



West Virginia Commission  
for National and Community  
Service



**WV AmeriCorps  
Technical Assistance  
Meeting for AmeriCorps  
State grants and  
Education Award Programs**



# Today's Learning Objectives:

- Purpose
  - Familiarize potential applicants with AmeriCorps programs
  - Review the types of programs AmeriCorps has to offer: AmeriCorps State, Planning, and Education Award
  - Review grant guidelines and provide helpful information and tips

# AmeriCorps\*State



- AmeriCorps is a national service program designed to serve the needs of US communities with American citizens (frequently referred to as domestic peace corps)
- More than 65,000 members serve every year
- Members engage in direct service to address critical needs in education, the environment, public safety, homeland security, and other areas
- Members serve in nonprofits, public agencies, and faith-based organizations all over the country
- Funding for these programs is administered by a Governor-appointed state service commission in our state - WV Commission for National and Community Service



# What Areas of Need Do AmeriCorps Programs Target?

- Education
- Public Safety
- Homeland Security
- Environment
- Other Human Needs

# CNCS and West Virginia Priorities



- **CNCS Strategic Priorities:**

- Mobilizing More Volunteers
- Ensuring a Brighter Future for All of America's Youth
- Engaging Students in Communities
- Harnessing Baby Boomers' Experience
- Engaging Veterans as service recipients or providers

Described on pages 2-3 of NOFO

# WV AmeriCorps Programs



- **2008 - 2009 WV AmeriCorps Programs**
  - Appalachian Forest Heritage Area
  - APPALREAD
  - Building A Community of Champions
  - Energy Express
  - Healthy Together
  - LifeBridge AmeriCorps

# How can AmeriCorps\*State benefit my organization?



- Increases the number of people your organization can serve
  - The majority of participating organizations report that members helped them to increase the number of persons served to a large or moderate extent
  - Members will recruit additional volunteers to help serve your target population
- Enhanced visibility/reputation

# How can AmeriCorps\*State benefit my community?



- Committed individuals providing manpower to address unmet needs
- Members become role models in the community
- Members can be recruited from the community and receive the benefits of AmeriCorps service (living allowance, education award, etc.)
- Development of participative citizens in the community
  - A recent study revealed that AmeriCorps alumni are:
    - More connected to their communities;
    - More knowledgeable about problems facing their communities;
    - More likely to participate in community activities;
    - More likely to choose public service careers.

# How does AmeriCorps benefit the members?



- Invaluable training and experience
- Living allowance (in most cases)
- Development of ethic of service and civic engagement
- In some cases, health insurance and childcare as well
- Education Award (\$4,725 for full-time)
  - Provided 100% by the National Service Trust – not part of the grant or budget
  - Incentive for qualifying member that can be used to finance future education or to pay off qualified student loans

# Planning an AmeriCorps Proposal



- What community issue needs addressed (education, the environment, public safety, homeland security, or other human needs)?
- Does my organization address this compelling need?
- Would this program support my organization's mission and strategic plan?
- Who else is currently working on the issue that can serve as a potential partner?
- What type of program would best serve the community need? (full time or part time members, education award members, a year to plan for the use of members to address community issue...)

# Is AmeriCorps Right for My Organization?



- Who should serve as the legal and fiscal applicant?
- Is my organization a public/private nonprofit, tribe, school district, government agency, faith based or higher education institution?
- Does my organization have the resources to match the federal funds (cash and in-kind)?
- Do we have the resources to manage a program for 30-60 days before receiving reimbursement?
- Does my organization have the organizational, technological, and fiscal capacity to manage a federal grant?

# Concept Paper Process



- Match the community need to an AmeriCorps proposal process & select either:
  - Education Award proposal (your agency or collaboration wants to expand a current program or add a new service for the community – minimum of 10 MSY's are preferred)
  - Full AmeriCorps State proposal (your community is ready to put the equivalent of at least 10 full-time members into service to address the community need)
- Write a concept paper that describes the proposal that you have selected from above

# Application Process



- Submit a concept paper on January 14, 2009
- Review of all proposals at the Commission level
- Proposal feedback provided by January 23, 2009
  - Then you will write a full application using the egrants system (we will provide training)
  - If your concept is good but program needs work you might be requested to prepare a planning grant application
  - All applications are due in egrants by March 4, 2009

# Education Award Programs



- Education award programs must describe how the addition of this AmeriCorps program will
  - Create a new program or program component
  - And/or increase or enhance the program's impact on the community.

