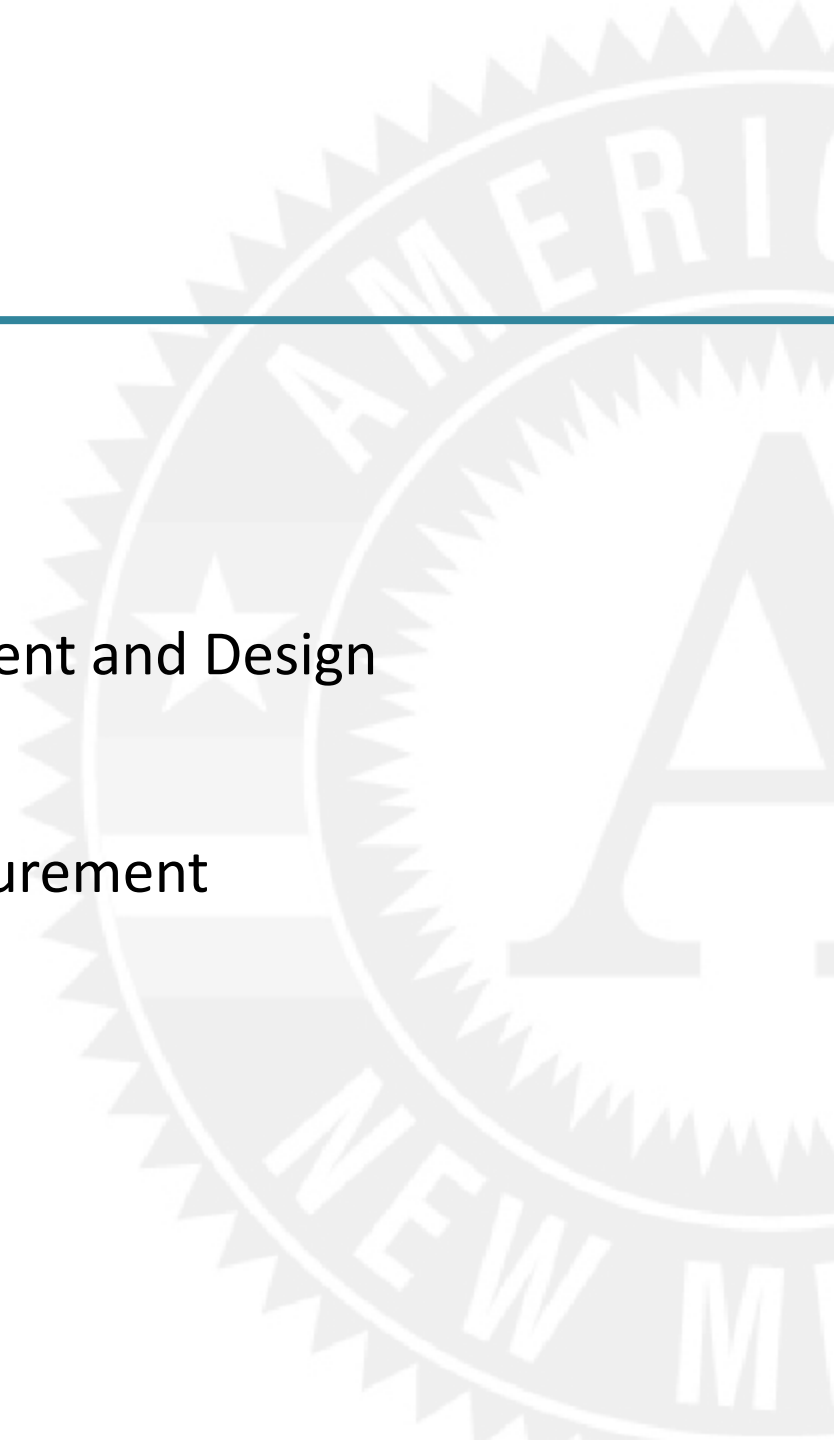


WEBINAR OBJECTIVES

- AmeriCorps Basics
- AmeriCorps Program Management and Design
- AmeriCorps Budget
- AmeriCorps Performance Measurement





NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM 2019-2020 AMERICORPS FUNDING OPPORTUNITY

AMERICORPS BASICS

Presented by Samuel Sokolove

New Mexico Commission for Community Volunteerism



CORPORATION FOR NATIONAL & COMMUNITY SERVICE (CNCS)

- 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

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

NATIONAL SERVICE UMBRELLA



AMERICORPS NCCC (NATIONAL CIVILIAN COMMUNITY CORPS)

AmeriCorps NCCC has a mission is to strengthen communities and develop leaders through direct, team-based national and community service.



AMERICORPS VISTA (VOLUNTEERS IN SERVICE TO AMERICA)

AmeriCorps VISTA members bring passion and perseverance where the need is greatest.



SENIOR CORPS

Senior Corps is a network of national service programs for Americans 55 years and older, made up of three primary programs that each take a different approach to improving lives and fostering civic engagement.



Senior Companions



Foster Grandparents



RSVP

AMERICORPS STATE AND NATIONAL

AmeriCorps State and National engages in strategic grant-making to support organizations that see service as a solution to local and national challenges, and creates powerful member experiences that result in lifelong civic engagement.



AMERICORPS GRANTS

Provide funding to high-quality programs that are developed by an applicant who designs a set of activities that demonstrate an evidence-based or evidence-informed approach to creating community impact and solving community problems by engaging individuals in service as AmeriCorps members.



AMERICORPS GRANTS



- Include an allotment of AmeriCorps member positions and funds that are directly tied to a specific number of members
- Are solely for program expenses and are not for general organizational expenses
- Provide partial funding to support AmeriCorps projects/programs
- Grant recipients must contribute cash or in-kind match funding to support the project

THE COMMISSION



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**

NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM (NMCCV)

“The Commission’s mission is to engage citizens of New Mexico of all ages and backgrounds in community based service; such service will address New Mexico’s human, educational, environmental, public safety, health, housing and other needs to achieve direct and beneficial results.”



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**

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

SO, WHO ARE AMERICORPS MEMBERS?



AMERICORPS MEMBERS

- 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



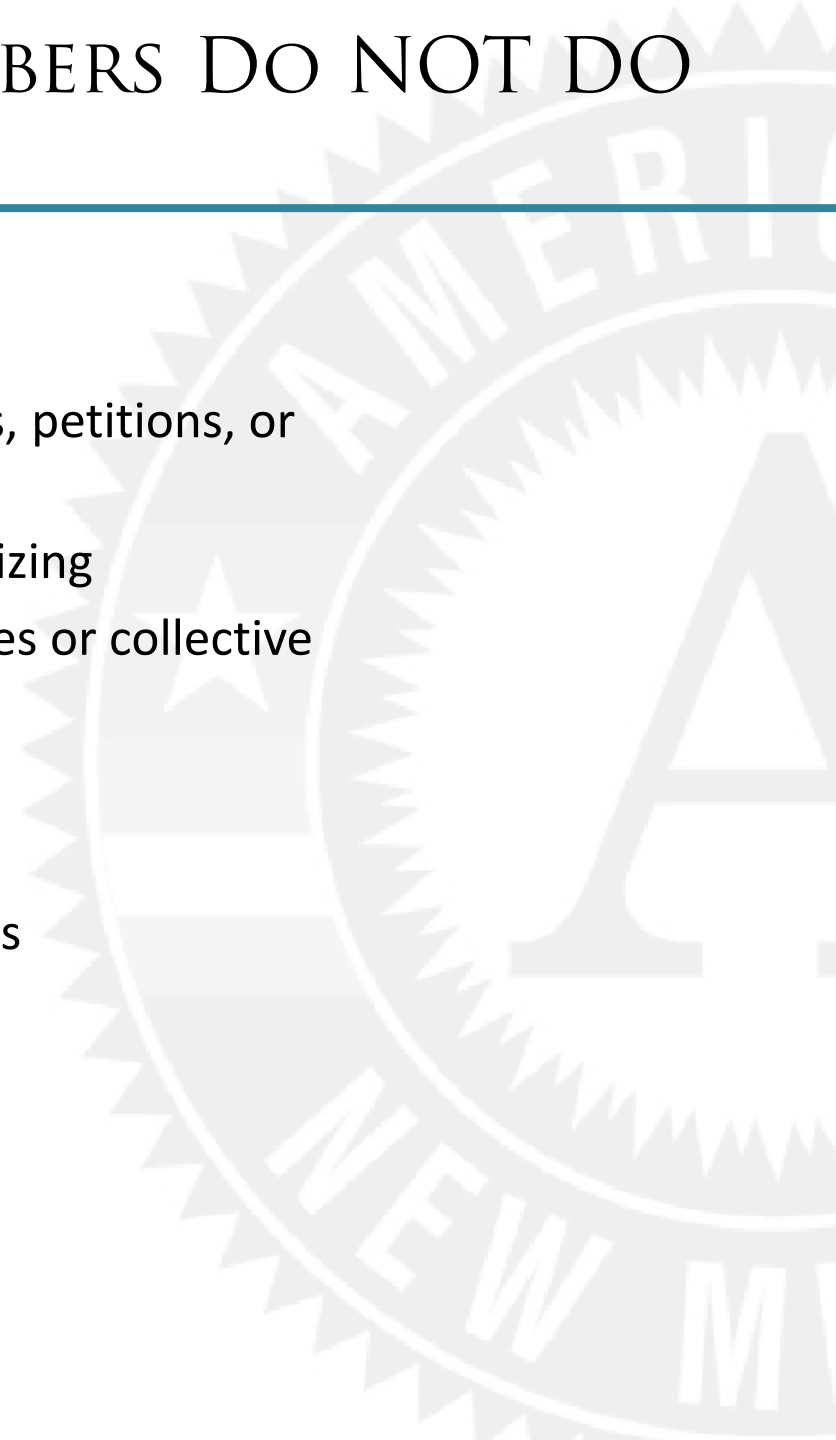
WHAT AMERICORPS MEMBERS DO

- 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...



WHAT AMERICORPS MEMBERS DO NOT DO (PROHIBITED ACTIVITIES)

- 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



WHAT AMERICORPS MEMBERS DO NOT DO (PROHIBITED ACTIVITIES)

- 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*

MEMBER ELIGIBILITY

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 2019-2020

FUNDING OPPORTUNITY



AMERICORPS: FROM CONGRESS TO COMMUNITIES

Congress

- Appropriates Funds

CNCS

- Competitive National Process
- Formula Allocation

NMCCV

- Selects high quality, impactful grantees

AmeriCorps Subgrantees

- Recruit, enroll, and train service members

AmeriCorps Members

- Perform allowable service

New Mexico
Communities

- Identified local needs are met

MEMBER SERVICE YEARS

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)

MEMBER TYPES

Term of Service	MSYs	Minimum # of Hours
Full Time	1.00	1700
Three Quarter-time	.7	1200
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)

GRANT PERIOD

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.

