

FORMULA APPLICATION

Grant 2020-2021

November 19, 2019



WELCOME

- ▶ Roll Call

- ▶ Housekeeping

- ▶ Preventing Background Noise on the Conference Call line:

- ▶ Place Phone and /or computer speakers on mute

- ▶ Do not place the call on hold at any point during the webinar

- ▶ Please turn off all web cams

- ▶ Questions

- ▶ There will be an opportunity for Q&A during the call. Questions may be asked in the webinar chat box over the conference call line.

- ▶ Restroom Breaks

- ▶ Attendees are responsible for their own comfort. There are no breaks planned during this webinar

Grant Application : General Guidelines

- Application Narrative Formatting
 - The narrative must be in Times New Roman, 12-point font.
 - The narrative must have one-inch margins with double-spaced text.
 - The narrative must follow the sequence outlined in the NOFO.
 - The narrative sections must be labeled with the appropriate headings.
 - The narrative should not include graphs, charts, tables, or artwork.
 - The pages must be numbered.
 - The narrative must adhere to the estimated number of pages in Microsoft Word to comply with character limits in eGrants, as follows:
 - Approximately 10 pages in Microsoft Word. Continuation applicants 5 pages in Microsoft Word
 - The page limit does not apply to the coversheet, performance measures, budget, evaluation plan and/or report (re-compete applicants), or other attachments outlined in the NOFO.

IMPORTANT DATES

- ▶ Formula Application Deadline 3/6/20 3:00pm
- ▶ Clarifications for Formula Applicants 3/23/20 thru 3/27/20
- ▶ Formula Application in eGrants by 5/26/2020
- ▶ Formula Application due to CNCS 5/29/2020 by 4pm

APPLICATION NARRATIVE

- ▶ **Application Narrative:** Re-compete applicants are required to submit all narrative sections described below, unless otherwise noted. Continuation applicants are only required to submit an updated executive summary and the continuation narrative, as outlined.
 - ▶ New and Re-compete
 - ▶ Executive summary
 - ▶ Theory of Change
 - ▶ Theory of Change
 - ▶ Logic Model
 - ▶ Evidence Base
 - ▶ Evidence Tier
 - ▶ Notice Priority
 - ▶ Member experience
 - ▶ Organizational Background
 - ▶ Compliance and Accountability
 - ▶ Culture that Values learning
 - ▶ Member Supervision
 - ▶ Cost effectiveness and Budget adequacy
 - ▶ Evaluation Plan(Re-compete)
 - ▶ Performance Measures

APPLICATION NARRATIVE

▶ Continuation Application

▶ Executive Summary

▶ Question that need to be answered:

- ▶ Identify whether this is Year 2 or Year 3 of a three-year grant cycle in the heading.
- ▶ Did the organization enroll 100% of the Member slots awarded in the previous program year and the current program year? Provide an explanation of why enrollment was less than 100% in either program years, if applicable.
- ▶ Did the organization retain at least 85% of the Member slots awarded in the previous program year and the current program year? Provide an explanation of why 85% of the awarded Member slots were not retained in either program years, if applicable.
- ▶ Was the program compliant with the 8- day enrollment of all of the enrolled member slots? If no, provide an explanation and the plan to ensure future compliance.
- ▶ Was the program compliant with the 30-day exit requirement of all of the enrolled member slots? If no, provide an explanation and the plan to ensure future compliance.

CONTINUATION CONTINUED

- ▶ Provide a detailed explanation/justification of any proposed changes to operating sites or service locations, if applicable. The justification should include the need that will be met at any new sites, the activities of the Members, and organizational capacity to support new sites.
 - ▶ Provided a detailed explanation/justification of any proposed changes to the program scope or design, if applicable.
 - ▶ Is the applicant proposing a change to Performance Measures? If yes, describe the change and provide a justification.
 - ▶ Provide a detailed explanation for unexpended grant fund for the previous if applicable.
 - ▶ Provide a detailed explanation/justification of any proposed changes to the organization's budget.
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- ▶ **Continuation applicants may apply for expansions – dollars, MSY, and/or members.**

▶ Budget

BUDGET NARRATIVE PREPARATION

- ▶ Review your program/projects goals and objectives
- ▶ Estimate the resources needed to achieve program/project goal, e.g.:
 - ▶ Members
 - ▶ Staff positions
 - ▶ Space, utilities, supplies, telephone
 - ▶ Medical and liability insurance
 - ▶ Uniforms, training, child care
 - ▶ Transportation

BUDGET NARRATIVE PREPARATION

- Follow instructions in NOFO
- Organize narrative to fit budget categories on budget form or proposal
- Provide adequate descriptions and calculations to support amounts

KEY BUDGETING TIPS

- **Ensure Budget meets CNCS Cost per Member Service Year (MSY) guidelines:**
 - One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position
 - The CNCS cost per MSY will be automatically calculated once you enter your budget in eGrants
- Remember: Cost per MSY **does not include** child care or the cost of the education award

MAXIMUM COST PER MSY

Cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested.