# Value added means:



- Increasing the number of members participating in the service program;
- Launching new service sites or new service activities;
- Increasing the number of hours of community service provided;
- Expanding the role of community volunteers in the program;
- Improving the caliber and diversity of members enrolled; or
- Promoting other strategies to expand the program or enhance its impact in the community.

# AmeriCorps State Programs



- Can either be year round or summer programs
- Program year would begin Fall of 2009 or Summer of 2010
- Can utilize full and/or part time members that total at least 10 Member Service Year equivalents (10 full time, 20 part-time, etc...)
- Must address an AmeriCorps priority need in your community

# Member Service Activities: Allowable Activities



- “Direct service activities that will advance the goals of your program ... that will result in a specific identifiable service or improvement that otherwise would not be provided”
- “Capacity-building activities that advance your program's goals”
- Maximum of 10% of time may be spent fundraising for the community need
- Must be included in, or consistent with, your approved grant application

# Examples of Allowable Direct Service Activities



- Tutoring at risk youth in an afterschool program
- Recruiting and serving along side volunteers at a community center
- Building homes for low-income families
- Environmental Conservation activities
- Providing health information to a vulnerable population
- Providing relief services to a community affected by a disaster
- Conducting a neighborhood watch program as part of a public safety effort

# Examples of Allowable Capacity-Building Activities



- Strengthening volunteer management and recruitment
- Conducting outreach and securing resources in support of service activities that meet specific needs in the community
- Fundraising for specific program projects
- Developing collaborative relationships with other organizations working to achieve similar goals in the community

# Requirement to Recruit & Support Volunteers



- Some component of your program that is supported through the grant must involve recruiting or supporting non-AmeriCorps volunteers.
- If this requirement would constitute a fundamental alteration to your program structure, it may be waived in response to your written request for such a waiver in the grant application.

# Examples of **Prohibited** Service Activities for AmeriCorps\* State



- Attempting to influence legislation
- Organizing or engaging in protests, strikes, petitions or boycotts
- Assisting, promoting, or deterring union organizing
- Any political activities
- Engaging in religious instruction, proselytizing, worship activities

# Examples of **Prohibited** Service Activities for AmeriCorps\* State



- Administrative duties (i.e. acting as your agency's receptionist, clerical work, etc.)
- Constructing or maintaining a facility inherently devoted to religious instruction or worship
- Providing a direct benefit to a for-profit organization, labor union, political party, or religious organization

# Federal Prohibitions



- **Supplantation:** Grants may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support
- **Nonduplication:** Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program
- **Nondisplacement:**
  - Grants may not be used to provide services and activities that could otherwise be performed by employed workers or that will supplant the hiring of, or result in the displacement of, employed workers in the community
  - An organization may not displace a volunteer with an AmeriCorps member
  - A service opportunity for a member cannot be created if it will infringe in any manner on the promotional opportunity of an employed individual
  - Members cannot perform the duties of a former employee or a current employee that is on leave or is on strike/locked out

# AmeriCorps and Grant Terms:



**Member:** a participant in the AmeriCorps program, who makes a commitment to a term of service and to “getting things done”

**Member Service Year:** *MSY*”, equivalent to the number of service hours that a full-time AmeriCorps member would serve over a one-year period, approximately 1,700 hours.

**State Service Commission:** A group appointed by the Governor, charged with administering AmeriCorps\*State funding that is allotted to that particular state.

**West Virginia Commission for National and Community Service:** “*WVCNCS*” or “the Commission”, the agency in West Virginia responsible for administering the AmeriCorps\*State program and staffing the State Service Commission.