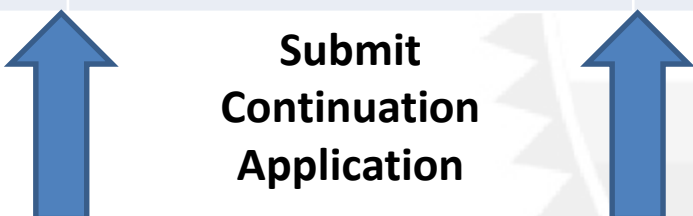
Budget Period: each three-year project period is divided into three budget periods. Each budget period is no longer than twelve months.

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.

GRANT PERIOD

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

Submit Continuation Application



GRANT TYPES: COST REIMBURSEMENT GRANTS

- 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

TYPES OF COST REIMBURSEMENT GRANTS

- 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

GRANT TYPES: FIXED AMOUNT GRANTS

- 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

QUICK RECAP

- 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

ELIGIBILITY CRITERIA

- **Designated Focus Area:**
 - Disaster Services
 - Economic Opportunity
 - Education
 - Environmental Stewardship
 - Healthy Futures
 - Veterans and Military Families

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

- **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**

MEMBER BENEFITS

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

REPORTING REQUIREMENTS & GRANT ADMINISTRATION

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.

AMERICORPS PROGRAM REQUIREMENTS

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
 - Single Audit (Previously 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

IS AMERICORPS THE RIGHT FIT?

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?

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 fit 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?

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?

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

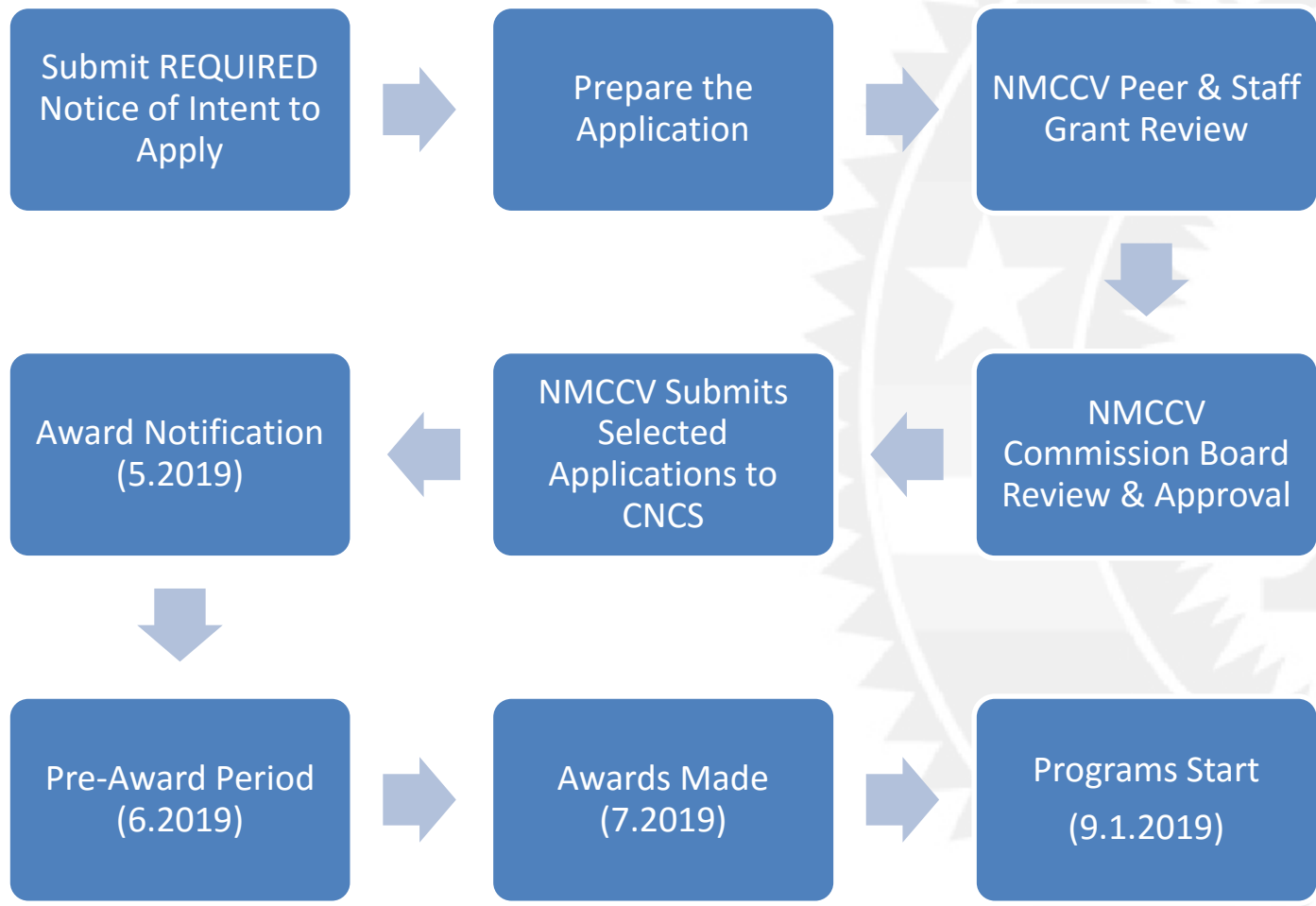
IS AMERICORPS THE RIGHT FIT?

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?

Nicholas.Reed3@state.nm.us

Procurement Manager





NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM 2019-2020 AMERICORPS FUNDING OPPORTUNITY

AMERICORPS PROGRAM MANAGEMENT & DESIGN

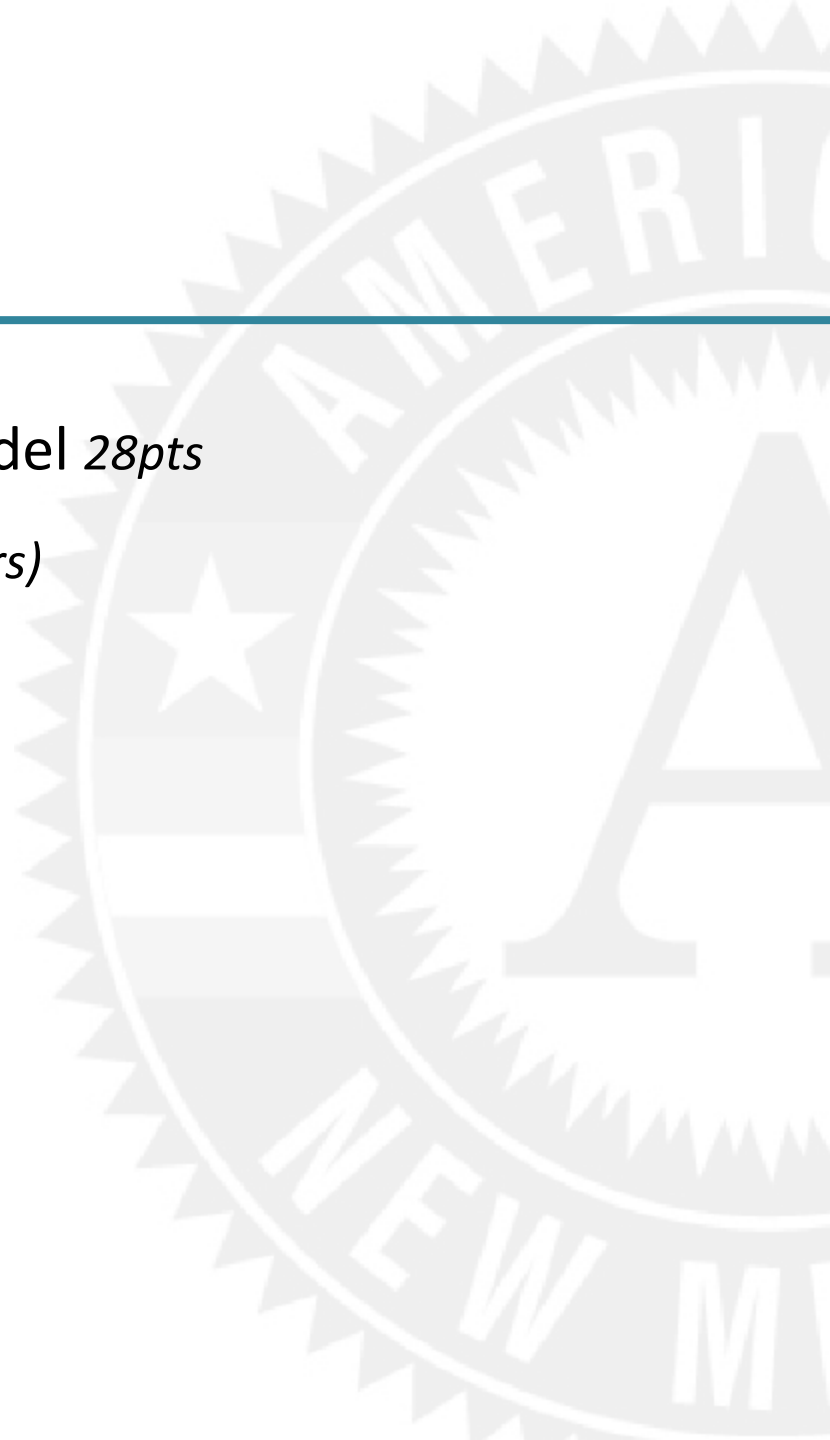
Presented by Samuel Sokolove
Executive Director

New Mexico Commission for Community Volunteerism



PROGRAM DESIGN

- Theory of Change and Logic Model *28pts*
- Evidence Base *16pts (across the tiers)*
- Notice Priority *0pts*
- Member Experience *6pts*



