



# AmeriCorps Missouri 2022-2023 Notice of Funding Opportunity

Bidder's Conference

# Welcome

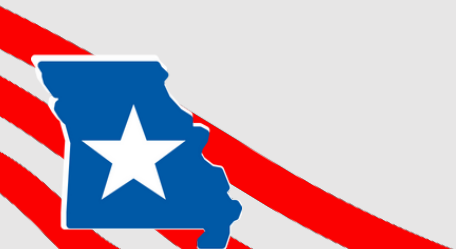
Scott McFarland  
Executive Director

Missouri Community Service  
Commission

301 W High St, Suite 770  
Jefferson City, MO 65101

573-508-9610

Scott.McFarland@ded.mo.gov



# Agenda

- Grant Requirements
- Missouri Community Service Commission
- National Service
- AmeriCorps\*State Programs
- 2022-2023 NOFO
- Q and A





# Grant Requirements

- 3 year grant (1 year budgets and measures)
- Recruit, place, and supervise at least 5 FTE/MSY AmeriCorps Members each year
- AmeriCorps Members must be:
  - US citizens and legal permanent resident aliens
  - 18 + (17 with parent's permission)
  - Not convicted of a sexual offense or homicide
- Provide monthly expense reports
- Provide periodic grant progress reports
- Provide program evaluation once every three years
- Attend virtual and in-person training events as required
- Take part in required days of service activities



# Missouri Community Service Commission

- Mission: Strengthening Missouri communities through volunteerism and service.
- Founded in 1994
- Housed in the Department of Economic Development
- Full time staff and Governor-appointed Commissioners
- Supports “traditional” volunteerism and national service programming





# National Service

- National Community Service Trust Act of 1993
  - Reauthorized through the Edward M. Kennedy Serve America Act of 2009
- Established the Corporation for National and Community Service (CNCS/AmeriCorps)
- Required the establishment of state service commissions
- Provides the federal funding for AmeriCorps including:
  - Focuses service on key national and local issues
  - Expands opportunities to serve
  - Builds the capacity of individuals, nonprofits, and communities to succeed
  - Encourages innovative approaches to solving problems



# National Service Programs

- AmeriCorps Seniors (Senior Corps)
  - RSVP – Retired and Senior Volunteer Programs
    - General volunteers supporting community organizations and individuals
  - FGP – Foster Grandparents Program
    - Volunteers in the classroom
  - SCP – Senior Companions Program
    - Volunteers working to keep seniors living independently





# AmeriCorps

- VISTA – Volunteers in Service to America
  - Elimination of poverty
  - Capacity Building
  - 365 days of service
- NCCC – National Civilian Community Corps
  - Descendent of 1930's Civilian Conservation Corps
  - 10 months of service
  - Deployed across the country for 4-6 week projects (spikes)
- National Direct and State
  - Direct Service
  - 100 – 1,700 hours of service
  - Focused on community needs





# AmeriCorps State Programs

- AmeriCorps programs are:
  - Public or private non-profit organizations
  - Labor organizations
  - Community organizations
  - Faith-based organizations
  - Institutions of higher education
  - States, municipalities, school districts, and other government entities
  - Partnerships of the above



# AmeriCorps Service

- “Get Things Done”
- Focus on direct service in the community
- Includes, but not limited to:
  - Tutor and mentoring
  - Assisting crime victims
  - Promoting health
  - Environmental stewardship
  - Literacy support
  - Disaster preparation and response
  - Economic development
  - Other community needs





# AmeriCorps Members

- Not employees
- Build leadership skills, an ethic of service, and civic engagement
- Strengthen communities
  - Programs involve the community
  - Build new relationships with faith and community based organizations
- Terms of Services:
  - May serve for up to one calendar year
  - Minimum 5 full time MSY/FTE required
  - Full Time = 1,700 hours (1 MSY)
  - Three Quarter Time = 1,200 hours (0.7 MSY)
  - Half Time = 900 hours (0.5 MSY)
  - Reduced Half Time = 675 hours (0.3809524 MSY)
  - Quarter Time = 450 hours (0.26455027 MSY)
  - Minimum Time = 300 hours (0.21164022 MSY)
  - Abbreviated Time = 100 hours (0.0705474 MSY)





