

Welcome!

2014 National Service Workshop

Presenters:

Linda Thompson

Missouri Community Service Commission

AmeriCorps State

&

Kirsty Morgan

CNCS State Office

AmeriCorps VISTA & Senior Corps





Housekeeping



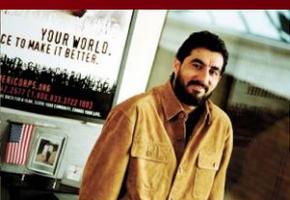
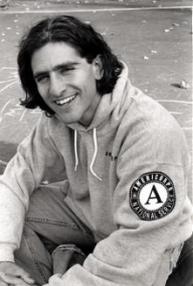
- Facilities
- Breaks
- Refreshments
- Etiquette
 - *Please mute phones*
 - *You will be in listen only mode until the line is open for questions*
 - *Phone lines will be opened at the end of each session to address questions.*
- Parking Lot
 - Post-It notes are on tables
 - *Parking lot questions will be addressed after lunch and in the evenings before we adjourn.*



Introductions



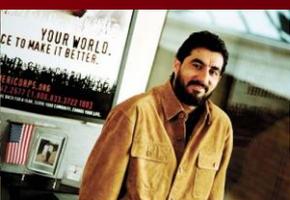
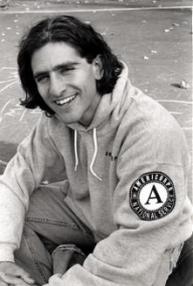
- Name
- Organization
- Title
- Very brief overview of program focus
- Status
 - New, Continuation, Re-Compete



Overview of National Service



- AmeriCorps VISTA
- Senior Corps
- Application Process





MISSOURI COMMUNITY SERVICE COMMISSION



eGrants



IMPORTANT

**DO NOT ENTER ANY
INFORMATION INTO THE
eGrants SYSTEM UNTIL YOU
ARE INSTRUCTED TO DO SO.**

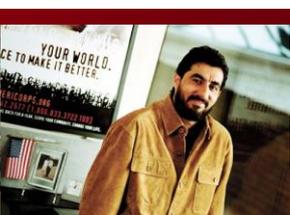
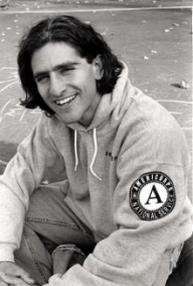


Missouri Community Service Commission

- Overview of Missouri Community Service Commission

- Common Terms/Acronyms
- Brief History
- Location
- Mission
- Commissioners
- Staff

Funding Sources



Terms & Acronyms



Corporation for National and Community Service

- The Corporation
- CNCS
- Grantor

Missouri Community Service Commission

- The Commission
- MCSC
- Grantee

Programs

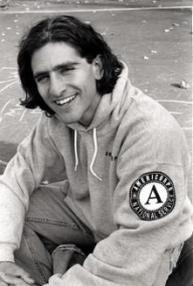
- Program
- Sub-Grantee

AmeriCorps Members

- Member Service Years (MSY)
 - Equivalent to FTE, but Members are not employees
- Member
- ACM

Communities Served

- Beneficiaries



Other Terms



- **Living Allowance**

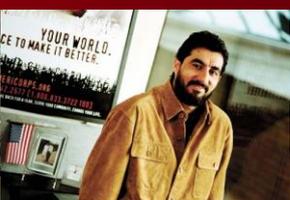
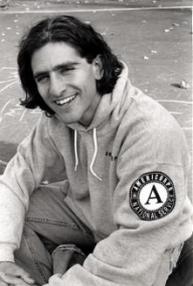
- **Federal Stipend** – living allowance received by AmeriCorps Members
 - *Members are not eligible for Unemployment Compensation*

