



Grant Application Workshop



State Formula Grant Continuation Application Guidelines For FY 2015

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Session Topics



- Overview of Continuation Requests
- Continuation Changes Narrative Guidelines
- Performance Measures Guidelines and Updates
- Budget Guidelines & Updates
- Equipment Policy (reminder)
- Record Retention Policy (reminder)
- Submission Requirements
- Dates/Deadlines





Note (eGrants)



**Grant continuation applications
should not be entered into eGrants
until prompted by MCSC.**





Overview of Continuation Requests



- Continuations are those programs currently in the first or second year of a 3-year grant cycle.
 - If the program is currently in the final (third) year of a 3-year grant cycle, then the program must adhere to instructions related to a New or Re-Compete applicant.
 - *Note: Continuation funding is not guaranteed. Factors considered in awarding continuation grants include:*
 - Satisfactory performance;
 - Demonstrated capacity to manage the grant;
 - Compliance with grant requirements; and
 - The availability of appropriated funds.





Overview of Continuation Requests



- Grant continuation requests include the following components:
 - Continuation Changes Narrative
 - Performance Measures
 - Budget
 - Any additional attachments requested by MCSC, which may include (as applicable):
 - An updated Logic Model
 - An updated Evaluation Plan
 - Evidence sources
 - MOUs, MOAs, or letters of support from 2 significant community partners
 - The most recent audited financial statements





Continuation Changes Narrative



- The Continuation Changes Narrative includes the following required components:
 1. Continuation Changes
 2. Improvement Plan for Enrollment, Retention, and/or Other Compliance Issues

Note: Submission of the original narrative is not required. You may not change any portion of the original narrative until you apply as a Re-Compete (apply for a new 3-year grant cycle).





Continuation Changes Narrative



Part I: Continuation Changes

Are you proposing changes to your program as part of the continuation request?

- **YES:** Document the changes in the narrative. Examples include:
 - *New site locations;*
 - *Expansion to new sites; including the need that will be met in expansion communities, activities of expansion Members, and organizational capacity to support the expansion;*
 - *Any changes in the budget;*
 - *Any increase in the requested Cost/MSY. This applies even if the increased Cost/MSY is less than the maximum allowed or if the increase is due to increased costs set by CNCS.*
- **NO:** Enter "N/A" as the narrative under the label "Continuation Changes."





Continuation Changes Narrative



Part II: Improvement Plan for Enrollment, Retention, and/or Other Compliance Issues

- **ENROLLMENT:** If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation and describe your plan for improvement.
- **RETENTION:** If you were not able to retain 100% of your Members during your last full year of program operation, provide an explanation and describe your plan for improvement.
- **COMPLIANCE:** If other compliance issues were identified during your last full year of program operation, provide an explanation and describe your plan for improvement.

Note: Programs in the 1st year of operation should use the current grant year as a basis for the narrative.





Performance Measures



Are there proposed changes to the performance measures for 2015-2016?

- **YES:** If you have changes to your performance measures, including a change in the number of MSY and slots dedicated to measures, you must submit an updated Performance Measures Worksheet for 2015-2016.
- **NO:** If there are no changes, then note "N/A" under the label "Performance Measures" as part of your Continuation Changes Narrative.





Performance Measures (Updates)

- **Environmental Stewardship**
 - Outcomes were added for every performance measure and, in most cases, outputs were revised to pair with outcomes.
 - EN2, which used to count the number of energy audits conducted, has been changed to a green jobs measure.
- **Economic Opportunity**
 - Member development outcomes O15, O16, and O17 were revised to measure changes within 30 days of completing service.
- **Healthy Futures**
 - H8 and H9 were broadened to include all older adults, not only those who are homebound.