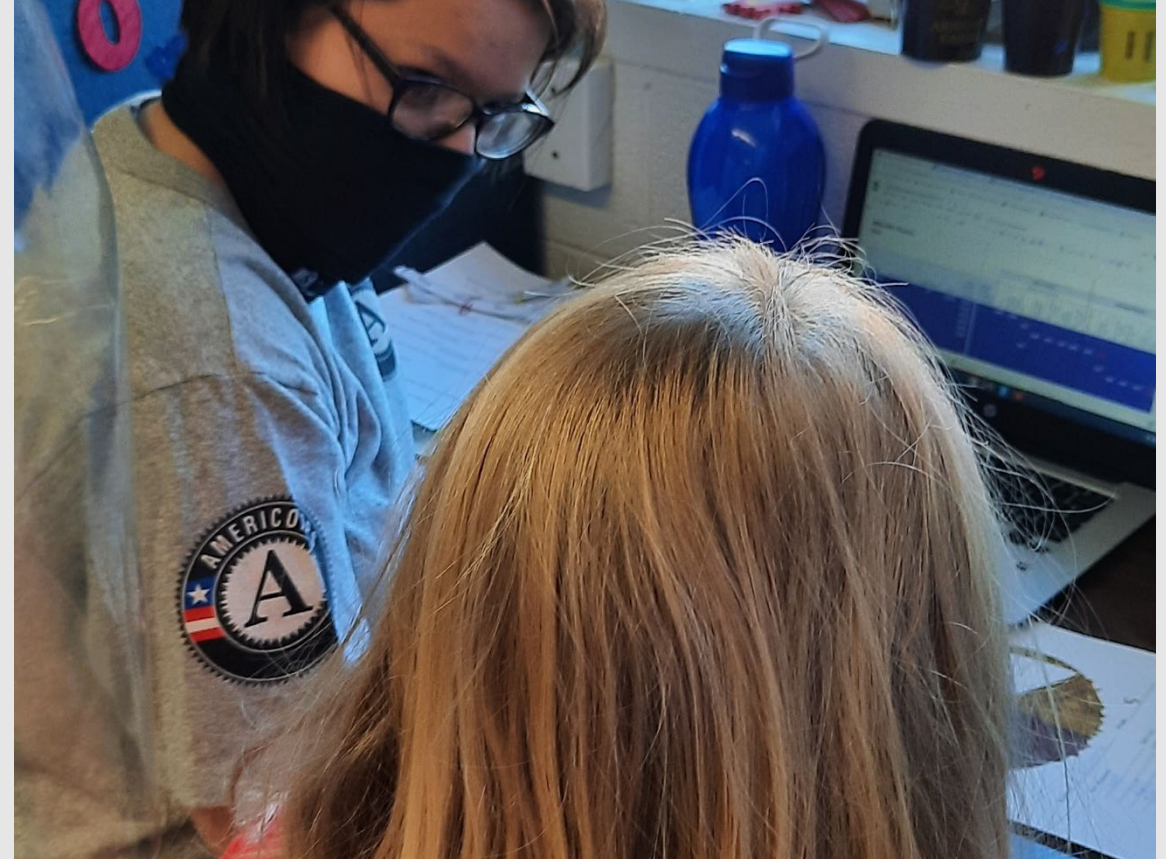
# Member Benefits

- Living Allowance/Stipend (grant funded)
  - Full Time Minimum = \$16,502
  - Full Time Maximum = \$33,004
  - Not required for less than Full Time (but it is recommended)
- Education Award (trust funded)
  - Full Time = Currently \$6,345
  - Less than Full Time receive a prorated award
  - Used to attend school or pay student loans
  - Transferable if Member is at least 55 at the start of service
  - Available for seven years after service
  - Taxable income