- **Status**

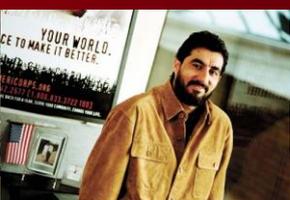
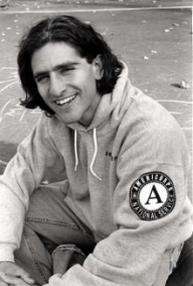
- **New** = First time applicants
- **Continuation** – Applicants that are in the 2nd or 3rd year of a three-year grant period
- **Re-Compete** – Applicants that have completed the 3rd year of a three-year grant period and are submitting a renewal grant application

- **Grant Types**

- **Formula** – Based on a State population formula. Applies to and receives funds from the Missouri Community Service Commission.
- **Competitive** – States compete. In Missouri, the Commission and Staff decides, based on past performance, which of the formula programs will be invited to submit competitive applications.
- **Governors and Mayors Initiative** – a new CNCS initiative with a focus on partnerships between Governors and Mayors.
- **National Direct** – Organizations applying to and funded directly by the Corporation for National and Community Service.



Ah Ha Moments!





Funding Source

Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

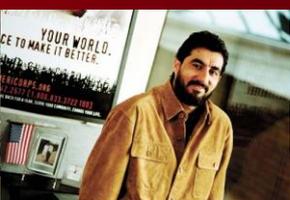
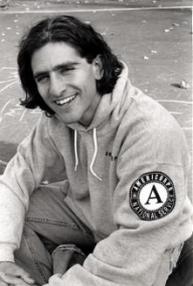
The Corporation for National and Community Service is the nation's largest grant maker supporting service and volunteering. Through their Senior Corps and AmeriCorps programs, they provide opportunities for Americans of all ages and backgrounds to express their patriotism while addressing critical community needs.

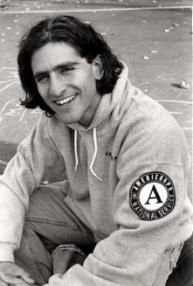


MCSC History



- Created in 1994
 - In response to National and Community Service Act in 1993

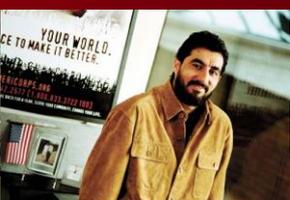




LOCATION

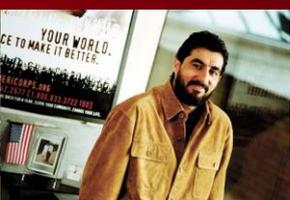


- Missouri Department of Economic Development
 - Business and Community Services Division



MCSC Mission Statement

The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing technical assistance and support to its grantees.



MCSC Roles & Responsibilities

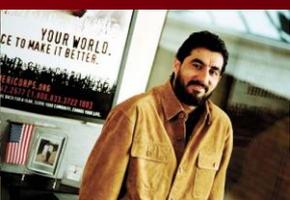
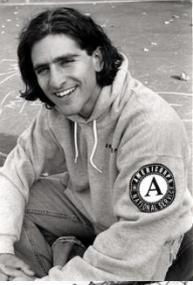


