

Welcome to the AmeriCorps Basics Informational Session. This is the first in a series of 5 webinars that will orient you to 2018-2019 AmeriCorps\*State grant funding and the basic concepts and frameworks to help you determine how your organization might seek a partnership.

Housekeeping:

- I have muted all phone lines to reduce background noise.
- If you have a question, please use your chat window or hold questions until the Q&A at the end of this session.
- This presentation will be made available on our website,
- You'll also find a lot more information regarding this opportunity.

## CORPORATION FOR NATIONAL & COMMUNITY SERVICE (CNCS)

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- Created in 1993 through the signing of the National and Community Service Trust Act
- Nation's largest grant maker supporting service and volunteering
- Engages millions of Americans in service each year
- Sponsors and promotes a variety of special initiatives and days of service

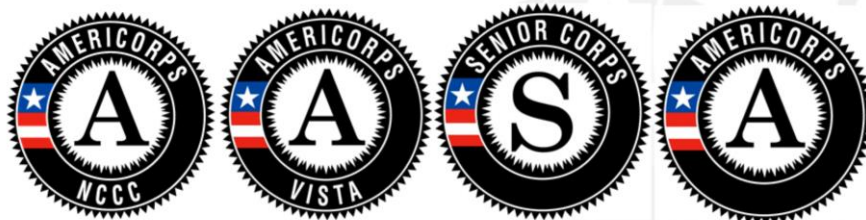


Created in 1993 through the National and Community Service Trust Act, the Corporation for National and Community Service (or CNCS or the Corporation) is an independent, federal grant-making agency whose mission is to improve lives, strengthen communities, and foster civic participation through service and volunteering.

CNCS is the Nation's largest grant maker supporting service and volunteering, and engages millions of individuals of all ages and backgrounds in service to their communities.

## NATIONAL SERVICE UMBRELLA

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For over 20 years, CNCS-through its programs: Senior Corps, AmeriCorps is an umbrella that consists of 4 distinct programs: AmeriCorps VISTA, the AmeriCorps National Civilian Community Corps program or NCCC, and AmeriCorps State and National. Senior Corps (separate)

# AMERICORPS NCCC (NATIONAL CIVILIAN COMMUNITY CORPS)

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AmeriCorps NCCC is a full-time, team-based, residential program for men and women, ages 18-24. Its mission is to strengthen communities and develop leaders through direct, team-based national and community service.



The AmeriCorps\*National Civilian Community Corps is a full-time residential program for men and women aged 18-24 that strengthens communities while developing leaders through direct, team-based national and community service.

The AmeriCorps\*NCCC Southwest Region Campus based in Denver accepts applications from nonprofit and public agencies to host an AmeriCorps\*NCCC team (typically 10-12 members) for 6-8 weeks to assist with high-impact, but short-term projects.

For further information and/or application materials, please contact Sarah Lyke at (303) 844-7439, [SLyke@cns.gov](mailto:SLyke@cns.gov).

# AMERICORPS VISTA (VOLUNTEERS IN SERVICE TO AMERICA)

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VISTA provides full-time members to nonprofit, faith-based and other community organizations, and public agencies to create and expand programs that bring low-income individuals and communities out of poverty.



For more than 40 years VISTA has provided full-time members to opportunity to create and expand programs that build capacity and ultimately bring low-income individuals and communities out of poverty.

To apply for an AmeriCorps\*VISTA grant, please contact Michael Garcia at the Corporation for National and Community Service New Mexico State Office at (505) 988-6578, [MGarcia@cns.gov](mailto:MGarcia@cns.gov).

## SENIOR CORPS

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Senior Corps connects adults, ages 55+, with the people and organizations that need them most. Senior Corps engages citizens as mentors, coaches or companions to people in need, or contribute their job skills and expertise to community projects and organizations.

- Foster Grandparents
- RSVP
- Senior Companions



Senior Corps offers a network of programs that tap the rich experience, skills and talents of older citizens to meet community challenges.