# Member Benefits Continued

- Loan deferment
  - Student loans may be deferred during service term (not automatic)
- Child Care
  - Available for income-eligible Full Time Members
  - Not a grant expense
- Healthcare
  - Full Time Members must be insured
  - Program must provide insurance coverage that meets minimum essential coverage if the Member does not have coverage elsewhere
  - Grant expense





# Healthcare

- Programs must provide healthcare that meets minimum essential coverage (MEC) to Full Time Members who are not currently covered
- Programs may provide healthcare to less than full-time Members, but it is not required, and grant funds may not be used
- Insurance may be:
  - Employer coverage
  - An AmeriCorps specific plan (i.e. Corps Network)
  - Obtained from the marketplace
- Members may not be charged a premium
- If Member must purchase their own insurance, the program must reimburse them monthly for the premium
- Expenses may be charged to the grant





# Prohibited Activities

- While logging time to the AmeriCorps program, Members and staff may not:
  - Attempt to influence legislation
  - Organize or participate in protests, petitions, boycotts, or strikes
  - Assist, promote, or deter union organizing
  - Displace or duplicate exist employee positions/contracts
  - Engage in partisan political activities or attempt to influence an election
  - Take part in events that are likely to be political
  - Engage in religious instruction, worship, proselytization
    - (may serve at a faith-based organization, but may not participate in religious activities)



# Prohibited Activities Continued

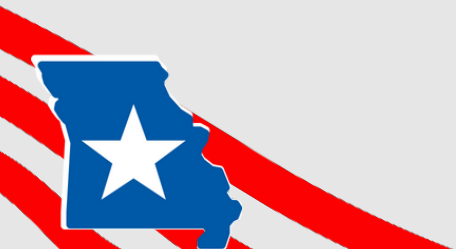
- Provide a direct benefit to:
  - A business
  - A labor union
  - A partisan political organization
  - A non-profit not in good standing
  - Religious activities
- Conduct a voter registration drive
- Provide abortion services or referrals





# Missouri AmeriCorps Programs

- In 2021-2022
  - Missouri has 22 programs
  - 5 Competitive
  - 17 Formula
  - 437 service sites in 41 counties
  - 759 Members
  - \$6,464,611 in direct federal grants
  - \$6,979,746 in local match





# Program Expectations

- Recruit, interview, and onboard Members
- Complete background checks on Members and staff
- Track time
- Supervise Members
- Provide training
- Exit Members



# Background Checks

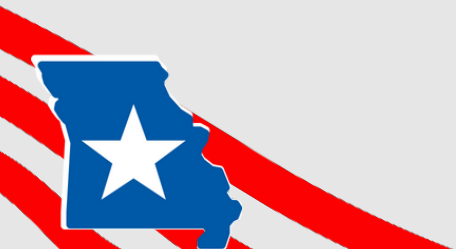
- All Members and staff listed in section 1 of the budget must have the following checks completed prior to service start.
  - Staff employed before the grant need checks completed before they are charged to the grant
- FBI fingerprint check
- Missouri name-based check
- State of residency name-based check (unless they are enrolled full time at a Missouri college or university)
- National Sex Offender Residency Check
- Truescreen/Fieldprint are the recommended national vendors, but programs may use other means to run checks
- Background check expenses may be charged to the grant





# Required Participation

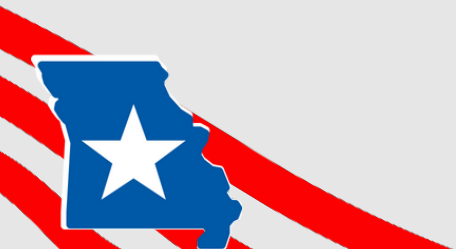
- Commission Sponsored Trainings
  - Program Director training (June/July)
  - Monthly Program Calls
  - AmeriCorps Opening Day (October)
  - Other trainings as necessary
- LeaderCorps
  - Programs will select 1 to 2 Members to receive additional training/represent their fellow Members
- Days of Service
  - Martin Luther King, Jr. Day of Service (January)
  - AmeriCorps Week (March)
  - 9/11 Day of Service and Remembrance (September)