THEORY OF CHANGE

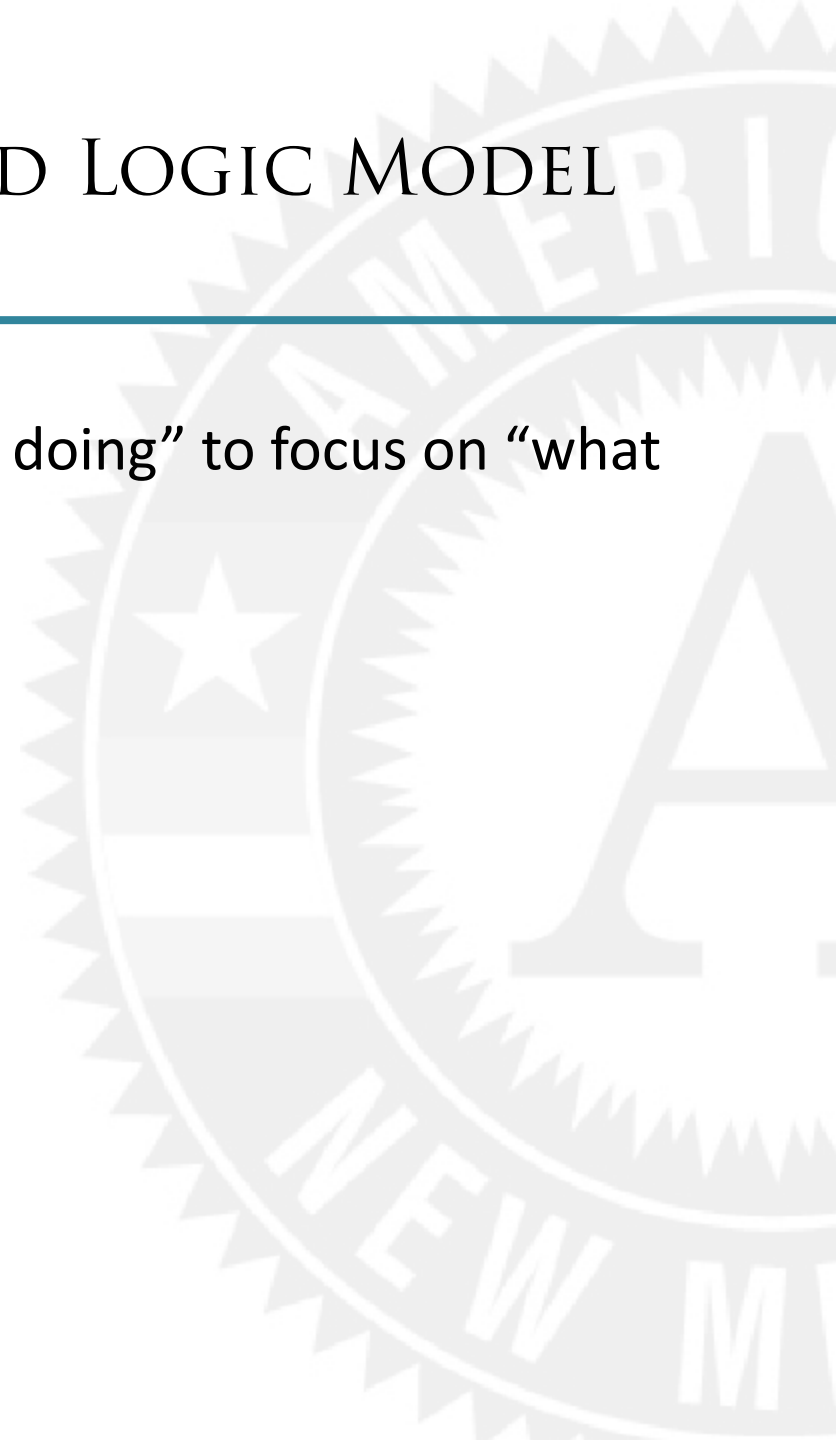
A theory of change is a theory (or hypothesis) for how an intervention can address or solve a stated problem. A theory of change articulates a problem, a proposed intervention, and the change (outcomes) that is expected to result from delivering the intervention. Underlying the theory is a set of assumptions, supported by evidence, about why the intervention is likely to lead to the outcomes.

THEORY OF CHANGE AND LOGIC MODEL

Shifts thinking from “what are we doing” to focus on “what do we want to achieve”.

Program Criteria:

- Logic Model
- Narrative Text



THEORY OF CHANGE

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.

THEORY OF CHANGE

The Theory of Change shall address (Cont'd):

- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps member to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem

LOGIC MODEL

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the interventions, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week.)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).

LOGIC MODEL

The Logic Model shall depict:

- The measureable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as output indicators.

BASIC LOGIC MODEL: INPUTS

Instructions: A logic model is a well-specified conceptual framework that identifies the key components of the proposed process, product, strategy, or practice (i.e. the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationship among the key components and outcomes, theoretically and operationally.

LOGIC MODEL

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
			(Outcomes)		
Inputs	Activities	Outputs	Short-Term	Medium-Term	Long-Term
What we Invest (# and type of AmeriCorps members)	What We Do	Direct Products from Program Activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

INPUTS

Term of Service	MSYs	Minimum # of Hours
Full Time	1.00	1700
Three Quarter-Time	.7	1200
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)

INPUTS

To Consider:

- What are the minimum knowledge and skill requirements that you are looking for in a member?
- What characteristics are you looking for in a member?
- How will you ensure that you have a diverse corps of members?
- What do you need to do to ensure an inclusive service environment?

BASIC LOGIC MODEL: ACTIVITIES

Instructions: A logic model is a well-specified conceptual framework that identifies the key components of the proposed process, product, strategy, or practice (i.e. the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationship among the key components and outcomes, theoretically and operationally.

LOGIC MODEL

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
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BASIC LOGIC MODEL: OUTPUTS

Instructions: A logic model is a well-specified conceptual framework that identifies the key components of the proposed process, product, strategy, or practice (i.e. the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationship among the key components and outcomes, theoretically and operationally.

LOGIC MODEL

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OUTPUTS

Counts:

- Number of people served.
- Number of products created.



BASIC LOGIC MODEL: OUTCOMES

Instructions: A logic model is a well-specified conceptual framework that identifies the key components of the proposed process, product, strategy, or practice (i.e. the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationship among the key components and outcomes, theoretically and operationally.

LOGIC MODEL

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
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Inputs	Activities	Outputs	Short-Term	Medium-Term	Long-Term
What we Invest (# and type of AmeriCorps members)	What We Do	Direct Products from Program Activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

OUTCOMES

Change:

- Attitude/Belief
 - Increased interest in school
- Knowledge/Skill
 - Improved reading scores/grades
- Behavior
 - Increased school attendance
- Condition
 - Successful completion of high school



EVIDENCE BASE

- The assessment of an applicant's evidence base has two steps. First, the applicant will be assigned to an evidence tier. (See Mandatory Supplemental Guidance). Second, the quality of the applicant's evidence and the applicant's overall capacity to collect and use data (including performance measurement and evaluation data) will be assessed and scored.

EVIDENCE TIER

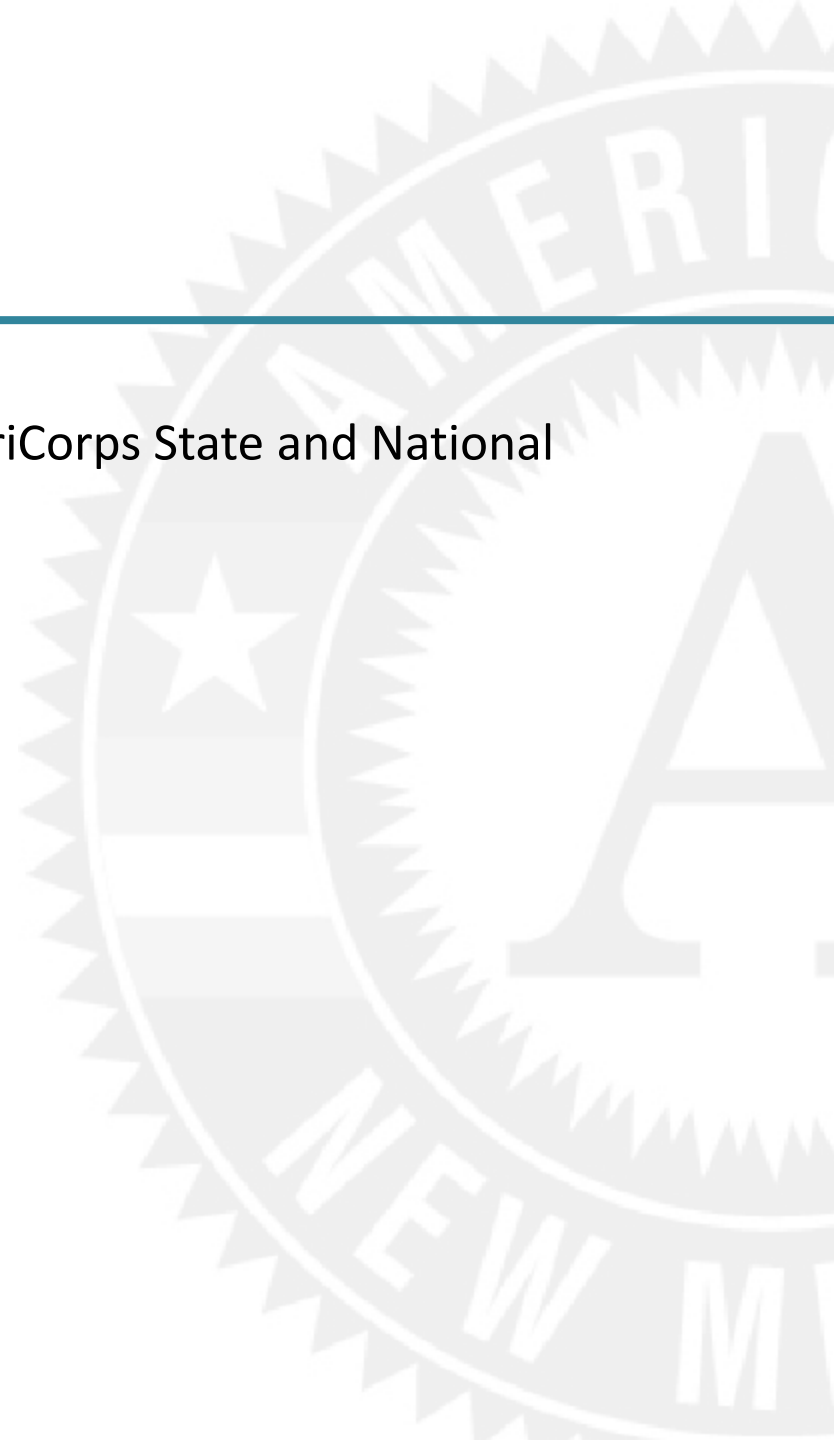
Applicants must:

- State the evidence tier in which they think they qualify;
- Clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and;
- Describe the complete body of evidence that supports their program intervention including evidence from lower tiers.