Foster Grandparents-Connects volunteers age 60 and over with children and young people with exceptional needs.

RSVP- Offers "one stop shopping" for all volunteers 55 and over who want to find challenging, rewarding, and significant service opportunities in their local communities.

Senior Companions- Brings together volunteers age 60 and over with adults in their community who have difficulty with the simple tasks of day-to-day living.

To learn more about Senior Corps and how your organization may be able to partner, contact Michael Garcia at the Corporation for National and Community Service New Mexico State Office at (505) 988-6578, MGarcia@cns.gov.

## AMERICORPS STATE AND NATIONAL

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This is the broadest network of AmeriCorps programs. These groups recruit, train, and place AmeriCorps members to meet critical community needs in education, public safety, health, and the environment.



AmeriCorps State and National is the largest of the 3 AmeriCorps programs and provides grants to non-profits, faith & secular community-based organizations, public agencies, Indian tribes, and institutions of higher education.

These programs provide Americans, young and old, with opportunities to serve as AmeriCorps members in communities across the country.

Since 1994, more than **1 Million** men and women have provided service as AmeriCorps members.

There are two ways that an organization can become an AmeriCorps grantee and operate an AmeriCorps program. Your organization can apply directly to CNCS OR submit an application to your State Service Commission.

# THE COMMISSION

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NEW MEXICO COMMISSION FOR

**COMMUNITY  
VOLUNTEERISM**



## NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM (NMCCV)

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- Created in 1994, NMCCV is the Governor-designated National Service Commission in New Mexico
- Administers the AmeriCorps State grant program
- Works to engage citizens of all ages and backgrounds in community based service



NEW MEXICO COMMISSION FOR  
**COMMUNITY  
VOLUNTEERISM**

State Service Commissions are Governor-appointed boards of 15-25 individuals that oversee the implementation of national and community service and volunteer initiatives in their particular state.

Commissions employ a small professional staff to manage granting, monitoring, and evaluating single-state AmeriCorps programs.

## SINGLE-STATE VS. MULTI-STATE AMERICORPS PROGRAMS

### Single-State:

- Address community needs only New Mexico
- Submit grant applications to NMCCV

### Multi-State:

- Address community needs in at least two states
- Have relationships with entities in different states that will operate the local programs
- Consult with State Commissions in each of the states where they operate programming
- Submit grant applications directly to CNCS

As I mentioned, there are two ways to apply for AmeriCorps funding...those are Single-State Programs and Multi-State Programs.

Single-state AmeriCorps programs are implemented by organizations receiving an AmeriCorps grant to address needs in only one state. These applications submitted by the program to their state commission.

Multi-State AmeriCorps programs are implemented by organizations that are receiving and AmeriCorps Grant to address needs in at least two states. Typically, these programs have relationships with entities in different states that operate the local programs.

Multi-State applicants submit their applications directly to CNCS, but must consult with the State Commissions in each of the states where they plan to operate to discuss their plans for current and future programming.

SO, WHO ARE AMERICORPS MEMBERS?

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## AMERICORPS MEMBERS

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- Individuals enrolled for a specific term of service with an AmeriCorps program
- Members are not volunteers or employees
- Some members receive a living allowance, health insurance and childcare assistance
- AmeriCorps members receive the Segal Education Award upon completing a term of service



In order to become an AmeriCorps program, you must have a clear strategy for using AmeriCorps members to carry out evidence-based or evidence-informed interventions that will strengthen communities and solve community problems.

All AmeriCorps programs utilize AmeriCorps members to meet community needs. Members can provide a variety of direct service or capacity building activities.

So, who are AmeriCorps members?

AmeriCorps Members are individuals enrolled for a specific term of service with an AmeriCorps program. The term of service is between 300 and 1700 hours.

AmeriCorps members are engaged in National Service and are not volunteers or employees. They play a unique role in a community or organization to address unmet needs.

Eligible AmeriCorps members can receive a living allowance, health insurance and child care assistance to support them during their term of service.