# Application Timeline

- NOFO Posting Date: September 14, 2021
- Last day to submit questions: November 5, 2021
- Applications Due in eGrants: November 15, 2021
- Other documents due: November 15, 2021
- Competitive selection and clarifications: November – December 2021
- Application scoring: January – April, 2022
- Competitive award notification: May 2022
- Formula award notifications: June 2022
- Program Start
  - Competitive: No earlier than July 1, 2022
  - Formula: No earlier than August 1, 2022



# Funding Types

## ➤ Competitive

- Applications submitted to federal AmeriCorps program by Missouri
- AmeriCorps determines funding
- Missouri oversees the grants

## ➤ Formula

- Funds based on state population
- Missouri makes final grant determination





# Grant Types

- Traditional cost reimbursement
  - Programs reimbursed on a monthly basis based on actual expenses
  - Match reporting required
  - Maximum grant amount = \$21,600/MSY
- Professional Corps
  - Full Time professionals paid by other means (teacher, police, firefighters, etc.)
  - Programs reimbursed at a fixed rate based on the number of Members serving
  - No match reporting required
  - Maximum grant amount = \$1,000/MSY
- Education Award Program (EAP)
  - Less than Full Time Members serving without a living allowance/stipend
  - Programs reimbursed at a fixed rate based on the number of Members serving
  - No match reporting required
  - Maximum grant amount = \$800-1,000/MSY
- Full-Cost Fixed
  - Programs provides living allowance/stipend
  - Programs reimbursed at a fixed rate based on the number of Members serving
  - No match reporting required
  - Not available to first time programs
  - Maximum grant amount = \$21,600/MSY




# Application Submission

- All applications must be submitted in eGrants
- Create an account (you will need your organization's EIN)
- Begin your application based on the application IDs on the NOFO website
- Write your grant application in a separate document and copy and paste into the system
- View the “application for federal assistance” before submission to ensure you are within page limits
- DO NOT wait until the last day to submit.

9/23/2021, 12:32 PM, EDT

home my account help logout

 AmeriCorps

**eGrants**

eGRANTS MESSAGES	VIEW MY GRANTS/APPLICATIONS
Welcome Scott Welcome to eGrants!	<a href="#">View All</a> <a href="#">7 Approved for Consideration/Funding</a> <a href="#">36 Awarded</a> <a href="#">199 Closed</a> <a href="#">8 Grantee edit of application or report</a> <a href="#">3 Subapplicant edit of application</a> <a href="#">13 Under CNCS review</a>
	<b>VIEW MY AMERICORPS PORTAL</b> <a href="#">Portal Home</a>

Creating an Application	Managing My Account	Reporting to CNCS
<a href="#">New</a> <a href="#">Continuation/Renewal</a> <a href="#">Amendment</a> <a href="#">Concept Paper</a>	Click on the links below to access common account functions.  <a href="#">My Account</a> <a href="#">Commission Input on National Applicants</a> <a href="#">Commission Competitive Subapplication Ranking</a>	<a href="#">Financial Report</a> <a href="#">Progress Report</a> <a href="#">Progress Report Supplement</a>





# Additional Documents

- Email additional documents to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov)
- Due on November 15, 2021
- Most recent 990 form
- Evaluation briefs, reports, studies
- Labor union concurrence (if applicable)
- Financial Manager Survey (OFMS) (new and recompeting programs)
- Evaluation plan (first time recompet programs)
- Evaluation report (second or more recompet programs)
- Letters of support (rural intermediaries)
- Most recent audit report
- No other documents will be reviewed.