- **Commissioners**

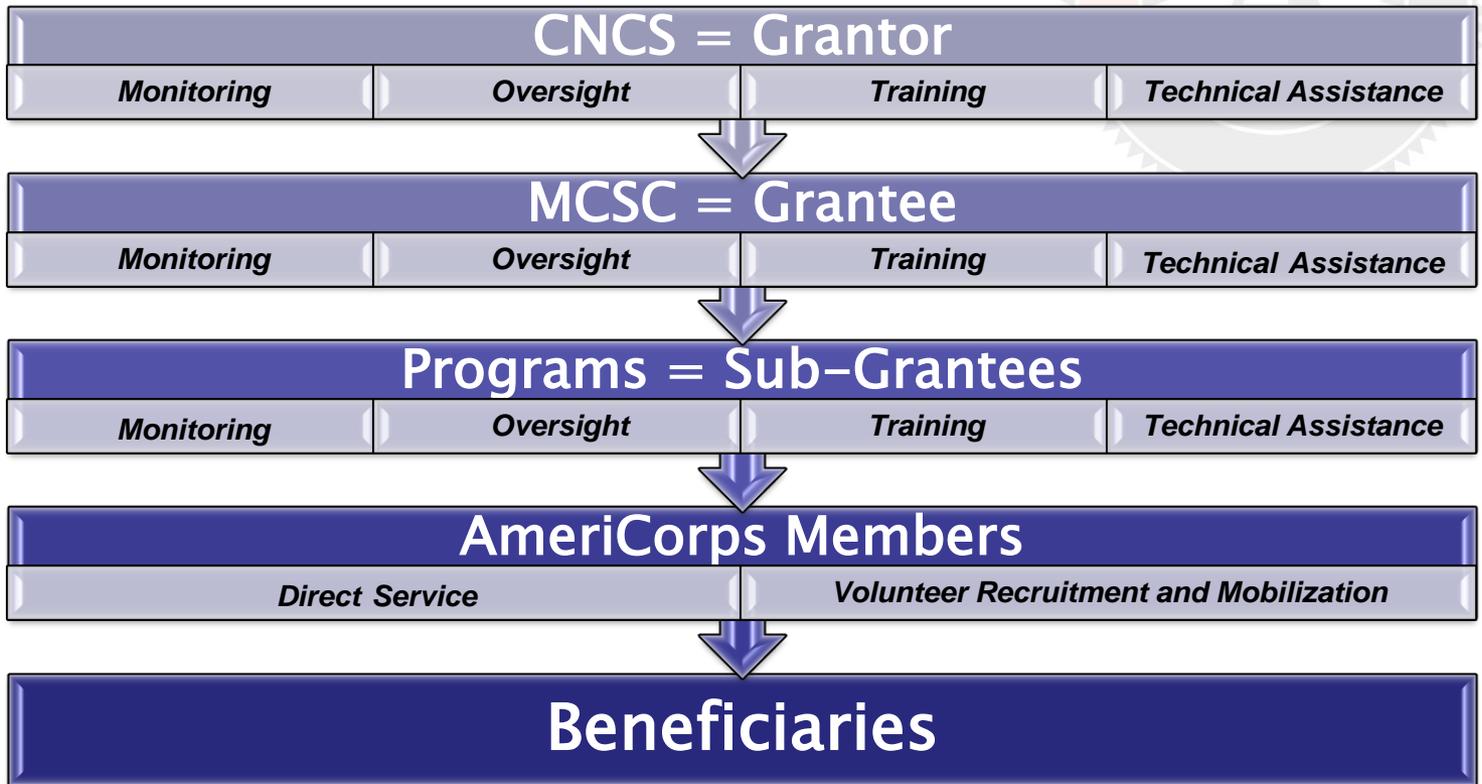
- Review and Score Applications
- Funding Decisions
- Promote Service and Volunteerism
- Fundraise
- 4 Committees
 - *Program*
 - *Service and Development*
 - *Public Relations*
 - *Legislative Education Committee*

- **Staff**

- Review and Score Applications
- Monitor and Oversee Sub-Grantees
- Reimburse Sub-Grantees
- Inform Commissioners
- Provide Technical Assistance to Sub-Grantees



Relationships





AmeriCorps



- Pronounced Amer-i-core
- “The Domestic Peace Corps”
- Critical Issues





Eligible Applicants

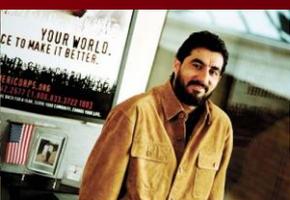
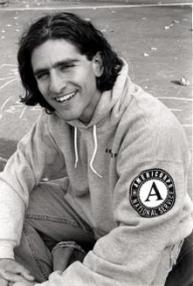


- 501©3 organizations registered with the Missouri Secretary of State's office
 - Non-Profit Organizations
 - Faith-Based Organizations
- State and Local Government Agencies
- Missouri Educational Institutions
- Organizations operating in multiple states should apply directly to the Corporation for National and Community Service.



