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-competitive applicants), or other attachments outlined in the NOFO.
IMPORTANT DATES

- Draft Competitive Applications to MCSC due date 11/25/19
- Competitive Clarifications 12/9 thru 12/13
- Competitive prime grants in eGrants 1/6/20
- Competitive Applications to CNCS due date 1/8/2020
- Clarifications for Competitive (from CNCS) 3/20/20-4/3/20
- Competitive notice of award 5/1/2020
- Competitive Awarded 6/26/2020
Application Narrative: New and 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
CNCS expects that programs will maintain a consistent program design for the duration of the three-year project period; however, we recognize that, on occasion, some programmatic changes are necessary. As a result, continuation applicants may request the changes listed below during the continuation process.

- Information should be provided in the **Continuation Changes** narrative field as relevant.
- Changes in Operating Sites
- Significant Changes in Program Scope or Design
- Changes to Performance Measures
- Significant Changes to Monitoring Structures or Staffing
- Budget revisions (detail provided in section VI).

Your performance measures are copied from your previous year’s application into your continuation request. If you made changes to your program, such as adding or changing grant-funded activities, or requesting additional slots or MSYs, you may need to revise your performance measures. Continuation applicants whose measures do not align with the 2020 Performance Measure Instructions must also revise their measures to conform with the 2020 instructions. To revise performance measures, “View/Edit” the performance measures that copy over from your original application, or add new performance measures (see Attachments). Note in the Continuation Changes field that you have updated your performance measures. If you are proposing to significantly increase or decrease output or outcome targets for existing performance measures, provide a justification for this change.

Continuation applicants may apply for expansions – dollars, MSY, and/or members.
Budget
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
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)
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.

**Documentation**

- All salaries and wages charged to AmeriCorps grants must be supported by signed time and attendance records, i.e. timesheets.

- Exceptions:
  - State, Local and Indian Tribe governments must comply with OMB A-87
  - Educational Institutions must comply with OMB A-21
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.
You must have supporting documents for amounts charged to grants.

- Insurance receipts
- Cost Allocation Plan
- Paid invoices
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:

  January 1 – December 31, 2020: IRS = 58 cents per mile
  State = 43 cents per mile
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.
SOURCE DOCUMENTATION – STAFF OR MEMBER TRAVEL

- Travel authorizations
- Paid travel-related receipts/invoices
- Per diem rates (applicable for region)
- Mileage calculation
- Travel reimbursement requests
- Reconciliation of advances to payments
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.
SOURCE DOCUMENTATION – SUPPLIES

• Paid invoices/receipts that clearly shows amounts
• Cost allocation plan, if used to allocate expenses, that demonstrates consistency of treatment.
• Costs must be uniformly treated for both federally financed and other activities within the organization.
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.

Source Documentation – Contractual and Consultant Services

Grantee should retain consulting contract and invoices that support work provided.
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.
SOURCE DOCUMENTATIONS – STAFF OR MEMBER TRAINING

• Training Documentation –
  – Training agenda
  – Course Description and cost
  – Sign-in sheets (if in-house)
  – Consultant/Trainer Agreement
  – Paid Invoices
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

A. Living Allowance
B. Member Support Costs
   - FICA
   - Worker’s Compensation
   - Health Care
   - Other Member Support Costs
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 identify 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:

A. 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

A. 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
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 1.05% 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

- Removed medium and strong evidence tiers as strategic considerations.
- 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.
- Add insufficient evidence as a threshold issue for funding consideration.
- 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.