EVIDENCE TIER

In 2018, the evidence tiers of funded AmeriCorps State and National competitive grantee's were as follows:

- Strong: 9%
- Moderate: 5%
- Preliminary: 40%
- Pre-Preliminary: 46%



EVIDENCE TIER

Applicants must:

- Provide as much detailed information as possible;
- (if applicable) describe relevant performance measure data fully as outlined in the requirements for the pre-preliminary evidence tier;

Applicants are advised:

- To focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence.
- That research which does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

EVIDENCE TIER

When describing research, the following must be described to receive points:

- The date the research or evaluation was completed, and the time period for which the intervention was examined;
- A description that shows the study's relevance to the proposed intervention;
- A description of the target population;
- The methodology used in the study (e.g., outcome study, random assignment, regression discontinuity design, propensity score matching, etc.);
- A description of the date, data source, and data collection methods;
- The outcomes or impacts examined and the study findings;
- The strength of the findings (e.g., effect size, confidence level, statistical power of the study design and statistical significance of findings).

NOTICE PRIORITY

Program Criteria:

- The applicant proposed program fits within one or more of the 2018 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

MEMBER EXPERIENCE

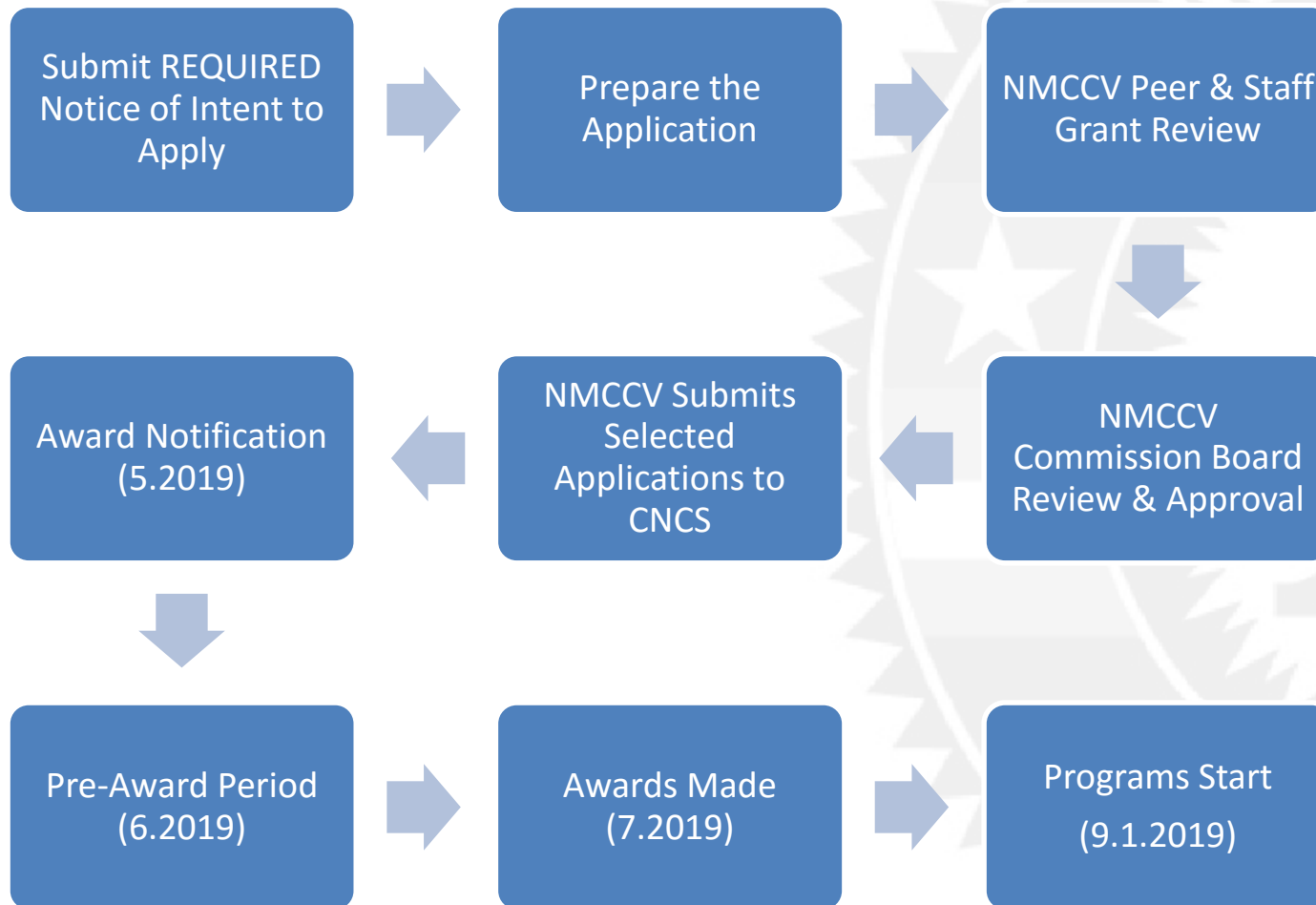
Program Criteria:

- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery

RESOURCES

- Building a High Quality AmeriCorps Program: From Blueprint to Implementation: New Program Start-up Guide – http://www.nationalserviceresources.org/files/legacy/filemanager/download/grantee_resources/programStartupGuide.pdf
- Learning Pathways for Program Start-Up – http://s3.amazonaws.com/resource_center_video/taag/program-start-up/index.html
- Resources for Recruiting Members and Volunteers – <http://www.nationalserviceresources.org/volunteer-member-staff-management/recruitment>

GRANT REVIEW & SELECTION PROCESS



QUESTIONS?

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Procurement Manager



NEW MEXICO COMMISSION FOR
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NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM 2019-2020 AMERICORPS FUNDING OPPORTUNITY

AMERICORPS BUDGET DEVELOPMENT

Presented by Logan Rice
Program Officer

New Mexico Commission for Community Volunteerism



BUDGET FUNCTIONS

An approved AmeriCorps budget is part of the grantee's contractual obligation and:

- A financial blueprint for grant-supported activities
- Helpful to ensure terms and conditions compliance
- A tool for measuring progress toward match requirements and monitoring budget to actual expenses

BUDGET EFFECTIVENESS

An effective budget:

- Realistic
 - Reflects expected program revenues and expenses and its capacity to carry out program activities
- Consistent
 - Aligned with program's goals and objectives
- Flexible
 - A project's budget must be able to adapt to changing financial and operating circumstances

AMERICORPS GRANT TYPE

Grant Type	Maximum Cost Per MSY
Cost Reimbursement	\$15,192
Full-Time Fixed Amount	\$15,192
• Professional Corps Fixed Amount	\$1,000
Education Award Program	\$800

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)

AMERICORPS GRANT TYPE

Grant Type	Brief Description
Cost Reimbursement	Apply for funds to pay for program costs such as member support, operational costs, and administrative costs.
<ul style="list-style-type: none">• Planning Grant (Not offered at this time)	Planning grants are for one year only and <u>do not</u> support AmeriCorps members. During the planning period, the applicant designs an AmeriCorps program which addresses a need in their community or communities.
Full-Time Fixed Amount	Funds paid out based on enrollment AND retention.

QUICK RECAP

- 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

AMERICORPS BUDGET STRUCTURE

Budget is separated by major categories and divided into CNCS and Grantee share

Direct	Indirect or Administrative
Program Operating Costs and Member Costs directly attributable to meeting the goals and objectives of the program	General or centralized administrative expenses of organization receiving CNCS financial assistance
Examples: <ul style="list-style-type: none">• Allowable, direct member charges• Costs related to staff who train, recruit, or supervise members• Uniforms and special equipment• Independent program evaluations• Member and staff travel• Allocable	Examples: <ul style="list-style-type: none">• Accounting, auditing, general legal services• Internal evaluation• General liability insurance• Salaries and benefits related to general organizational management and support

AMERICORPS COST REIMBURSEMENT BUDGET

Budget is completed as part of your eGrants Application.

Comprised of three main sections:

- I. Program Operating Costs
- II. Member Support Costs
- III. Administrative/Indirect Costs

Each section is divided into two parts:

1. CNCS Share is the amount of federal funds you are requesting.
2. Grantee Share is the amount of funds you are providing as match.

AMERICORPS COST REIMBURSEMENT BUDGET

I. Program Operating Costs

A. Personnel Expenses

- Everyone in this section is required to complete timesheets
- Everyone in this section is required to have Criminal History Checks

B. Personnel Fringe Benefits

- Cost >30% must be listed separately and justified

C. Staff Travel and Member Travel

- Only domestic travel is allowable
- Use current standard reimbursement rates of the organization

D. Equipment

- Must cost at least \$5,000 per unit and have a useful life >1 Year

AMERICORPS COST REIMBURSEMENT BUDGET

I. Program Operating Costs

E. Supplies

- Member Service Gear for all members every service day

F. Contractual and Consultant Services

G. Staff Training and Member Training

H. Evaluation

- The amount that you include will depend on whether you are a New or Re-competing/Continuation applicant and if you are required to have an internal or external evaluation conducted.

I. Other Program Operating Costs

- Criminal History Checks for Staff and Members

AMERICORPS COST REIMBURSEMENT BUDGET

II. Member Support Costs

A. Living Allowance

- This is where you will indicate the number of members you are requesting. You will indicate whether your request is for members with living allowance or without allowance.

Term of Service	Min. Living Allowance	Max. Living Allowance
Full Time	\$13,992	\$27,984
Three Quarter-Time	N/A	\$19,753
Half Time	N/A	\$14,815
Reduced Half Time	N/A	\$11,111
Quarter Time	N/A	\$7,408
Minimum Time	N/A	\$4,938

AMERICORPS COST REIMBURSEMENT BUDGET

II. Member Support Costs

B. Member Support Costs

- FICA
- Workers Compensation or AD&D
- Health Care
- Other Member Support Costs

Member Support Costs do not include:

- Education Award

AMERICORPS COST REIMBURSEMENT BUDGET

III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

- CNCS Fixed Amount (CNCS Share Max Amount): **5.00%**
- CNCS Fixed Amount (Grantee Share Max Amount): **10.00%**

B. Federally Approved Indirect Cost Rate

- CNCS Fixed Amount (CNCS Share Max Amount): **5.00%**
- CNCS Fixed Amount (Grantee Share Max Amount): **% Based on your Federally Approved Cost Rate letter.** *You must submit documentation supporting your approved rate.*

C. De Minimis Rate of 10% of Modified Total Direct Costs

- Additional information found in 2 CFR 200.414(f)

AMERICORPS FULL TIME FIXED-AMOUNT BUDGET

II. Member Support Costs

- You will enter the number of Full Time members you are requesting and the cost per MSY to get your total request.