Performance Measures (Updates)

- **Education**
 - Edited the definition of "economically disadvantaged" to give programs more ways to assess students' status
 - ED6, ED7, and ED8 were rolled into ED27B
 - ED27 was split into two measures – A: Attitudes and B: Behaviors
 - Created new output measures ED31 and ED32 for post-secondary students to pair with existing post-secondary outcome ED11 (earning a post-secondary degree)
 - ED1 and ED2 are required to be used together
 - Clarified directions in academic achievement measure ED5 around the use of standardized tests





Performance Measures (Updates)

- **Education (cont.)**
 - Required a pre-post assessment for school readiness outcome measures ED23-25
 - Deleted academic achievement measure ED15 under the Teacher Corps objective
 - ED30 created to include foreign languages, civics and government, economics, arts, history, and geography, and also include subjects that are considered STEM





Budget Guidelines



- You must provide an updated budget that reflects the following:
 - Increase in the minimum required match percentage (as applicable);
 - Any changes in MSY/slots;
 - Increased costs resulting from updated CNCS requirements or program expansion.



Update: 2015-16 Living Allowances



Living Allowance amounts for 2015-2016 are as follows:

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	\$12,530	\$25,060
Half-time	900	n/a	\$13,265
Reduced Half-time	675	n/a	\$ 9,950
Quarter-time	450	n/a	\$ 6,635
Minimum-time	300	n/a	\$ 4,420



Update: 2015-16 Education Awards



- 2015-2016 Education Award amounts are as follows *(not to be included in the budget)*:

Service Term	Minimum # of Hours	FY15 Education Award
Full-time	1700	\$5,730.00
Half-time	900	\$2,865.00
Reduced Half-time	675	\$2,182.78
Quarter-time	450	\$1,515.55
Minimum-time	300	\$1,212.44



Budget Guidelines



- Follow instructions outlined in the Notice of Funding Opportunity (NOFO) and Application Instructions published by CNCS.
 - Also, adhere to the budget requirements outlined in the MO-specific Application Guidelines.
- Organize narrative to fit budget categories on budget form/template or proposal.
- Provide adequate descriptions and calculations to support amounts.





Budget Guidelines



AS YOU PREPARE YOUR BUDGET:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses
- Do not include fractional amounts (cents)
- Check and double-check your math!!





Budget Guidelines



KEY BUDGETING TIPS:

1. Check to ensure that the minimum required match is met.
2. Be strategic when allocating funds to CNCS or Grantee Share (Match).
3. Be aware of budget changes that require amendments.
4. Identify in-kind donations prior to creating the budget.
5. Identify the sources of match.





Budget Guidelines



- **REQUIRED:** The budget must adhere to the Cost per Member Service Year (MSY) limits set by CNCS.
 - One MSY is equivalent to a 1700-hour, full-time Member Slot.
 - Cost per MSY = CNCS Share of the Budget ÷ Number of MSYs Requested
- **Maximum Cost per MSY for 2015-2016**
 - State Formula (*Traditional Cost Reimbursement*): \$13,730
 - Professional Corps: \$1,000
 - State Competitive Fixed Amount: \$13,430





Budget Guidelines



MCSC REQUIREMENT: ADMIN / INDIRECT COSTS
 As in previous years, the MCSC elects to retain 1% of Administrative/Indirect Costs (CNCS Share) for oversight and monitoring. Applicants must include this in their budget per the Application Instructions published by CNCS.

****UPDATE: FEDERALLY APPROVED INDIRECT COST RATE****
 Organizations with a Federally Approved Indirect Cost Rate are no longer exempt from the 1% Commission Fixed Cost requirement.





A. CNCS Fixed Percentage Method



- If you **do not** have a Federally Approved Indirect Cost Rate, you must use the CNCS Fixed Percentage Method. The following calculations apply:
 - **Corporation Fixed Amount (for sub-grantee)**
 - CNCS Share: [Total of the CNCS Share of Sections I and II] x 4.21%
 - Grantee Share: [Total of CNCS and Grantee Shares of Sections I and II] x 10%
 - **Commission Fixed Amount (for Commission)**
 - CNCS Share: [Total of the CNCS Share of Sections I and II] x 1.05%
 - Grantee Share: *N/A; do not attribute Commission Fixed Amount to Grantee Share.*





B. Federally Approved Indirect Cost Rate

If using a Federally Approved Indirect Cost Rate, the following calculations apply:

- **CNCS Share (2-part):**
 - For Grantee: [Total of the CNCS Share of Sections I and II] x 4.21%
 - For Commission: [Total of CNCS Share of Sections I and II] x 1.05%
 - Note: There is not a separate line for the Commission Fixed Amount. Therefore, it should be noted in the description/calculation.
- **Grantee Share**
 - For Grantee: [Total of the CNCS and Grantee Shares of Sections I and II] x [Federally Approved Indirect Cost Rate less 5.26%]





B. Federally Approved Indirect Cost Rate

Example:

Cost Type / Cost Basis / Rate / Calculation	Total Amount	CNCS Share	Grantee Share
Cost Type: Fixed; Cost Basis: Total Direct Costs; Rate: 12.96%	\$19,615	\$6,167	\$13,448
CNCS Share (FAIDC): \$117,235 x 0.0421 = \$4,936			
CNCS Share (Commission Fixed Amt): \$117,235 x 0.0105 = \$1,231			
Grantee Share: \$174,655 x 0.0770 = \$13,448			
Subtotal Section III:	\$19,615	\$6,167	\$13,448





Budget – Final Review Checklist

- Is the budget presented in the format and forms required by CNCS?
- Is the budget consistent with CNCS's guidelines?
- Are all cost calculations clearly described and correct?
- Do the costs on all the budget forms, justification and supporting documentation agree?
- Does the budget cover all the project costs (CNCS vs. Grantee Share funds) for the period of one year?
- Does the budget cover required costs (e.g. MO-specific budget items, criminal history checks, etc.)?





Budget – Final Review Checklist



- Is there adequate explanation for budget items?
- Are all projected costs in the budget allowable?
- Have the appropriate fringe and indirect cost rates been used?
- Do costs apply consistent match requirements and indirect cost limitations?
- Is the budget realistic, reasonable, credible, and aligned with program goals?
- Is the budget within the MSY limit?





Reminder: Equipment Policy



- **MCSC POLICY (EQUIPMENT):**
 - It is the policy of the MCSC that funded programs **should not** purchase office equipment such as: laptops, printers, copiers and other office equipment **with federal funds.**
 - *Equipment is any tangible, non-expendable personal property having a useful life of more than one year and acquisition cost of \$5,000 or more per unit.*
 - At no time should a funded program reallocate funds to purchase office equipment.
 - Programs must be aware that the use of all grant funds must be in compliance with CNCS statutes, terms and conditions as well as MCSC policies.





Reminder: Record Retention Policy



- AmeriCorps Programs must retain all records as follows:
 - **Financial Records**
 - 3 years from submission of the final Federal Financial Report (submitted by the Commission, not the program)
 - If there is an on-going audit, then records must be retained until all audit findings are resolved.
 - **Member Records**
 - 7 years after [Member] service has been completed





Submission Requirements



• Things to Do

- 12-point, Times New Roman font
- Double-spaced
- One-inch Margins
- Number pages
- Follow the outlined sequence
- Label each narrative section





Submission Requirements



• Things to Submit

- One, single-sided unbound original application (mail or deliver to MCSC)
- Submit an electronic copy in Word format via email to don.stamper@ded.mo.gov (cc: jerron.johnson@ded.mo.gov)
- Coversheet
- Application Checklist (*incomplete applications may not be reviewed*)
- Narrative, Performance Measure Worksheets, and Budget
- Attachments:
 - Logic Model
 - Evaluation Plan
 - Evidence Sources
 - MOUs, MOAs, or Letters of Support from 2 significant community partners
 - Most recent audited financial statements or financial survey





Dates/Deadlines



DEADLINE	STATE FORMULA
Monday, March 2 (by 3:00 pm)	All continuation applications are due to MCSC per the instructions outlined in the MO-Specific Application Guidelines. http://movolunteers.org/grants
Monday, April 20 – Wednesday, April 29	Clarification Period
May 2015	2015-16 Grant Award Announcement





QUESTIONS?





Technical Assistance



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