**Corporation for National and Community Service:** “*the Corporation*” or “*CNCS*”, the federal agency that administers the AmeriCorps, Senior Corps, and Learn and Serve America programs across the country

- **RFP:** Request for Proposals
- **NOFO:** Notice of Funding Opportunity
- **OMB:** Office of Management and Budget
- **CFR:** Code of Federal Regulations
- **EAP:** Education Award Program

# AmeriCorps is and is not...



- A year of service
- Living allowance
- Member
- Provides funds to support members in their service
- Addresses community needs
- Has a measurable impact in the community
- Provides a direct service and interaction with the community
- Not a job
- Not a pay check
- Not employee
- Not a grant to support your organization's operations
- Not organizations needs
- Not a temporary solution to a community issue
- Not just a planning or capacity building project



**Questions??**



# Concept Paper Instructions

# Concept Paper Information



- Submit 1 original & 3 copies of application
  - Enter into eGrants later after receiving feedback
  - DUNS number not required until entering in eGrants system
- Deadline – January 14, 2009 by 5:00 p.m.
  - Must be at Commission office by deadline
  - Submissions by fax or email NOT accepted



# Hard Copy Forms

- SF 424 Facesheet (Appendix A)
- Program location and focus (Appendix B)
- Issue areas and service categories (Appendix C)
- Performance Measures (Appendix D)
- Authorization, Assurances, and Certifications  
(Appendix E)
- Budget Narrative Worksheet (Appendix F)
- Budget Form (Appendix G)
- Survey of Applicants (Appendix H)
- Beale Codes (Appendix I)
- Sustainability Plan (Appendix J)
- Logic Model (Appendix K)

# Order of Application Documents



- SF 424 Facesheet
- Program location/focus
- Issue areas & service categories
- **Proposal Narrative**
- Performance Measure Worksheets
- Budget Narrative Worksheet
- Budget Form
- Authorization, assurance, & certification signature page

# Proposal Narrative



- Provide a well-designed program plan with a clear and compelling justification for awarding the requested funds.
- Create proposal in Microsoft Word.
  - Double spaced on 8 ½ X 11 paper
  - One-sided and stapled (clipped) in upper left-hand corner
  - 1” margins with 12pt Times New Roman font
  - Page numbers on narrative section

# Sections of the Proposal Narrative



- Executive Summary
- Summary of Accomplishments and Outcomes
- Program Design
  - Rationales & Approach
  - Member Outputs and Outcomes
  - Community Outputs and Outcomes
- Organizational Capacity
- Cost Effectiveness and Budget Adequacy
  
- Review pages 12-18 for details on each section

# Performance Measures



- Useful tool for programs to define and communicate the need their program will address and the impact the program will have in the community.
- Performance measures provide indicators as to whether the program is having the intended effect.
- Logic Model (Appendix K)
  - What activities will AmeriCorps members be engaged in
  - Identify the likely result of those activities
  - Who, what, how...
  - Determine how to measure the results

# Types of Performance Measures



- **Community-Focused**

- *Needs and Service Activities*

- Examples: tutoring, building homes, running after-school programs, etc.

- *Community Strengthening*

- Examples: developing volunteer programs in a community; engaging residents in community development efforts, etc.

- **Member-Focused**

- *Participant Development*

- Examples: increasing member civic engagement, providing members with technical training, etc.

# Minimum Performance Measures



- Each application must include a minimum of one set of aligned performance measures (typically needs/service)
  - Includes one output, one intermediate outcome and one end outcome
  - Submit performance measures on separate Performance Measure Worksheets (Appendix D)
- Performance measures (including additional ones) may be negotiated after the review/selection process

# Aligned Performance Measures



- **OUTPUT INDICATORS**—specify a count of the amount of service members and volunteers have completed; but do not provide information on changes in the lives of the members, volunteers or beneficiaries
- **INTERMEDIATE OUTCOME INDICATORS**—specify a change that has occurred in the lives of the beneficiaries and the members and volunteers; but is not a significant lasting benefit.
- **END OUTCOME INDICATORS**—specify a change that has occurred in the lives of beneficiaries, members and volunteers that is significant and lasting.