MAXIMUMS for 2020-21 Funding Cycle:

- **\$15,479**
- **\$1,000 for Professional Corps Programs**

ESSENCE OF AN AMERICORPS BUDGET

- **Budget is broken down by three sections:**
 - Section I: Program Operating Costs
 - Section II: Member Costs
 - Section III: Administrative Costs
- **Budget is divided into CNCS share and Grantee share.
(Grantee Cash and Grantee In-Kind)**

AMERICORPS BUDGET STRUCTURE

Section I: Program Operating Costs

- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C. 1. Staff Travel
- D. 2. Member Travel
- E. Equipment
- F. Supplies
- G. Contractual and Consultant Services
- H. 1. Staff Training
- I. 2. Member Training
- J. Evaluation
- I. Other Program Operating Costs

A. PERSONNEL EXPENSES

- Under “Position/Title Description” list EACH staff position separately and provide salary and percentage of effort as percentage of FTE devote to this award.
- Each staff person’s role listed in the budget must also be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee Share.

B. PERSONNEL FRINGE BENEFITS

- Under “Purpose/Description” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits include:
 - FICA
 - Worker’s Compensation
 - Retirement
 - SUTA
 - Health and Life Insurance
 - IRA
 - 401K

You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item.

C.1. STAFF TRAVEL

- ▶ Describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff.
- ▶ Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage and daily per diem.

MCSC POLICIES RELATING TO FINANCIALS: MILEAGE REIMBURSEMENT

- It is the policy of the MCSC that to be reimbursed for mileage on any reimbursement request, the Program must comply with the state mileage reimbursement rate at the time of mileage accrual.
- The current reimbursement rate can be found on the Office of Administration website:
<https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>
January 1 – December 31, 2020: IRS = 58 cents per mile State = 43 cents per mile

C.1. STAFF TRAVEL - CONTINUED

- The MCSC expects all applicants to include funds in this line item for travel for staff and site supervisors to attend CNCS-sponsored technical assistance meetings.
- Attendance at the National Conference on Volunteerism and Service and/or Regional conferences is required once during the 3 year grant cycle. A minimum of \$1,500 per staff person should be included in the budget.

C.2. MEMBER TRAVEL

- Describe the purpose for which members will travel.
- Provide a calculation that itemizes costs associated with their required travel. This may include:
 - Local travel – bus passes to local sites, mileage reimbursement for use of car
 - Travel outside their service location – airfare, transportation, lodging, per diem.

As is the case with Staff Travel, you must adhere to the standard reimbursement rate(s) of the organization, if using as match or allowable by MCSC, if claiming from the grant.

MO SPECIFIC INSTRUCTIONS

- Statewide Meetings/Training Events: All project budgets should include funds necessary for member and staff travel to statewide meetings and events.

D. EQUIPMENT

- Equipment is defined as: tangible, non- expendable personal property having a useful life of more than one year **AND** an acquisition cost of \$5,000 or **MORE PER UNIT.**

NOTE: Refer to MCSC policy on purchasing equipment.

- Any items that do not meet this definition should be entered in E. Supplies.

MCSC Policies Relating to Financials: Purchase of Equipment with Federal Funds

- Equipment Purchase Requirements:
 - At no time should a program reallocate funds to purchase office equipment.
 - Programs must be aware that the use of all grant funds must be in compliance with the CNCS statutes and provisions, as well as MCSC policies.

E. SUPPLIES

- **Member Service Gear** - AmeriCorps members **MUST** wear an AmeriCorps logo on a daily basis – preferable clothing with the AmeriCorps logo. The logo item is a required budget expense.
- Grantees may add the AmeriCorps logo to their own logo program uniform items using federal funds.
- Except for safety equipment, grantees may only charge the costs of member service gear to the federal share if it includes the AmeriCorps logo.

E. SUPPLIES – CONTINUED

- Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that doesn't fit the definition given earlier.
- Individually list any single item costing \$1,000 or more.
- All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo.
- All other service gear must be purchased with non-CNCS funds.

F. CONTRACTUAL AND CONSULTANT SERVICES

- Include costs for consultants related to the program's operations, except training or evaluation consultants, who will be listed in Sections G. and H.

G.1. STAFF TRAINING

- Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation.

i.e. project or financial management, team building, etc.

- If using a consultant(s) for training, indicate the estimated daily rate.

G.2. MEMBER TRAINING

- Include the costs associated with member training to support them in carrying out their service activities.
- You may also use this section to request funds to support training in Life After AmeriCorps.
- If using a consultant(s) for training, indicate the estimated daily rate.

H. EVALUATION

- Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not already budgeted in Personnel Expense.
- Indicate the estimated daily rate, where applicable.

This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures.

Rather it is a larger assessment of the impact of the project on the community, as well as an assessment of the overall systems and project design.

EVALUATION DOCUMENTATION

- Consultant Agreement
- Paid Invoices
- Evaluation Results
- Other relevant documentation

I. OTHER PROGRAM OPERATING COSTS

- Allowable Costs in this budget category should include:
 - Criminal History Background Checks for all members and all employees or other individuals who receive a salary, education award, living allowance, or stipend from the grant (federal or non-federal share)
 - Office space rental for projects operating without an approved indirect cost rate agreement that covers office space.
 - Utilities, telephone, internet, and similar expenses that are specifically used for AmeriCorps members and project staff.
 - Recognition costs for members. List each item with a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are NOT allowable costs.