# AmeriCorps Priority Areas

- COVID-19 response and recovery
- Education opportunity
- Economic mobility
- Civic engagement and social cohesion
- Evidence-based interventions
- Veterans and Military Families
- Rural Intermediaries
- Environmental Stewardship and Climate Change
- Faith-based organizations
- Economic Mobility Corps (see NOFO)





# Missouri Priority Areas

- Geographic areas of the state that are underserved (based on county, mainly portions of Northern and Southern Missouri)
- Urban environmental stewardship programming
- Racial justice programming
- LBTGQ+ programming
- Serving/Recruiting people with disabilities
- Returning citizens/ incarcerated individuals programming



# Page Limits

- Applications must not exceed 10 pages (12 for rural intermediaries)
  - Includes:
    - SF-424 Face Sheet
    - Executive Summary
    - Narrative sections
  - Does not include:
    - Performance measures
    - Logic Model
    - Budget
    - Other documents
- Continuation Applicants – 6 pages for changes





# Narratives

- Executive Summary – 0 points
  - Copy and paste the summary in the NOFO. Do not include additional narrative.
- Program Design – 50 points
  - Theory of Change and Logic Model (narrative description of model, not the actual model) – 24 points
  - Evidence Tier – 12 points
  - Evidence Quality – 8 points
  - Notice of priority – 0 points
  - Member experience – 6 points
- Organizational Capability – 25 points
  - Organizational Background and Staffing – 9 points
  - Compliance and Accountability – 8 points
  - Culture that Values Learning – 4 points
  - Member Supervision – 4 points
- Cost Effectiveness and Budget Adequacy – 25 points



# Evidence Tier/ Quality

- Provide up to two pieces of evidence (peer reviewed articles, studies, etc.)
  - Scholar.google.com
  - AmeriCorps Evidence Exchange
- Tiers
  - Pre-preliminary – no evidence that includes the same intervention
  - Preliminary – one or two pieces of evidence that shows the intervention has a positive impact
    - Evaluations of the program
    - Internal studies
  - Moderate – one to two well-designed pieces of evidence using an experimental design from external sources
    - Peer reviewed studies that correlate with your intervention
  - Strong – one to two well-designed pieces of evidence using an experimental design from external sources that show consistently positive outcomes that are linked to the applicants logic model
    - Peer reviewed studies that directly link to your intervention





# Performance Measures

- All programs must select at least one measure that includes an output and outcome (see PM instructions)
- The output and outcomes must align
  - Output – students, outcome – students
- No double-barreled measures (only measure one thing)
- Do not make outcomes 100% of outputs – allow for some drop off
- Ensure your PMs align with your logic model
- To be considered for competitive funding, one of your measures **MUST** be chosen from the PM instructions
- Don't over burden yourself – the number of measures does not impact score



# Evaluation Plan/ Report

- First time applicants do not need to submit a plan or report
- Applicants completing their first cycle (recompeting for the first time) must provide an evaluation plan as an additional document
  - Use the template provided on the NOFO webpage
- Applicants completing their second or more cycle (recompeting for the second or more time) must provide a completed evaluation report and a plan for the coming cycle





# Budget Section 1 – Program Operating Costs

## ➤ Personnel

- Only charge those with direct connection with the program operation
- Ensure that a person is not charged over 100%
- Anyone charged fully to the grant must follow the prohibited activity requirements at all times

## ➤ Personnel Fringe

- Budget by position rather than item (FICA, retirement, etc.) this will make calculations and monitoring simpler

## ➤ Staff Travel

- Include Program Director training, Opening Day, and regional training (estimates are acceptable)

## ➤ Member Travel

- Include funds for Members to attend Opening Day



# Budget Section 1 – Program Operating Costs

## Continued

### ➤ Equipment

- Only list items that cost at least \$5,000 per unit and can be used for more than a year

### ➤ Supplies

- All items less than \$5,000 per unit
- Include Member gear (all Members must have the AmeriCorps logo on them at all times they are serving)
- Any items that cost at least \$1,000 must be listed individually

### ➤ Contractual and Consultant Services

- This includes costs for consultants related to operations, except training and evaluation, which are listed in those line items
- There is no maximum daily rate

### ➤ Staff Training

- Budget for any trainings for head quarter or site staff
- Note if consultants will be used





# Budget Section 1 – Program Operating Costs

## Continued

### ➤ Member Training

- MCSC expects programs to provide professional development and training throughout the year of service
- Include orientation and other periodic trainings
- Note if consultants will be used

### ➤ Evaluation

- If you are required to conduct a report in the current year, this should be utilized
- Note if consultants will be used

### ➤ Other Program Operating Costs

- i.e. Criminal history checks, recognition, office space, etc.