Member Positions	Cost Per MSY	Total Cost
_____ Full Time x \$ _____		= \$ _____

AMERICORPS GRANT MATCH

All cost reimbursement programs are required to cost share or match the funds provided by the federal government with their own funds.

What this means is that if you have designed a program that will cost you \$500,000 to administer then your portion, if you are a first year program, is at least 24% or \$120,000. This would make the federal portion of your request \$380,000.

Keeping in mind that the maximum cost per MSY is \$15,192 then to submit a budget with the full \$380,000 request, you would need to support 25.45MSYs.

AMERICORPS GRANT MATCH

	Years 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Required Match Rate	24%	26%	30%	34%	38%	42%	46%	50%
Alternate Match Schedule	N/A	N/A	N/A	N/A	29%	31%	33%	35%

Programs must meet specific criteria as outlined in § 2521.60 in order to request an alternate match schedule.

AMERICORPS GRANT MATCH

What can be used as match?

- Cash
 - Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction
 - Donations, foundation grants, corporate contributions, leases, sale of goods/services
- In Kind Resources
 - Non-cash contributions provided by third-parties
 - May be in the form of real property, equipment, supplies and services
 - Labor, training equipment, supplies
 - Directly benefitting and specifically identifiable to the project or program

AMERICORPS GRANT MATCH

- You may use other federal funds as match on this grant but you must have pre-approval from that other federal agency to do so. (Section 121(e)(5) of the National Community Service Act)
- You must treat the CNCS share and Grantee share the same:
 - Documentation
 - Allowability
 - Up to Amounts (ex. living allowance, travel to CNCS or Commission events)

COMMON RED FLAGS

- Items that appear to have costs that you have backed into.
 - Including \$5,000 for supplies and then having a calculation of $\$416 \times 12\text{mo.}$ A much more reasonable budget calculation would be $\$400 \times 12\text{mo.} = \$4,800$
- Missing or Incomplete calculations
 - Supplies for \$5,000 without any calculation as to how that amount was determined.
 - $\$400 \times 12\text{mo} = \$5,000$ but *what* will the \$400 be paying for?
- Inconsistency in Quantity
 - Orientation training for 45 members, service gear for 50 members
- Staff time in alignment between Salary and Fringe
 - Jane Doe included under Personnel at 35% time
 - Jane Doe included under Fringe at 20% time

COMMON RED FLAGS

- Match not 'matching' Source of Matching Funds chart
 - Grantee Share of the budget adds up to \$245,590
 - Source of Matching Funds on the budget adds up to \$270,000
 - Source of Matching Funds chart adds up to \$240,000
- Costs in the budget that are not described in the narrative.
 - Recognition events, consultants, training
- Incorrect Calculations

Item	CNCS Share	Grantee Share
Supplies (pens, paper, toner, folders) at \$250 per month x 10months	\$2,000	\$1,000

COMMON RED FLAGS

Avoid errors by using the budget tools provided to you:

- Detailed Budget Instructions for Cost Reimbursement (CR) Applicants
- Budget Worksheet for Cost Reimbursement (CR) Applicants
- Budget Checklist
- Detailed Budget Instructions Fixed Amount Applicants

BUDGET NARRATIVE

- Follow instructions in NOFO and Application Instructions
- Only includes allowable, reasonable, necessary, and allocable costs, as defined by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- Estimate resources needed to achieve program goals
- Organize narrative to fit budget categories
- Provide adequate descriptions and calculations based on a consistent and documented cost allocation plan
 - Level of effort: % of time on activity X salary
 - Rent: CNCS program space ÷ total host agency space

COST EFFECTIVENESS

This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except for “See Budget”:

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The budgeted match is equal to or more than the required match for the given year.
- The Cost per MSY is equal to or less than the maximum cost per MSY.

BUDGET ADEQUACY

Applicants must fill out the budget and ensure the following information is in the budget narrative:

- Current indirect rate cost if used to claim indirect/administrative costs
- Identify the non-CNCS funding and resources necessary to support the project, this includes Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), and the source, and if the commitments are secured or proposed.

FINANCIAL REPORTING REQUIREMENTS & GRANT ADMINISTRATION

Reporting:

- Federal Financial Reports (FFRs) submitted quarterly and at the conclusion of your budget period.
 - FFRs are not required for FTFA or EAP programs.
- Be aware of any Program Income your program may be incurring.
- Periodic Expense Reports (PERs) submitted as often once a month.

Grant Administration:

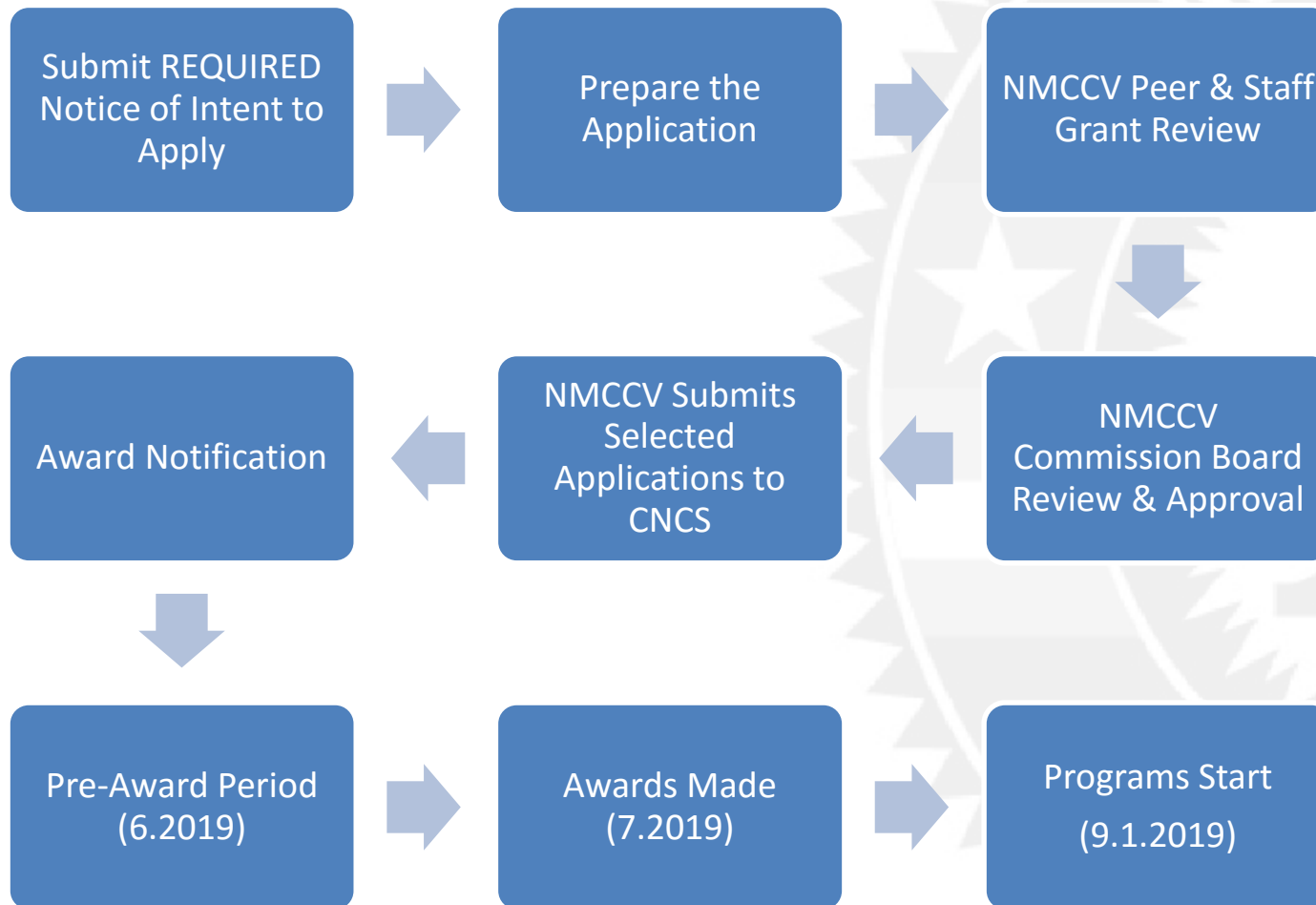
- All programs must designate an individual to serve as the Primary Fiscal Contact on the grant.

AMERICORPS PROGRAM REQUIREMENTS

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 200
- Cost Principles
 - 2 CFR 200
- Audits
 - Single Audit (see 2 CFR 200)
- 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

GRANT REVIEW & SELECTION PROCESS



QUESTIONS?

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NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM 2019-2020 AMERICORPS FUNDING OPPORTUNITY

AMERICORPS PERFORMANCE MEASUREMENT

Presented by Logan Rice
Program Officer

New Mexico Commission for Community Volunteerism



WHAT IS PERFORMANCE MEASUREMENT

Performance measures are measurable indicators of a program's performance as it relates to **member service activities**.

Performance measurement is the process of regularly measuring the services provided by your program and the effect your program has in communities or in the lives of members or community beneficiaries.

WHAT IS PERFORMANCE MEASUREMENT

Outputs

- Amount of service provided (people served, products created, or programs developed) through your planned intervention



WHAT IS PERFORMANCE MEASUREMENT

Outcomes

- Reflect the changes or benefits that occur
- Can reflect changes in individuals, organizations, communities, or the environment
- Address changes in attitudes/beliefs, knowledge/skills, behavior, or conditions



WHAT IS PERFORMANCE MEASUREMENT

Performance measurement is the process of **systematically and regularly collecting and monitoring data** related to the direction of observed **changes** in communities, participants (members), or end beneficiaries receiving your program's services.

In contrast to **evaluation**, it is not intended to establish a causal relationship between your program and a desired (or undesired) program outcome.

WHAT IS PERFORMANCE MEASUREMENT

Differences: Key Areas	Performance Measurement	Impact Evaluation
Causality	Assumes causality; does <i>not</i> “prove” theory of change	Seeks to show causality and “prove” theory of change
Implementation	Tracks outputs and outcomes on a regular, ongoing basis	May occur from time to time, but not on a regular, ongoing basis
Time Focus	Shorter term focus; what can be measured within one year	Longer term focus
Design	Balances rigor* with practicality; measurement implemented by program staff with limited resources and expertise	Uses most rigorous evaluation design and methods that are right for program (e.g. quasi-experimental design)

*Capable of producing valid (accurate) results.