Ineligible Organizations

- Organizations convicted of a federal crime
- Organizations described in Section 501©4 of the Internal Code of 1986, 26 U.S.C. § 501©4, that engage in lobbying activities
- Organizations that provide abortion services



Capacity

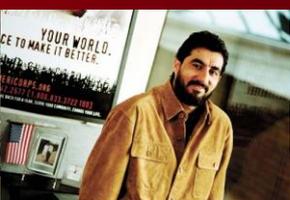
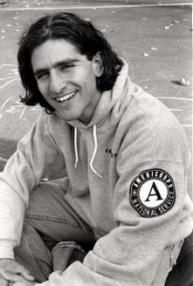
- Eligible Organizations should show capacity to operate an AmeriCorps Program
 - Financial systems
 - Match
 - Staff (recommend at least 50%)
 - Commitment from off-sites (if applicable)



Types of Applications



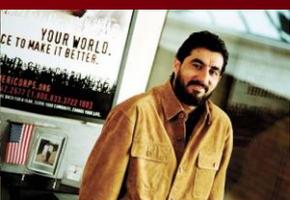
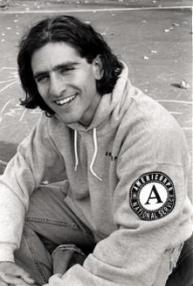
- **National Direct**
 - Operates in multiple states
 - Must consult with State Commissions
 - Applies directly to CNCS
 - Deadline to CNCS is January 22nd, 2014
 - **Governors and Mayors Initiative**
 - Applies directly to MCSC
 - Draft application due to Commission December 16th
 - Final application due to CNCS January 22nd
 - Letter of Intent due December 11th
 - **Competitive**
 - Applies directly to MCSC
 - Draft application due to Commission December 16th
 - Final application due to CNCS January 22nd
 - Letter of Intent due December 11th
 - **State Commission Formula**
 - Applies to the Missouri Community Service Commission
 - *New, Re-Compete, Continuation*
 - Concept papers due December 16th
 - Final application due 02/28/2014 no later than 3:00 p.m.
- (Note: Incomplete or late applications may not be reviewed)**



Governors and Mayors Initiative



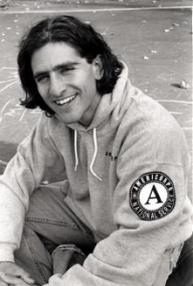
- Due Date = January 22, 2014
- Pilot Project
- Receives priority Consideration and is in Tier 1
- One Application per State
- Must address a pressing challenge the Governor wishes to solve in his state
- Governor must apply with one mayor and a minimum of two non-profits
- Letters of commitment from all parties
- Notice of Intent to apply from State Commission by December 11th, 2013



Governors and Mayors Initiative (continued)



- How the partnership will be organized
- How AmeriCorps resources will be allocated
- Explain the proposed theory of change
- Describe the program model
- Explain how the non-profits will be utilized to achieve the outcomes identified in the theory of change





Competitive Process



- By Invitation Only
- Selected from current Formula programs
- Criteria
 - Programs must have been in the MCSC funding portfolio for a minimum of three years.
 - Program staff, having direct responsibility to the oversight and success of the AmeriCorps program, must have been in their position for a period of typically three years and have demonstrated the ability to successfully oversee an AmeriCorps program.
 - Programs must have no outstanding compliance issues.
 - Programs must have a very good recruitment rate.
 - Programs must have a very good retention rate.
 - Programs must demonstrate positive and substantial impact in their communities and/or neighborhoods.
 - Member enrollment must be timely as described by AmeriCorps rules and regulations.
 - Member exits must be performed in a timely fashion as described by AmeriCorps rules and regulations.
 - Program directors must respond to commission staff in a timely manner (within 2 working days).
 - All reports must be submitted in a timely manner (on or before due dates).
 - Only programs that score low on risk assessments will be considered.