AMERICORPS BUDGET STRUCTURE

Section II: Member Costs

Living Allowance

Member Support Costs

- *FICA*
- *Worker's Compensation*
- *Health Care*
- *Other Member Support Costs*

AMERICORPS MEMBER BENEFITS

AmeriCorps members receive a living allowance and an education award for post-secondary education expense.

Full-time members minimum living allowance is \$14,279 and maximum is \$28,558.

Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If you do so, must comply with maximums at \$20,159, \$15,119, \$11,339, \$7,559 & \$5,040, respectively.

Professional Corps Grantees members must receive a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set. Their salaries are paid entirely by the organizations with which the members serve and not included in the budget. In addition, the living allowance provided to AmeriCorps Members does not count toward the match requirement.

A. LIVING ALLOWANCE

- The narrative should clearly indentify the number of members you are supporting by category (i.e. full-time, half-time, reduced half-time, quarter-time and minimum-time) as well as the amount of living allowance they will receive.

B. MEMBER SUPPORT COSTS

- **Worker's Compensation** - Some Missouri employers may be required to insure their workers' compensation obligations for AmeriCorps Members. Sub-grantees may consult the Missouri Workers' Compensation Law, Section 287.010, *et seq.*, RSMo or contact the Missouri Department of Labor and Industrial Relations, Workers' Compensation Division at 800-775-2667 to determine worker's compensation requirements.
- If worker's compensation insurance is not required, Sub-grantees must obtain Occupational, Accidental, and Death and Dismemberment coverage for Members to cover in-service injury or incidents.

B. MEMBER SUPPORT COSTS

- **Health Care** – You must offer or make available health care benefits to Full-Time members in accordance with AmeriCorps requirements. You may not pay health care benefits to less-than-full-time members with CNCS funds, unless they are serving in a full-time capacity for a sustained period of time.
- You may choose to provide health care benefits to less-than- full-time members from other sources (i.e. non-federal) but the cost cannot be included in the budget.
- In your budget narrative, indicate the number of members who will receive health care benefits.
- CNCS will NOT pay for dependent coverage.

B. MEMBER SUPPORT COSTS

- **Unemployment Insurance and Other Member Support Costs –**
The U.S. Department of Labor ruled on April 20, 1995, that federal unemployment compensation law **does not** require coverage for Members because no, "employer- employee" relationship exists.
- The sub-grantee may not charge the cost of unemployment insurance taxes to the grant unless mandated by law.
- Include any other required member support costs here.

Section III: Administrative or Indirect Costs

Two methods to recover administrative costs:

CNCS Fixed 5% Method

- *5% of the total of CNCS funds expended*
- *Grantee match for administrative costs may not exceed 10% of all direct costs*
- *No documentation supporting allocation is required*

Federally Approved Indirect Cost Rate Method

- *Requires approved rate from Federal government*
- *Approved rate constitutes documentation of costs, including the 5% maximum payable by CNCS*

1.05% TO MCSC FOR COMPLIANCE COSTS

Administrative Costs (Section III):

Applicants MUST include an additional 5% of the overall federal share as a separate Administrative Cost line item.

- ***Approximately 4% is included as the program's CNCS Fixed Costs and the remaining 1.05% is for the Commission Fixed Costs.***

(Details of the cost equation are included in Section III.A of the CNCS Application Instructions.)

Special Note: Organizations with a Federally Approved Indirect Cost Rate are exempt from the 1.5% Commission Fixed Cost requirement. Documentation verifying a Federally Approved Indirect Cost Rate must be submitted to the MCSC.

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 if duplicated?
- Do the costs on all the budget forms, justification and supporting documentation agree?
- Does the budget cover all the project costs, CNCS funds, and match?
- Does the budget cover required costs, for example, program evaluation?

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?
- Have sub-grantees' proposals been reviewed, budgets checked, etc.?
- Do sub-grantee 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?

CHANGES

- ▶ Expand the Economic Opportunity Priority to be broader than just Opportunity Youth.
- ▶ Focused the Education, Healthy Futures, and Economic Opportunity NOFO Priorities on evidence-based interventions.
- ▶ Eliminate the Safer Communities Priority due to lack of applications over multiple years.
- ▶ Full-Cost Fixed Awards are available for all slot configurations.
- ▶ Increase the maximum cost per MSY from \$15,192 to \$15,479 to incorporate the \$287 increase to the minimum living allowance.
- ▶ Increase the maximum cost per MSY for rural and/or opportunity youth from \$15,360 to \$15,647 to incorporate the \$287 increase to the minimum living allowance.
- ▶ The cost check for criminal history checks for all covered positions must be in the CNCS Share. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- ▶ Decrease the page limit from 13 to 12 for national directs with more than five operating sites and rural intermediaries
- ▶ Learning Memo are no longer required as a part of your evaluation plan

QUESTIONS