In addition, AmeriCorps members receive a Segal AmeriCorps Education Award upon successfully completing a term of service.

## WHAT AMERICORPS MEMBERS DO

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- Tutor at-risk youth
- Recruit volunteers
- Teach conflict resolution skills
- Environmental conservation activities
- Assist crime victims
- Build homes
- Restore Parks
- Teach computer skills
- Facilitate after-school programs
- Connect people with resources
- Other direct service activities...



Here's a list of example direct service activities that AmeriCorps do to meet those critical needs. You'll notice the action verbs--- tutoring, building, teaching, restoring, etc..

## WHAT AMERICORPS MEMBERS DO NOT DO (PROHIBITED ACTIVITIES)

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- Attempt to influence legislation
- Organize or engage in protests, strikes, petitions, or boycotts
- Assist, promote, or deter union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Any political activities
- Engaging in religious instruction
- Providing abortion services or referrals
- Providing a direct benefit to...
  - A business organized for profit
  - A labor union
  - A partisan political organization

There is also a list of things AmeriCorps members do not do. Here is a list of the activities that are prohibited for AmeriCorps members by federal regulation.

Of course, they may do whatever they choose on their own time, but they may not participate in these activities while wearing the AmeriCorps logo or while counting service hours. The reason for this is that the spirit of AmeriCorps is nonpartisan and neutral. (Oh, and, of course, they are funded by federal dollars J

## WHAT AMERICORPS MEMBERS DO NOT DO (PROHIBITED ACTIVITIES)

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- Perform only clerical work
- Answer phones
- Perform janitorial duties
- Supervise other members
- Manage organizational paperwork of financial issues
- Supplant current staff or fill a position that was recently dissolved
- *Individuals who serve in National Service programs are called **members** - they are **not** volunteers or employees*

Additionally, you may have noticed that I didn't use the term "AmeriCorps Worker." That's because AmeriCorps members are not employees of their host organization, therefore it is not appropriate for members to: see above.

The commission will not fund any program that is suspected to be wanting AmeriCorps members to perform any of these staff duties.

## MEMBER ELIGIBILITY

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### Members must be:

- U.S. Citizens, U.S. Nationals, or Lawful Permanent Residents of the United States
- At least 17 yrs of age- no upper age limit
- High school graduates or GED recipients (or working towards this goal)
- Subject to criminal history checks
- AmeriCorps Programs may add program-specific requirements

AmeriCorps members must be U.S. citizens, U.S. nationals, or lawful permanent residents of the United States.

They must also be at least 17 years of age at the commencement of their term of service. Some youth corps programs can accept 16 year-olds who are out-of-school youth.

Members must be high school graduates, GED recipients, or must be working toward attaining a high school diploma or GED during their term of service. They must agree to obtain either a diploma or GED before using the education award.

All members are subject to a criminal history check. Individuals who have been convicted of murder and those who are required to register on a sex offender public registry are not eligible to serve in AmeriCorps.

As an AmeriCorps program, you have the ability to add eligibility requirements based on your program design.



## AMERICORPS 2018-2019 FUNDING OPPORTUNITY

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AmeriCorps Grants provide partial funding to support AmeriCorps projects and programs. Grant recipients must contribute match funding to support the project.

AmeriCorps grants are solely for program expenses and cannot be used for general organizational operating expenses.

Recipient organizations, known as grantees, design activities for AmeriCorps Members that demonstrate an evidence-based or evidence-informed approach to strengthening communities and solving community problems.

AmeriCorps State and National grants allow organizations to more effectively address community needs by using AmeriCorps resources to support existing programs. Also, AmeriCorps allows organizations to reach previously underserved communities and expand their activities beyond what they were able to do without AmeriCorps

Please note that AmeriCorps State and National funds cannot be used to duplicate, displace or supplant resources that organically exist in a community. AmeriCorps members or grant funds can help meet unmet needs or can expand an organizations' ability to better address community needs, but they don't take the place of community resources that already exist.