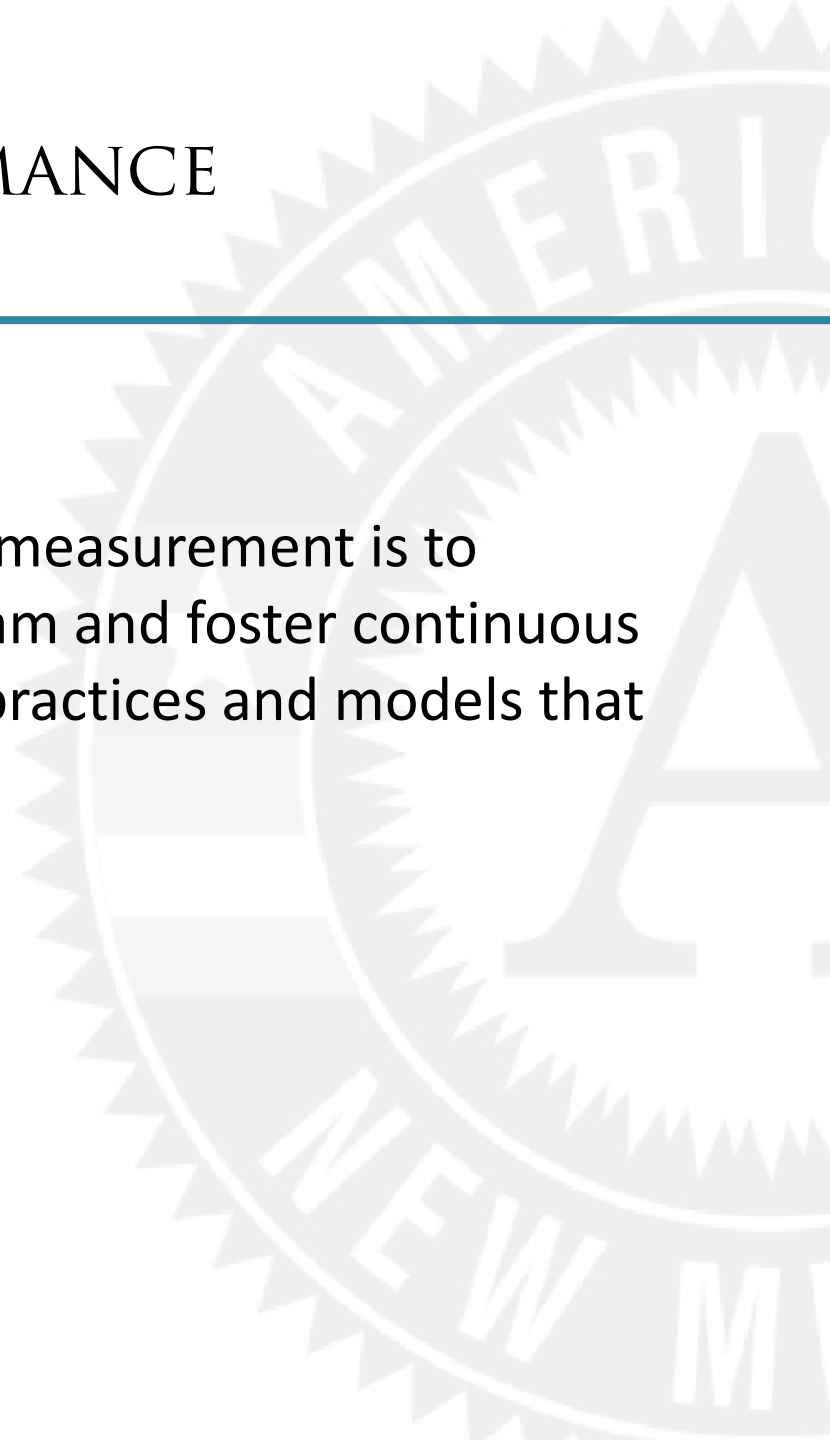
WHAT IS PERFORMANCE MEASUREMENT

It is important to note that Performance Measures are related to the **MEMBERS** service. Not your organization in general. You need to clearly articulate in the narrative and through these measures that because of these members (intervention) you have been able to do ___ (output and outcome).

Measures should capture the most significant activities of your program. Performance Measures should be able to stand alone from the Application Narrative and adequately explain your proposed program.

WHY MEASURE PERFORMANCE

The main purpose of performance measurement is to strengthen your AmeriCorps program and foster continuous improvement and to identify best practices and models that merit replication.



WHY MEASURE PERFORMANCE

Accountability to funders and stakeholders

- Tell your story, justify funding

Recognizing progress; reflects change

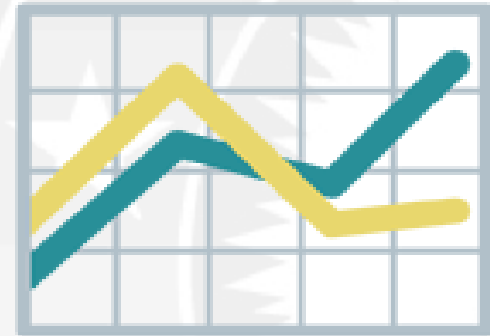
- Reliable information collected
in a systematic way



WHY MEASURE PERFORMANCE

Program improvement

- Spot and correct problems
- Strengthen the intervention
- Determine where to allocate limited resources

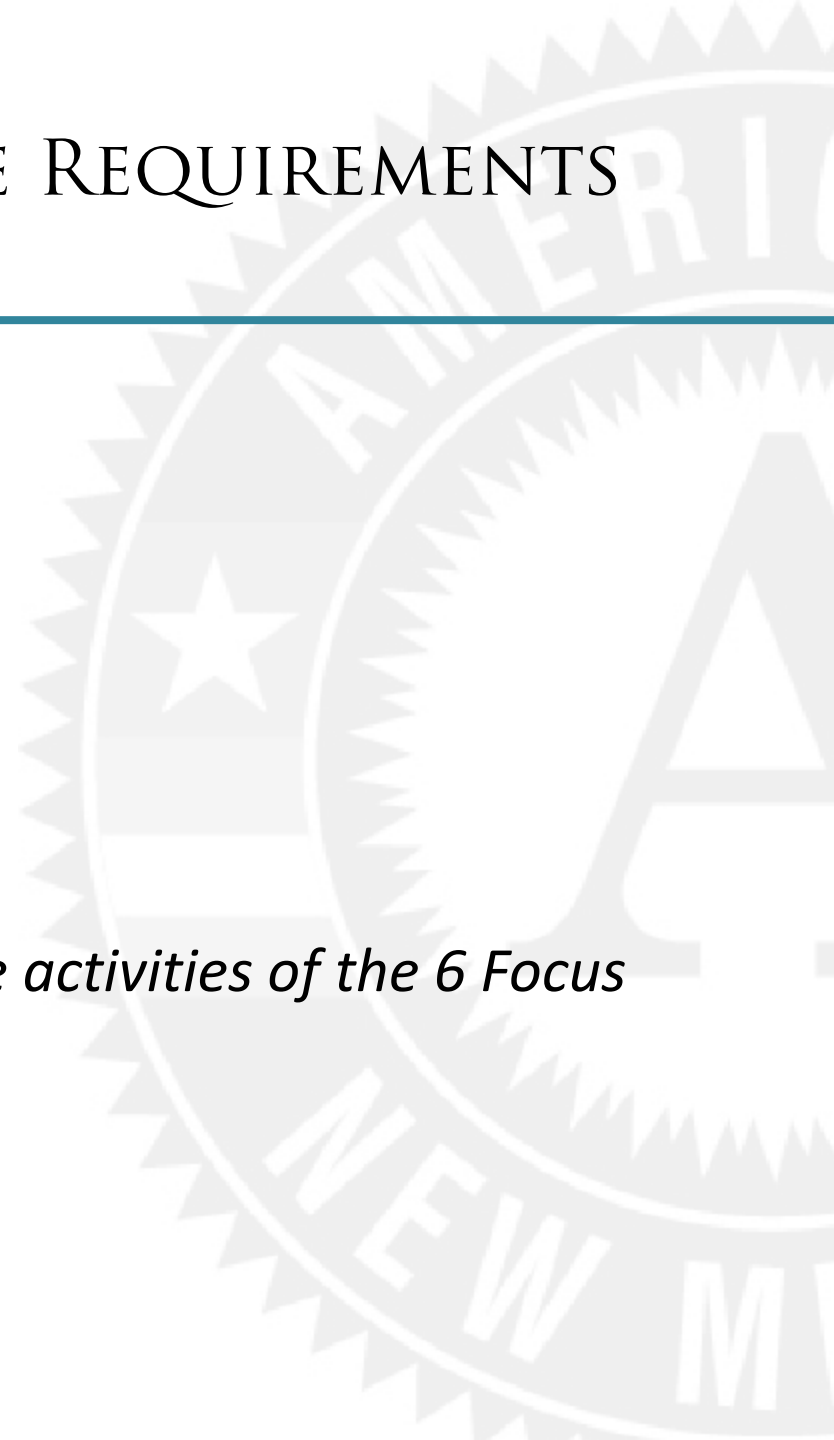


PERFORMANCE MEASURE REQUIREMENTS

1. Utilize the CNCS National Performance Measures.
2. Have at least one aligned Measure.
 - Output and Outcome
3. Include measures that capture the service being performed by ALL of your AmeriCorps members.
 - If you are requesting 30 MSYs, then 30 MSYs should be reflected in the PM activities.

PERFORMANCE MEASURE REQUIREMENTS

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans & Military Families
- ***Capacity Building*** related to the activities of the 6 Focus Areas.



DISASTER SERVICES

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under the CNCS cooperative agreements and FEMA mission assignments.

ECONOMIC OPPORTUNITY

Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

EDUCATION

Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

ENVIRONMENTAL STEWARDSHIP

Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provide reforestation services after floods or fires; and more. AmeriCorps programs support activities, such as conservation and fire corps, which may help veterans and others learn new job skills through conservation service.

