vs. Ongoing
- Who will lead orientation and training?
- When will it take place?
- Where will it be held?

# Member Supervision

## Respond To:

- Describe the plan for supervising members that ensures they will receive adequate support and guidance throughout their terms.

# Member Supervision

## Think About:

- Who will supervise your members?
- How will your supervisors be selected?
- When will your supervisors be trained?
- Who is responsible for training the supervisors?
- How will you provide ongoing support, training and oversight to the supervisors?

# Commitment to AmeriCorps Identification

## Respond To:

- How will the program participants know they are AmeriCorps members?
- How will the communities in which they serve know they are AmeriCorps members?
- How will you ensure that your members will wear the AmeriCorps logo daily?
- How will you ensure that members are prepared to speak about their AmeriCorps experience to members of the community?



# 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)

# 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

# Cost Reimbursement Programs

## Process for Cost Reimbursement Payment:

- Submit request after you incur the cost on Periodic Expense Reports
  - Submitted once a month, for the previous month.
- You will be reimbursed for allowable costs.
  - Must have documentation to support all costs.

# AmeriCorps Budget

Completed as part of your eGrants Application.

Comprised of three main sections:

1. Program Operating Costs
2. Member Support Costs
3. Administrative/Indirect Costs

Each section is divided into two parts:

1. CNCS Share
2. Grantee Share



# AmeriCorps Budget

## 1. Program Operating Costs

### A. Personnel Expenses

- Everyone in this section is required to complete timesheets
- Everyone in this section is required to have Criminal History Checks

### B. Personnel Fringe Benefits

- Cost >30% must be listed separately and justified

### C. Staff Travel and Member Travel

- KVC and CNCS sponsored events

### D. Equipment

- Must cost at least \$5,000 per unit

# AmeriCorps Budget

## 1. Program Operating Costs

### E. Supplies

- Member Service Gear

### F. Contractual and Consultant Services

- Consultants related to the project's operations.

### G. Staff Training and Member Training

- Both Initial and Ongoing.

### H. Evaluations

### I. Other Program Operating Costs

- Criminal History Checks for Staff and members

# AmeriCorps Budget

## 2. Member Support Costs

### A. Living Allowance

- This is where you will indicate the number of members you are requesting. You will indicate whether your request is for members with living allowance or without allowance.

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



# AmeriCorps Budget

## 2. Member Support Costs

### B. Member Support Costs

- FICA
  - Workers Compensation or AD & D
  - Health Care
- 
- **Member Support Costs do not include:**
    - Education Award
    - Child Care Benefit

# AmeriCorps Budget

## 3. Administrative/Indirect Costs

### A. Corporation Fixed Percentage

- CNCS Fixed Amount (CNCS Share Max Amount): 4.00 %
- CNCS Fixed Amount (Grantee Share Max Amount): 10.00%
- Commission Fixed Amount (CNCS Share Required Amount): 1.00%

### B. Federally Approved Indirect Cost Rate

- CNCS Fixed Amount (CNCS Share Max Amount): 4.00%
- CNCS Fixed Amount (Grantee Share Max Amount): % Based on your Federally Approved Cost Rate letter. You must submit documentation supporting your approved rate.
- Commission Fixed Amount (CNCS Share Required Amount): 1.00%

# AmeriCorps Budget

## 3. Administrative/Indirect Costs

- Calculating CNCS Fixed amount
  - Multiply the sum of the CNCS shares of Sections I and II by 5.26% (0.0526) x .80 (This is the same as 4.20%). This is the maximum amount that you can request as the CNCS share of administrative costs.
- Calculating the Grantee CNCS Fixed amount
  - Multiply the sum of both the CNCS and grantee shares of Sections I and II by 10% (0.10)
- Calculating the Commission Fixed amount (required for new/recompete applications)
  - Multiply the sum of the CNCS shares of Sections I and II by 5.26% (0.0526) x .20 (This is the same as 1.05%). This is the maximum amount that you are required to list as the Commissions CNCS share of administrative costs.

# AmeriCorps Budget

- Programs that are applying for a Continuation application for may either:
  1. Opt into the Commission's 1% administrative line item
  2. Budget an additional \$75 per member and staff to attend a once-a-year member training.