# Budget Section 2 – Member Costs

## ➤ Living Allowance

- Full Time Members must receive a living allowance
- Less than full time Members are not required to have a living allowance, but is recommended they do

## ➤ Member Support Costs

- FICA – 7.65% of total living allowance
- Healthcare – Full Time Members
  - Members should not pay any premiums
- Worker's Compensation





# Budget Section 3 – Administrative/Indirect Costs

- List sources of funds
  - Each source should have a line name, a classification (cash or in-kind), a category (private, state/local, or federal), and amount
  - Note on the line name if the source is “secured” or “proposed”
  - The sources of match in total should equal your budgeted match
- Missouri will claim 1% of your administrative costs in order to fund training, technical assistance, monitoring, and other support options



# Budget Section 3 – Administrative/Indirect Costs Continued

## ➤ Three options

### ➤ Five/ten percent fixed

- May charge up to 5.26% of the total federal shares of sections 1 and 2.
- The charge should be listed on Corporation fixed (your share) and Commission fixed (Missouri's 1%)
- Corporation Fixed = (Fed Section 1 + Fed Section 2) x 0.0526 x 0.80
- Commission Fixed = Fed Section 1 + Fed Section 2) x 0.0526 x 0.20
- May charge up to 10% of the federal and match sides
- (TOTAL Section 1 + TOTAL Section 2) x 0.10





# Budget Section 3 – Administrative/Indirect Costs Continued

## ➤ Three options continued

### ➤ Federal Indirect Cost Rate

- May charge up to 5.26% as above for federal shares
- Note the Commission 1% in the line item narrative
- May charge the remainder of your rate to match rather than the 10% fixed option
- Example: IDC of 35%
  - Grant Fixed = (Fed Section 1 + Fed Section 2) x 0.0526
  - Match Fixed = (TOTAL Section 1 + TOTAL Section 2) x 0.2974

### ➤ De Minimis Rate of 10%

- Only use this option if you are using it on other federal grants



# Fixed Grants Budget (Prof Corps, EAP, and Fixed)

- Put all expenses in section two as a calculation  $MSY \times \text{fixed rate}$
- Note your anticipated local share (match) in your executive summary
- The Commission will withhold 1% of your grant per month based on expenses incurred by your program





# Match

- All traditional grants must include match
- Years 1-3 = 24%
- Year 4 = 26%
- Year 5 = 30%
- Year 6 = 34%
- Year 7 = 38%
- Year 8 = 42%
- Year 9 = 46%
- Year 10 = 50%
- Your match amount is calculated as Match Funds / (Grant Funds + Match Funds)
  - eGrants rounds up, so ensure you meet the full percentage requirement



# Grant Writing Tips

- Hold your reviewer's hand
  - The narrative requirements are scored by section, so your narratives should be broken into those sections that are easy to find
  - Use headings
  - Don't assume the reviewers know your organization
- eGrants does not allow for special characters (use "-" for bullets, etc.)
- Never start in eGrants. Write your narratives in word and then copy and paste into eGrants
- Have someone review your application that may not fully know your program to see if they understand what you are proposing
- Make sure you view the "application for federal assistance" before you submit to ensure you are within page limits





# Reminders

- Complete the Notice of Intent by November 5, 2021 - <https://www.surveymonkey.com/r/NOI2022>
- Send your questions to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov) by November 5, 2021
- Check the NOFO page often to see updated FAQs and any other announcements - <https://showmeservice.org/grants/>
- No applications will be accepted after November 15, 2021



# Q and A

- Questions can also be submitted to [mcsc@ded.mo.gov](mailto:mcsc@ded.mo.gov)