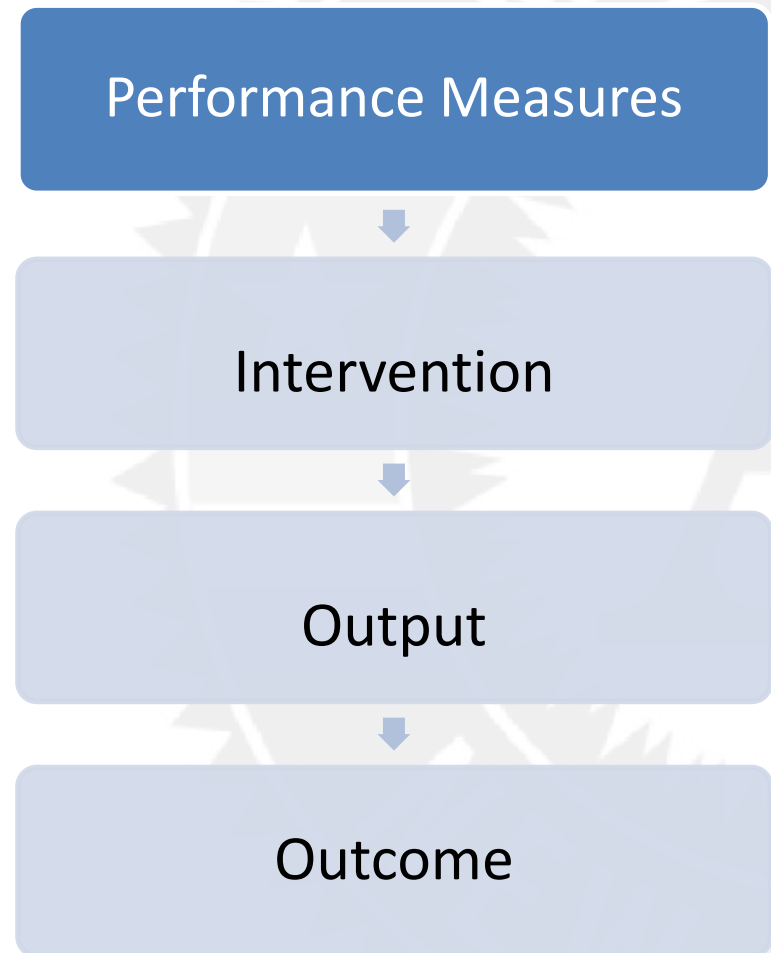
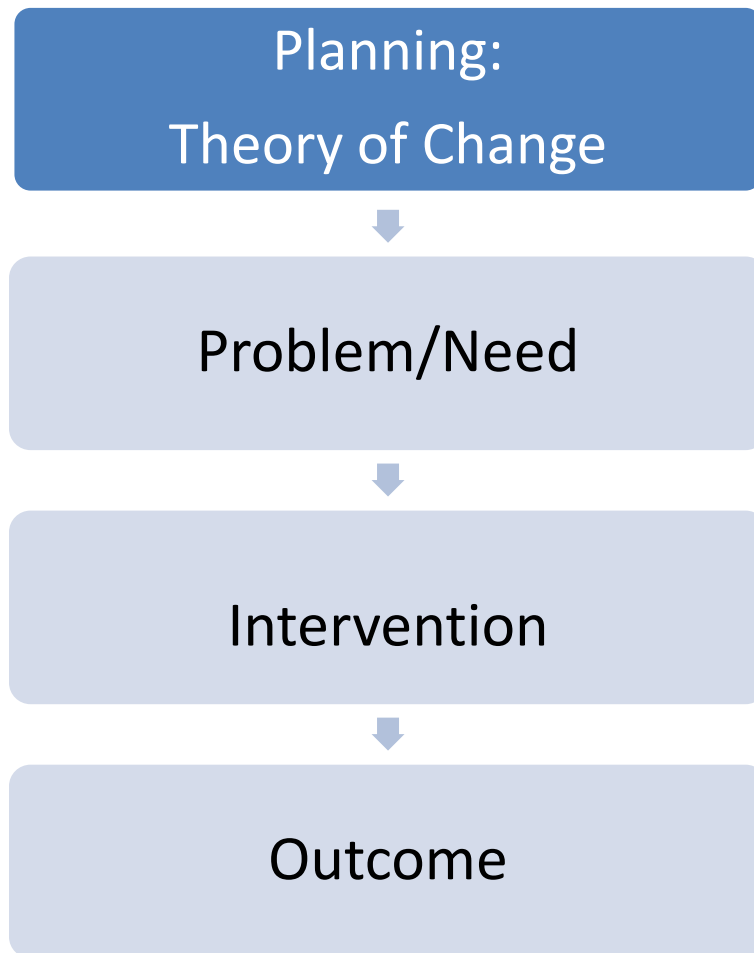
HEALTHY FUTURES

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by Corporation-supported programs; increase seniors' ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

VETERANS AND MILITARY FAMILIES

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

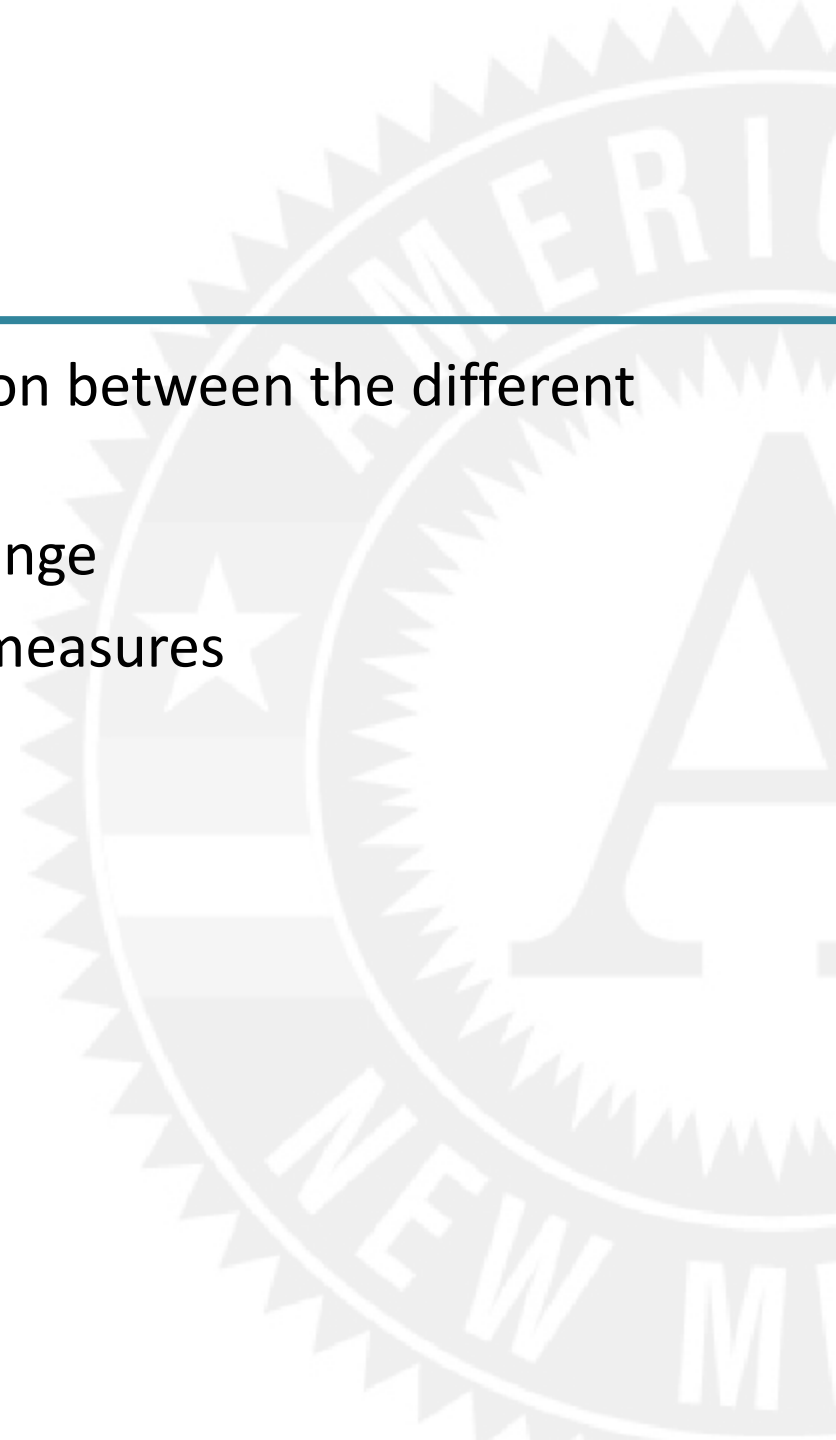
ALIGNING THEORY OF CHANGE ELEMENTS



ALIGNMENT

Alignment: Logical flow and connection between the different elements helps you:

- Strengthen your theory of change
- Articulate your performance measures
- Measure more accurately
- Clearly report changes



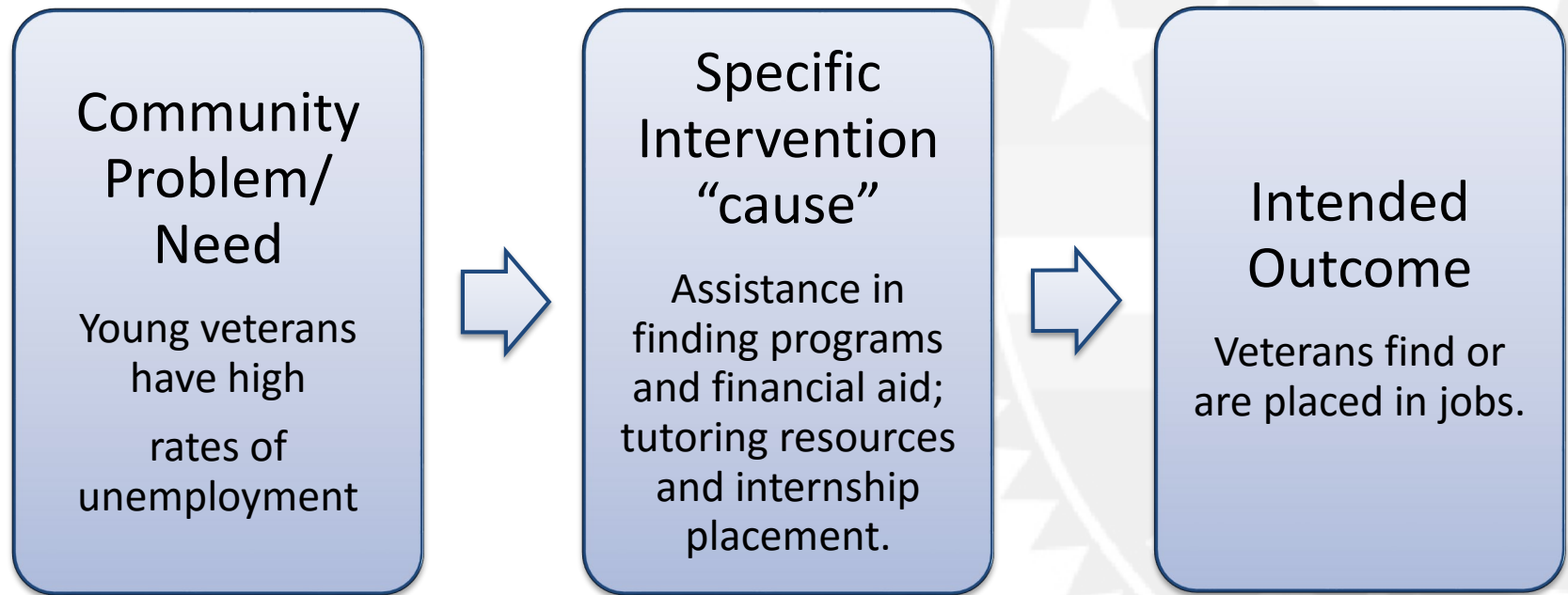
ALIGNMENT

- Strong alignment among the theory of change elements sets the stage for identifying quality performance measures