AmeriCorps grants include an allotment of AmeriCorps member positions and the funds

awarded by CNCS are directly tied to the specific number of members awarded.



### Step One: The President's Budget Request

On or before the first Monday in February, the President submits his federal budget request for the upcoming federal fiscal year (October 1 – September 30). The budget request is developed by the Office of Management and Budget (OMB) and the request outlines priorities and policy changes. The President's budget outlines specific funding levels for all federal programs.

### Step Two: Congressional Budget Resolution

After the President's budget is released, the House and Senate Budget Committees develop their budget resolutions. The Committees typically hold hearings with department officials to gather information and inform their resolutions. When the House and Senate Budget Committees have completed their budget resolutions, they go to the House and Senate floors for discussion and amendment (by a majority vote). Once passed, the budgets go to a House-Senate conference to resolve any differences, and a conference report is passed by both houses. The budget resolution deadline is April 15; should the process take longer, the budget can go to a continuing resolution to extend the time for deliberation and decision.

## MEMBER SERVICE YEARS

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### **MSY: Member Service Year**

- 1 MSY is equal to 1 Full-time equivalent member

### **Cost Per MSY**

- Calculation used to indicate the maximum amount of federal funds that can be requested for your project.
- It is based on the number of MSYs that you are requesting.

(Total \$ Requested / Total MSYs Requested)

The first and most common question we get is how much money can I ask for?

The answer to that completely depends on how big of a program you're thinking of and the program type you're applying for.

So, we're going to start with a few common definitions.

The first is called MSY or Member Service Year. 1 MSY is equivalent to 1 Full-Time Service Member. Or, if you'd like to think of it in HR terms, 1 Full-Time Employee or FTE.

The funding amount of an AmeriCorps grant is directly related to the amount of MSYs an applicant requests.

The Cost Per MSY is a calculation that we use to determine the overall cost of your program. This cost is calculated by dividing the total funds being requested from AmeriCorps by the total MSYs requested by the program.

The maximum cost per MSY varies depending on the specific type of AmeriCorps grants an organization applies for.

Cost per MSY is considered as a competitive factor during the grant application review process. Meaning, all else being equal, an applicant with a lower cost per MSY may

have a competitive advantage.

## MEMBER TYPES

Term of Service	MSYs	Minimum # of Hours
Full Time	1.00	1700
Half Time	.500	900
Reduced Half Time	.381	675
Quarter Time	.265	450
Minimum Time	.212	300

To meet the minimum 20 member slot requirement, you may use any combination of member types.  
(except for FTFA programs which require all full-time)

This chart shows the various terms of service or slot types that you can use in designing your program and the minimum number of hours a member must complete if serving in that slot.

You should consider what types of member service terms best support your program design in addressing critical community need.

## GRANT PERIOD

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**Project Period:** organizations apply for AmeriCorps funding for projects that last a three years. This three-year period is called the project period. Funding between budget periods is not guaranteed.

**Budget Period:** each three-year project period is divided into three budget periods. Each budget period is no longer than twelve months.

**Member Term of Service:** Member Hours + Length of Service + Other Program Defined Requirements. The member term of service must be completed within one budget period.

AmeriCorps grants are 3-year commitments though funding between budget periods is not guaranteed.


The grant funds are awarded on an annual basis. In the first year, an applicant submits a full application for review.

In years 2 and 3, as a grantee you will submit your request for funding and members, and a reduced amount of narrative information for review.

After the third year, you will have to recompetete, submitting another full application for review, if you intend to continue the program.

# GRANT PERIOD

PROJECT PERIOD: 3 YEARS		
Budget Period 1	Budget Period 2	Budget Period 3
<b>Member Terms of Service</b> Can be different lengths depending on member types, but <b>MUST</b> fit within budget period	<b>Member Terms of Service</b> Can be different lengths depending on member types, but <b>MUST</b> fit within budget period	<b>Member Terms of Service</b> Can be different lengths depending on member types, but <b>MUST</b> fit within budget period
	<b>Submit Continuation Application</b>	





## GRANT TYPES: COST REIMBURSEMENT GRANTS

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- Fund a portion of program operating costs
- Flexible-funds may be used for allowable costs regardless of whether the program recruits and retains all AmeriCorps members supported under the grant
- Available to new and reCompleting applicants

Organizations may apply for a cost-reimbursement grant or a fixed-amount grant.