Formula Process



- Application Workshop
 - *November 14-15*
- Concept Paper
 - *December 16 3:00 pm*
- Answer questions and provide technical assistance to applicants
 - *Anytime until 2/28/2014*
- Final Application
 - *02/28/2014 3:00 pm*
- Application Review Period
 - *March-May*
- Notifications
 - *Mid-May pending announcements from CNCS*





First Time Applicants



- 5-10 MSY
- May be combinations of
 - Full-Time
 - Quarter-Time
 - Half-Time
 - Minimum-Time
- Maximum Request = \$133,000 or \$13,300 per MSY





Member Recruitment



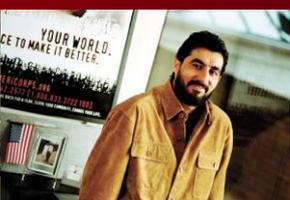
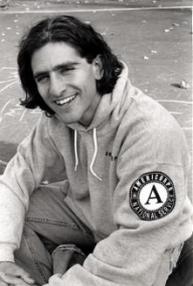
- Organizations recruit individuals who serve as AmeriCorps **Members** who provide direct services and engage citizens to address some of the most pressing needs in Missouri communities and neighborhoods.
- People often refer to AmeriCorps Members as volunteers, this is a misconception.
- AmeriCorps Members are not employees



AmeriCorps Members...



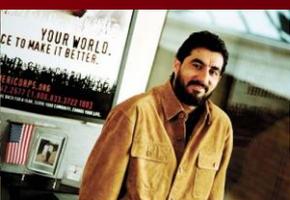
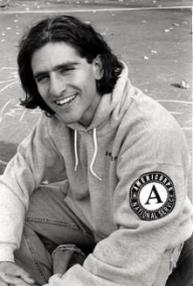
- Perform direct service(s)
- Mobilize volunteers
- May receive a living allowance aka federal stipend
- May qualify to receive an Eli Segal Education Award
- May receive health insurance benefits
- May receive child care benefits
- Must be 17 years or older
- Must be a US citizen or legal alien
- Must have high school diploma or certificate or working toward the equivalent
- Must undergo a criminal history background check
- Cannot replace employees
- Cannot receive unemployment benefits



Application Guidelines (New & Re-Compete)



- Paper submissions (Unbound original + 8 copies)
 - Single-sided
 - Double-spaced
 - One-inch margins
 - Times New Roman 12
 - Number pages
 - Follow the sequence outlined in the guidelines
 - Label each narrative section
 - Submit the SF 424 provided to you on <http://www.movolunteers.org/grants.htm>
 - Cover sheet
 - Follow the checklist (incomplete applications may not be reviewed)
 - Adhere to character and page limits outlined in the NOFO
 - Submit all components as outlined in the CNCS application instructions
 - Evaluation plan (if applicable)
 - Evaluation report (if applicable)
 - Financial Documents (Audits and Financial Survey)
- One electronic copy of narrative to...
 - linda.thompson@ded.mo.gov



Application Guidelines (Continuations)



- Paper submissions (Unbound original + 8 copies)
 - Single-sided
 - Double-spaced
 - One-inch margins
 - Times New Roman 12
 - Number pages
 - Label each narrative section
 - Submit the SF 424 provided to you on <http://www.movolunteers.org/grants.htm>
 - Cover sheet
 - **Narrative of proposed changes**
 - **Justification of Member Enrollments and Exits**
 - **Justification of Member Recruitment and Retention**
 - **Updated Performance Measures**
 - **Justification of Performance Measures not met**
 - **Updated Budget**
 - **Evaluation Plan (if previously submitted, copy and include)**
- One electronic copy of narrative to...
 - linda.thompson@ded.mo.gov