# Match

All cost reimbursement programs are required to cost share or match the funds provided by the federal government with their own funds.

What this means is that if you have designed a program that will cost you \$500,000 to administer then your portion, if you are a first year program, is at least 24% or \$120,000. This would make the federal portion of your request \$380,000.

Keeping in mind that the maximum cost per MSY is \$13,300 then to submit a budget with the full \$380,000 request, you would need to support 29 MSYs.



# Match Schedule

	Year 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Required Match Rate	24%	26%	30%	34%	38%	42%	46%	50%



# Match

## What can be used as match?

- **Cash**

- Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction
- Donations, foundation grants, corporate contributions, leases, sale of goods/services

- **In Kind Resources**

- Non-cash contributions provided by third-parties
- May be in the form of real property, equipment, supplies, and services
- Labor, training, equipment, supplies
- Directly benefitting and specifically identifiable to the project or program

# Match

- You may use other federal funds as match on this grant but you must have approval from that other federal agency to do so. You **CAN NOT** use AmeriCorps funds as match on other grants.
- You must treat the CNCS share and Grantee share the same:
  - Documentation
  - Allowability
  - Up to Amounts (ex. living allowance)

# Common Red Flags

- **Missing or incomplete calculations**
  - Supplies for \$1,800 without any calculation as to how that amount was determined
  - $\$150 \times 12 \text{ mo} = \$1800$  but what will the \$150 be paying for? Paper, pens, toner
- **Inconsistency in Quantity**
  - Orientation training for 15 members, service gear for 18 members
- **Staff time in alignment between Salary and Fringe**
  - Jane Doe included under Personnel at 35% time
  - Jane Doe included under Fringe at 20% time

# Common Red Flags

- Costs showing up in the budget that are not provided in the narrative
  - Recognition events, consultants, trainings
- Incorrect Calculations

Item	CNCS Share	Grantee Share
Supplies (pens, paper, toner, folders) at \$150 x 10 mo	\$800	\$800

# Additional Documents

Not submitted through eGrants, will be emailed to AmeriCorps Program officer [ncrispin@ksde.org](mailto:ncrispin@ksde.org)

- Logic Model Worksheet
- Organizational Chart
- Letters of Commitment from most significant community partners
- Letters of Commitment for Governor and Mayor Initiative (if applicable)
- Organizational Capacity Survey (if applicable)
- Instructions for Evaluations
- Labor Union Concurrence (if applicable)
- Federally-approved Indirect Cost Rate Agreement (if applicable)
- Explanation of delinquency of federal debt (if applicable)



# Additional Documents

- **Logic Model Worksheet**
  - Section XI in RFP
- **Organizational Chart**
  - Where does your AmeriCorps program fit within the larger organization
- **Letters of Commitment from most significant community partners**
  - What partners see as the benefit to the community
- **Letters of Commitment for Governor and Mayor Initiative**
  - Only if applying under that initiative

# Additional Documents

- Organizational Capacity Survey (if applicable)
  - For new applicants
- Instructions for Evaluations
  - Submit any completed evaluation or report (recompete grants)
- Labor Union Concurrence (if applicable)
- Federally-approved Indirect Cost Rate Agreement (if applicable)
- Explanation of delinquency of federal debt (if applicable)

# 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



# Resources

- **Google Scholar**
  - <http://scholar.google.com/>
- **Building a High Quality AmeriCorps Program: From Blueprint to Implementation: New Program Start-up Guide**
  - [http://www.nationalservicerresources.org/files/legacy/filemanager/download/grantee\\_resources/programStartupGuide.pdf](http://www.nationalservicerresources.org/files/legacy/filemanager/download/grantee_resources/programStartupGuide.pdf)
- **Learning Pathways for Program Start-Up**
  - [http://s3.amazonaws.com/resource\\_center\\_video/taag/program-start-up/index.html](http://s3.amazonaws.com/resource_center_video/taag/program-start-up/index.html)
- **Resources for Recruiting Members and Volunteers**
  - <http://www.nationalservicerresources.org/volunteer-member-staff-management/recruitment>

# 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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[www.kanserve.org](http://www.kanserve.org)

Slides courtesy of OneStar Foundation