Cost reimbursement grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.

Cost reimbursement grants are available to all applicants regardless of whether or not they have previously received AmeriCorps funding.

## TYPES OF COST REIMBURSEMENT GRANTS

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- Traditional
  - Support the majority of AmeriCorps programs
  - May include all AmeriCorps member slot types
  - Maximum cost/MSY published annually in the NOFO
- Evidence Based Planning Grant
  - Support an organization’s development of a new AmeriCorps program
  - Grants are for one year only and do not support AmeriCorps members

There are two main types of cost reimbursement grants. Traditional cost reimbursement grants support the majority of AmeriCorps programs. There are no restrictions on the type of member slot that may be requested under traditional cost-reimbursement grants. The maximum amount of funding that may be requested per member service year, or cost per MSY, is published annually in the AmeriCorps Notice of Funding Opportunity (NOFO).

AmeriCorps State and National sometimes offers planning grants as well as program grants. The purpose of a planning grant is to support an organization’s development of a new AmeriCorps program.

Planning grants are for one year only and do not support AmeriCorps members. During the planning period, the applicant designs an AmeriCorps program which addresses a need in their community or communities.

**Applicants for planning grants must not have received an AmeriCorps program grant in the past.**

## GRANT TYPES: FIXED AMOUNT GRANTS

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- Provide a specific dollar amount per Member Service Year
- Access to funds is contingent on recruitment and retention of the AmeriCorps members supported under the grant
- Not available to new applicants

AmeriCorps funding can also be awarded on a fixed amount basis. There are a few different types of fixed amount grants, however the following information pertains to all fixed amount programs:

Fixed amount grants provide a specific dollar amount per MSY to an organization.

In order to access all of the funds provided, programs must recruit and retain all AmeriCorps members supported under the grant based on the MSY level awarded.

**New applicants who have not previously received AmeriCorps funds are not eligible to apply for fixed amount grants.**

## QUICK RECAP

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- Grant funds can be awarded as Cost Reimbursement or Fixed Amount Grants

Cost Reimbursement	Fixed Amount
Available to new applicants	Not available to new applicants
Budget	No Budget
2 annual financial reports	No financial reports
Match required	No formal match required
Access to funds regardless of member enrollment or retention	Access to all funds depends on member enrollment and/or retention

- Additional resources to support program operations are required for all grant types

To recap what we just discussed, a Cost reimbursement grant = budget, financial reporting, match requirement, and full access to grant funding

Fixed Amount grants = no match, no budget and no financial reporting, however access to all funding is dependent on enrollment and retention of all AmeriCorps members. New applicants may not apply for fixed amount grants.

No matter which grant type you request, the grant funding will supply only a portion of your program costs. You will need to secure additional resources to support program operations.

## ELIGIBILITY CRITERIA

- **Designated Focus Area:**
  - Disaster Services
  - Economic Opportunity
  - Education
  - Environmental Stewardship
  - Healthy Futures
  - Veterans and Military Families
- **Type of Organization**
- **Minimum Size Corps (20 slots)**
- **Organizational Capability**
- **DUNS and SAM**
- **Submit a Notice of Intent to Apply/ Readiness Checklist**
- **Complete Application Submission**

*Any application that fails to meet one or more of these requirements will not be eligible for review or funding consideration.*

More detail is in 2018 AmeriCorps NOFO and will be posted in our upcoming RFP:

### **AmeriCorps State and National aims to focus grant making in the six areas identified in the Serve America Act:**

- **Disaster Services-**Concerns the preparation, mitigation, response, and recovery efforts that relate to disaster events.
- **Economic Opportunity-**Addresses unmet needs of economically disadvantaged individuals, including financial literacy, affordable housing, and employment-related assistance.
- **Education-** Addresses unmet educational needs within communities, especially those that help at-risk youth to achieve success in school and prevent them from dropping out.
- **Environmental Stewardship-** Addresses energy and water efficiency, renewable energy use, at-risk ecosystems, and behavioral change leading to increased efficiency.
- **Healthy Futures-** Addresses unmet health needs, including access to health care, increasing physical activity and improving nutrition in youth, and increasing seniors'

ability to remain in their own homes.