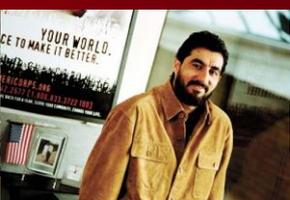
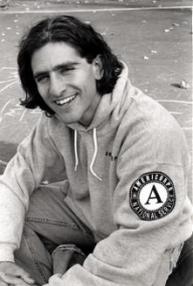
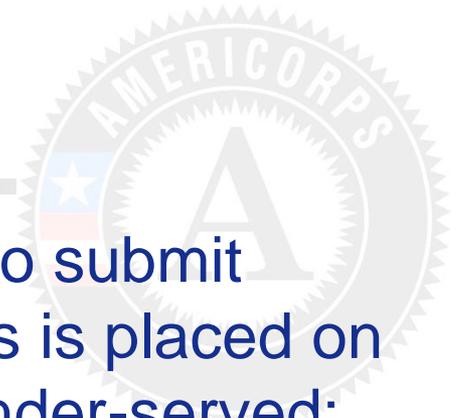
Focus & Priority Areas

Applicants may receive extra points for addressing priority or focus areas in the application.



MCSC Priority Areas

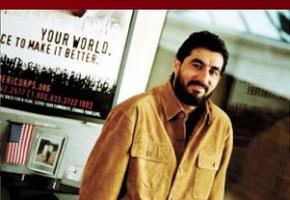
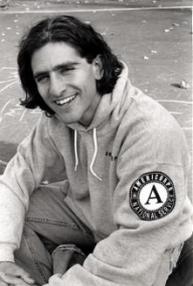
- All areas of the state are invited to submit applications. However, emphasis is placed on the following areas that are un/under-served:
 - Bootheel Region
 - South Central Region Counties
 - *Wright, Texas, Shannon, Douglas, Ozark, Howell, Oregon*
 - Counties North of the Missouri River
- Faith-Based Organizations with 501©3 Status
- School Districts in Danger of Losing Accreditation
- Veterans' Organizations



CNCS Priority Areas



- Rural residents
- People with disabilities
- Veterans and military families
- Native Americans
- Opportunity Youth (the 1 in 6 young people, ages 16-24 who are disconnected from school or work)





Focus Areas



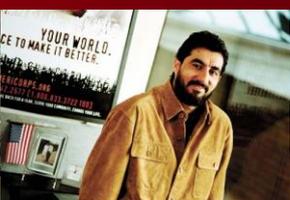
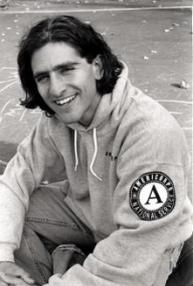
- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families



Disaster Services



- Mitigation & Preparedness
- Response
- Recovery





Economic Opportunity



- Improved economic well-being and security of economically disadvantaged people
- Improved access to services aimed at contributing to their enhanced financial literacy, transition into or remain in safe, healthy, affordable housing;
- Improved employability





Education



- Provide support and/or facilitate access to services and resources that contribute to improved educational outcomes or economically disadvantaged individuals, especially children.
 - Youth engagement
 - Service-learning
 - School readiness
 - Educational and behavioral outcomes
 - Success in post-secondary educational institutions





Environmental Stewardship



- Increase energy and water efficiency
- Renewable energy use
- Improve at-risk ecosystems
- Increase individual behavioral change leading to increased efficiency
- Decrease energy and water consumption
- Increase green training opportunities





Healthy Futures



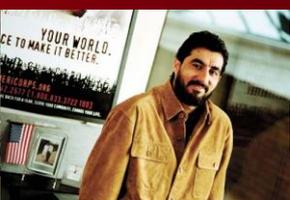
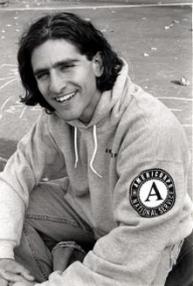
- Access to primary and preventive health care
- Aging in place
- Reduce childhood obesity
- Increase physical activity
- Improve nutrition among youth



Veterans and Military Families



- Impact the quality of life of veterans
- Improve military family strength
- Increase the number of veterans and military families served by CNCS supported programs
- Increase the number of veterans and military family members engaged in service through CNCS funded programs





Other Program Models



- **Encore**
 - Programs that engage participants age 55 and older
- **Professional Corps**
 - Programs that recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals



Other Requirements



- All applicants must provide a DUNS number (Dun and Bradstreet Universal Numbering System)
 - (866) 705-5711
 - <http://fedgov.dnb.com/webform>
- All applicants must include an Employer Identification Number
 - This is not the same as the DUNS number
- All applicants must be registered with the Systems for Award Management (SAM)
 - If not registered with SAM, begin the process immediately
 - The DUNS number will be necessary in order to register with SAM
 - <https://www.sam.gov/portal/public/SAM/>
- eGrants
 - Create an eGrants account
 - *National Directs will submit to CNCS in eGrants*
 - *State Formula should not input application into eGrants until instructed to do so*
 - *It is highly recommended that you use a word processing program prior to populating eGrants*





Expectations



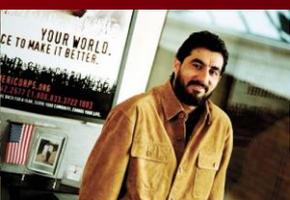
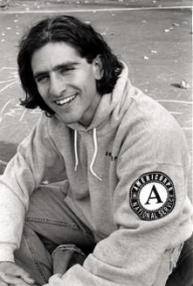
- Member Recruitment
- Member Enrollment
- Member Retention
- Memorandums of Understanding/Letters of Commitment
- Segal AmeriCorps Education Awards
- Performance Measures
- Impact/Progress Reports
- Evaluations
- Reimbursement Requests



Concept Paper Guidelines



- Double-spaced
- One inch margins
- Times New Roman 12 point font
- 3 pages maximum
- Number pages



Concept Paper Criteria



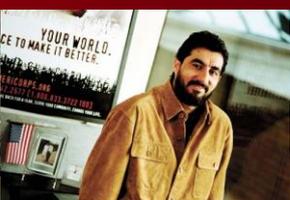
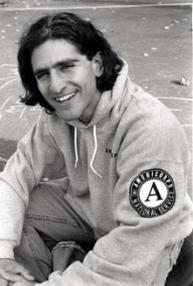
- What is the need being addressed?
- Who will be recruited?
- Who will be served?
- What are the activities of the AmeriCorps Members?
- Where will proposed activities take place?
- What is the proposed start and end date of the project(s)?
- What are the expected outcomes?
- How will you measure performance? What are the indicators?

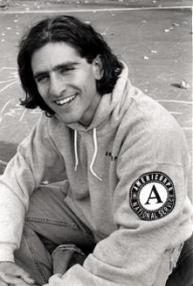


Concept Papers



- May submit via email to mcsc@ded.mo.gov
- Form <http://www.movolunteers.org/grants.htm>





Face Sheet



- Follow face sheet instructions
 - <http://www.movolunteers.org/grants.htm>
- Complete the cover sheet





Formula Calendar



- **December**
 - 16 Concept papers due to MCSC no later than 3:00 pm
- **January**
 - 1 State Offices closed
 - 7 Feedback on concept papers due
 - 20 State Offices closed
- **February**
 - 12 State Offices closed
 - 17 State Offices closed
 - 28 Formula applications due to MCSC no later than 3:00 pm
- **March - April**
 - Applications in review
- **May**
 - 8 State Offices closed
 - Notify formula applicants of funding decisions (pending CNCS decisions)
- **June - July**
 - Program Director Training
- **August**
 - 1 Earliest start date for programs





Competitive Calendar (tentative)



- **December**
 - 11 Notice of Intent to Apply
 - 16 Competitive drafts due to MCSC in Word format
 - 25 State Offices closed
- **January**
 - 1 State Offices closed
 - 7 Feedback on competitive drafts
 - 17 Competitive applications in eGrants
 - 20 State Offices closed
 - 22 Competitive applications due to CNCS
- **February**
 - 12 State Offices closed
 - 17 State Offices closed
- **March - April**
 - Applications in review
- **May**
 - 2 Tentative NOGA from CNCS
 - 8 State Offices closed
- **June – July**
 - Program Director Training
- **August**
 - 1 Earliest start date for programs



Questions



Open Phone Lines