# Example of a Set of Aligned Performance Measures



## *TutorCorps AmeriCorps Tutoring Program:*

- **Output:** Number of students that participated in a tutoring program
- **Intermediate-Outcome:** Percent of students reading more books
- **End-Outcome:** Number and percent of students who have improved their reading score to grade level

# Preparing your AmeriCorps Budget



- Budget Narrative (Appendix F): explains the detail of how you came up with budget figures
  - Includes the Source of Funds section, which explains funding sources and what expenses each source will support.
- Budget Form (Appendix G): Summarizes the budget and includes the cost per MSY calculation.

# Sections of the Budget Narrative & Budget Form



- **Section I: Program Operating Costs**
  - Staff costs, travel, supplies, training, etc.
- **Section II: Member Costs**
  - Living allowance, FICA, healthcare, Worker's comp.
- **Section III: Administrative/Indirect Costs**
  - Costs to operate the organization not directly attributable to the program
  - Federal share cannot exceed 5% of total requested from the Corporation
  - Grantee share cannot exceed 10% of the total budget

# Matching Rules



- **Overall grantee match of 24%**
  - Suggest that each applicable section have at least 24% match
  - Match may be a combination of in-kind, federal cash, and nonfederal cash
- **Grantee match will increase after 3<sup>rd</sup> year of funding as shown on page 19 of the Application Instructions.**
- **EAP Programs require no match**



# Other Costs to Consider:

- **Programs responsible for:**
  - Member training
  - All aspects of member recruitment and management
  - Member service gear
  - Member orientation
  - Program-related travel
  - Criminal background checks (if applicable)
- **All program costs should be written into the budget**

# Cost Per MSY for Education Award Programs



- Requested amount **may not exceed \$600 per MSY for EAP**
- Example:
  - XYZ Organization is awarded 10 MSY's, which it will use for 10 full time AmeriCorps members
  - The maximum amount they can receive from the Corporation would be:  
**10 MSY's x \$600 = \$6,000**
  - This amount **does not** include the education award or childcare costs, which are provided separately from the grant.
  - This amount **does** include member support costs, program staff salaries, overhead, travel costs, etc.
  - Any member allowance/benefits must be paid by non-Corporation funds
  - Maximum living allowances paid by the grantee (refer to Table 3 on page 6 of NOFO)



# Cost Per MSY for WV State Programs

- WV Competitive programs have a cost per member that **does not not exceed \$12,500 per MSY**
- Example:
  - XYZ Organization is awarded 10 MSY's, which they plan to use for 10 full time AmeriCorps members
  - The maximum amount they can receive from the Corporation would be:  
**10 MSY's x \$12,500 = \$125,000**
  - This amount **does not** include the education award or childcare costs, which are provided separately from the grant.
  - This amount **does** include member support costs, program staff salaries, overhead, travel costs, etc.

# Application Deadlines and Dates



- Any organization interested in applying **MUST** submit an original, and three hard copies of the application by 5:00 p.m. on January 14, 2009. Applications must be received at the Commission office by the deadline. Fax and email submissions are not acceptable.
- T/A meetings - refer to schedule on website
- T/A conference call - December 17, 2008 @ 10:00 a.m.



# Useful Links:

- **Performance Measurement/Evaluation:**
  - [http://www.nationalservicerresources.org/resources/online\\_pubs/perf\\_meas/ac\\_home.php](http://www.nationalservicerresources.org/resources/online_pubs/perf_meas/ac_home.php)
- **AmeriCorps Regulations:**
  - [http://www.americorps.gov/for\\_organizations/manage/index.asp](http://www.americorps.gov/for_organizations/manage/index.asp)
  - [www.cns.gov](http://www.cns.gov)
- **WVCNCS Website:**
  - [www.volunteerwv.org](http://www.volunteerwv.org)

# For More Information:



Other questions: call WVCNCS at  
1-800-WV-HELPS or send an email to  
[jbrown@mail.state.wv.us](mailto:jbrown@mail.state.wv.us) or  
[lhonaker@mail.state.wv.us](mailto:lhonaker@mail.state.wv.us)

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710 Central Ave.  
Charleston, WV 25302  
304-558-0111; 1-800 WVHELPS  
[www.volunteerwv.org](http://www.volunteerwv.org)