- Veterans and Military Families- Addresses unmet needs of veterans, members of the armed forces, and family members of deployed military personnel.

**Type of Organization:**

- Educational Institutions
- Government or State entities
- Nonprofit organizations with their 501©3 status
- Federally Designated Indian Tribes

**Minimum Size Corps:**

- Minimum of 20 member slots.

**Organizational Capability:**

- Prior experience managing Federal or State funds as well as
- Audited Financial Statements

**DUNS and SAM:**

- Required to have a DUNS # and register in SAM-System of Award Management

**Notice of Intent to Apply/ Readiness Checklist:**

- All applicants are required to submit a Notice of Intent to Apply/Readiness Checklist, the form can be found on our website and the due date will be given in the RFP. Submittal of Notice does not commit you to applying, so if you even think you might apply please complete and submit this form.

**Complete Application Submission:**

- Full application on line through e-grants and in hard copy with electronic version.

## MEMBER BENEFITS

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AmeriCorps members learn new skills, acquire qualities of leadership, and gain a sense of satisfaction from taking on responsibilities that directly affect people's lives.

### **Member In-Service Benefits**

- Living Allowance (required for Full-Time members)
- Health Insurance (required for Full-Time members)
- Child Care (for eligible members only)
- Student Loan Postponement
- Interest Accrual Payment
- Post-Service Education Award

So why would anybody want to become a member...

Tangible benefits...

Living Allowance-the is the stipend an AmeriCorps member receives while serving, used to pay for personal expenses.

The Maximum and Minimum living allowance for each member position are identified each year in CNCS' NOFO or Notice of Funding Opportunity.

The living allowance is not a wage and an is not calculated on an hourly basis.

Only Full-Time members are required to receive a living allowance.

# REPORTING REQUIREMENTS & GRANT ADMINISTRATION

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## **Reporting**

- Federal Financial Reports (FFRs) submitted semi-annually and at the conclusion of your budget period.
- Programmatic Reports submitted monthly.
- Other reports as required.

## **Grant Administration**

- Monthly communication (at a min.) with NMCCV Program Manager.
- Timely responses from appropriate program staff.
- Timely submission of reports and other documents.
- Attendance on webinars and at events.
- Full enrollment and retention of members.

Because these are Federal Funds you are subject to Federal reporting requirements.



# AMERICORPS PROGRAM REQUIREMENTS

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The AmeriCorps program is a Federally funded program. As such, the following requirements apply to the program activities and funds expended as part of the program.

- Administrative Requirements
  - 2 CFR 215 (A-110), A-102
- Cost Principles
  - 2 CFR 225 (A-87), 2CFR 230 (A-122), 2 CFR 220 (A-21)
- Audits
  - A-133
- National and Community Service Act of 1990 (as amended by the Serve America Act)
  - 42 USC 12501 et seq., and 45 CFR 2510 et seq.
- Applicable Federal Policies
- AmeriCorps Regulations
  - 45 CFR 2520-2550
- AmeriCorps Provisions

Be aware of the following Federal Rules and Regulations...you will need to be familiar with these and how they may affect your program.

## IS AMERICORPS THE RIGHT FIT?

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The AmeriCorps program is a complex program that can be a unique means to help address an identified community need. But it's not a good fit for all programs and organizations.

- Is this program the right fit for our organization to meet this need?
  - An internal organizational assessment can help determine if your organization has the capacity to manage the grant.
- Does our organization have a commitment to the AmeriCorps program and its goals and outcomes?
  - At all levels of the organization.
- Do you have evidence to support that the intervention you are proposing will lead to the outcomes you identify in your logic model?
  - “evidence” may be evidence informed or evidence-based

## IS AMERICORPS THE RIGHT FIT?

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Can you answer the following questions?

- What is the community need that my AmeriCorps\*State program will address?
- What data is available to document the identified need as a compelling need facing the community?
- Why is AmeriCorps a good for to meet the identified need?
- Who would benefit from our program?
- Who else (if anyone) is addressing this need in the community? How can we work together? How is our work different?
- What is the added value of having an AmeriCorps program in our community?

## IS AMERICORPS THE RIGHT FIT?

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In your application you will be asked to submit documentation of community support and commitment to the program.

Forming community involvement or advisory committees can be helpful in:

- Clarifying the community need
- Helping identify partner sites
- Providing financial or administrative support
- Raising awareness of your organization, program, and its activities in your community
- Making a stronger community impact

## IS AMERICORPS THE RIGHT FIT?

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Select the most appropriate member type or types for the need and service being performed.

Is there enough time for members to successfully complete their service term?

- Build time into the service year for the unexpected-members unable to serve due to illness or family emergency, host site changes, or other unexpected events
- Think about opportunities for members to make up hours if needed
- Use your program calendar to see the entire year at a glance while planning the member service term.

Keep in mind that member activities must be:

- Aligned with and driven by the identified community need
- Measurable and Impact Based
- Meaningful
- Allowable

## IS AMERICORPS THE RIGHT FIT?

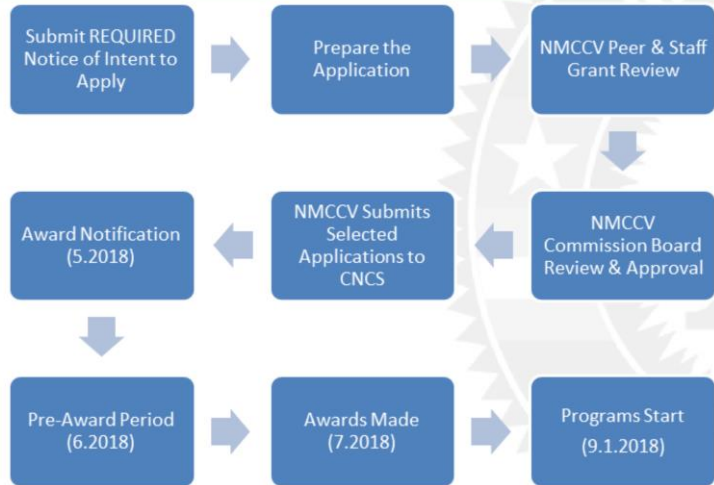
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The AmeriCorps program has a very high administrative requirement.

### Expectations of programs in managing members:

- Programs are responsible for the recruitment, placement, and management of members
- Programs must track all members' hours served
- Programs are responsible for enrolling, exiting, and managing all paperwork for members
- Programs are responsible for the training, development, and day-to-day support of members
- Programs must keep current, accurate, and compliant member files
- Programs are responsible for managing member benefits
- Conducting criminal history checks for members

## GRANT REVIEW & SELECTION PROCESS



## QUESTIONS?

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**Kristin Hsueh**

*Community Outreach and Events Officer*

New Mexico Commission for Community Volunteerism

505.841.8074

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This concludes the AmeriCorps Basics Informational Session This is the first of four webinars to assist grant applicants in understanding how to apply for AmeriCorps funding. In addition to these webinars, please review the Notice of Funding Opportunity and other materials posted on our website to help you prepare to apply for an AmeriCorps grant.



## PROCUREMENT MANAGER

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**Raul Quintanilla**

*Procurement Manager*

New Mexico Department of Workforce Solutions

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Please submit all written questions to Raul Quintanilla by December 4th. Written responses will be posted to the website by COB on December 5th.