ALIGNMENT

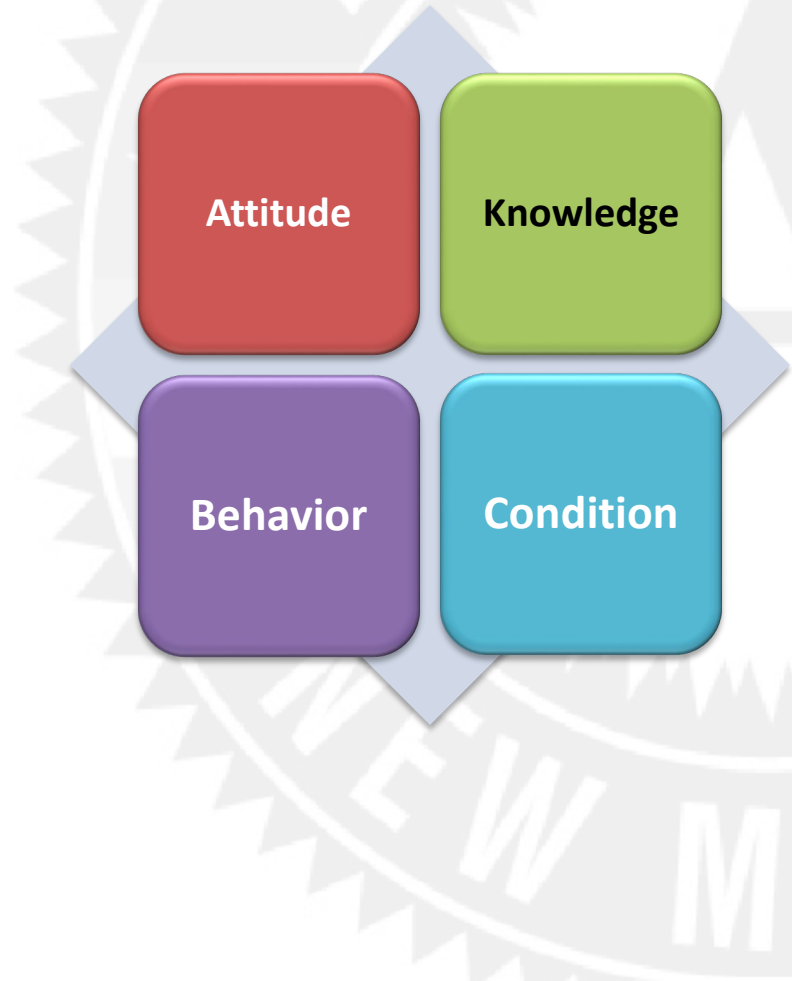
Theory of Change: Veterans Example



DEVELOPING A PERFORMANCE MEASURE

The Outcome should:

- Be meaningful
- Be ambitious yet realistic
- Reflect the type of change (attitude, knowledge, behavior, or condition) you want to measure



DEVELOPING A PERFORMANCE MEASURE

Meaningful

- Community Need/problem:
 - Is the outcome addressing it?
- Compelling/powerful.
 - Is the outcome central or peripheral?
- Beneficiaries.
 - Is the target audience identified in the outcome?
- Scope of the outcome.
 - How many will benefit?
- Magnitude of the outcome.
 - How much change will occur for beneficiaries?
- Evidence.
 - Is the outcome supported by evidence for the intervention?

DEVELOPING A PERFORMANCE MEASURE

Ambitious yet Realistic

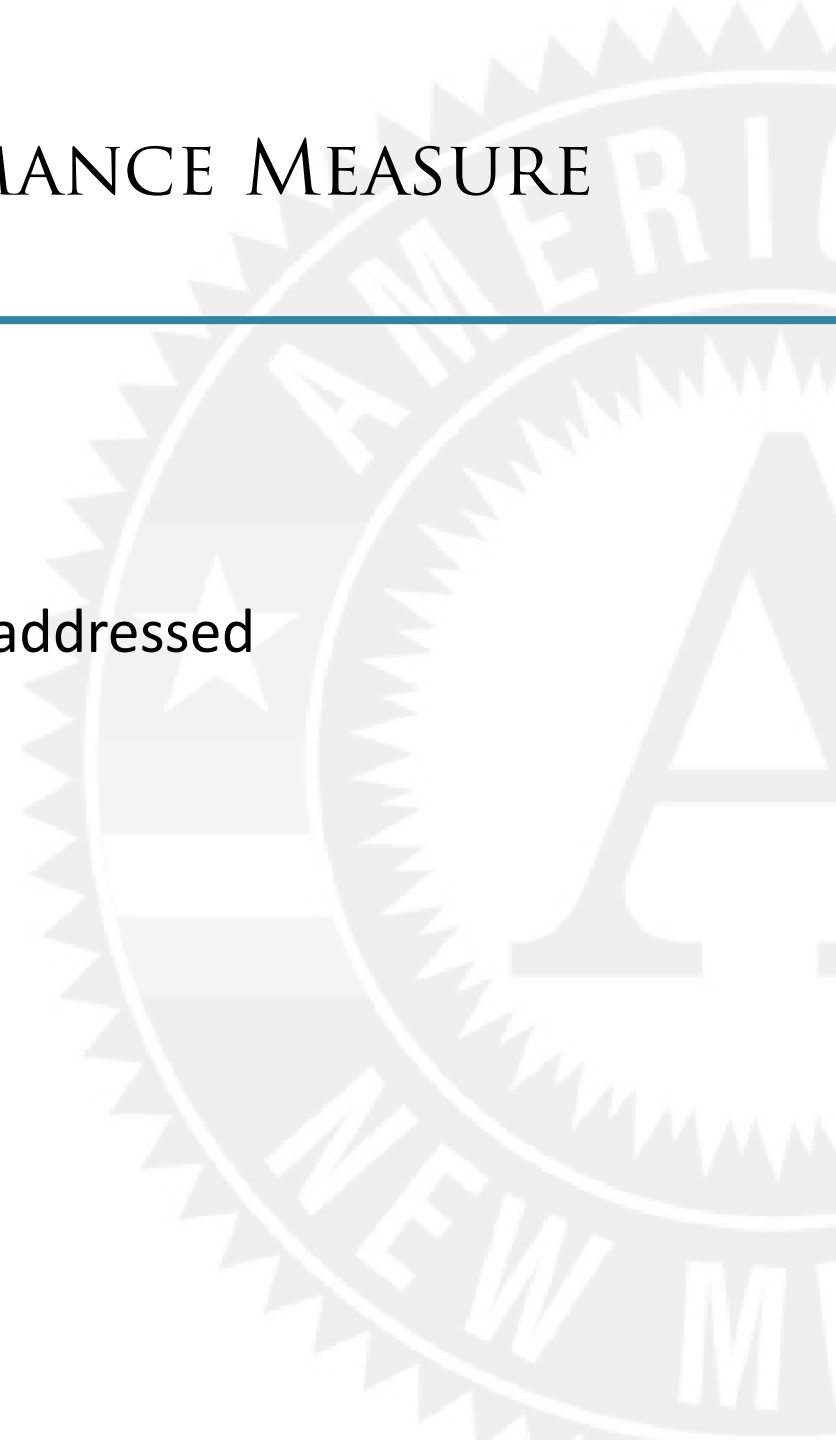
Is the outcome too modest?

- Outcome should reflect an ambitious change expected from the intervention
- Outcome resulting from full “dosage” of intervention

DEVELOPING A PERFORMANCE MEASURE

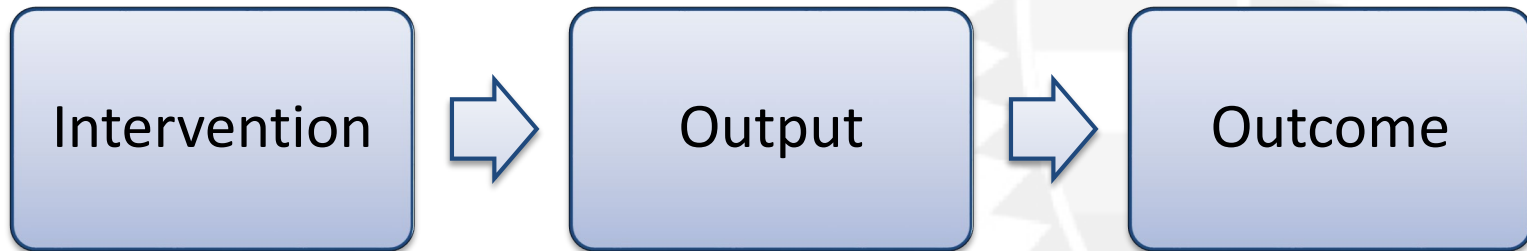
Ambitious yet Realistic

- Program timeframe
- Scope of Intervention
- Severity of the problems being addressed
- Program resources



Alignment of Outputs and Outcomes

- Intervention produces output
- Output leads to the outcome
- Output and outcome measure the same intervention and beneficiaries



Alignment of Outputs and Outcomes

Intervention

Members meet one-on-one with 3rd grade students who are reading below grade level on a weekly basis for 10 months.



Output

Number of students who start in a CNCS supported education program. (ED1)
Number of students that completed participation in CNCS supported K-12 education programs. (ED2)



Outcome

Number of students with improved academic performance in literacy and/or math. (ED5)

DEFINITIONS

Strategy = Intervention

- The strategy/intervention will be the same for all components of the measure – output, outcome – because all of these should result from the same intervention.

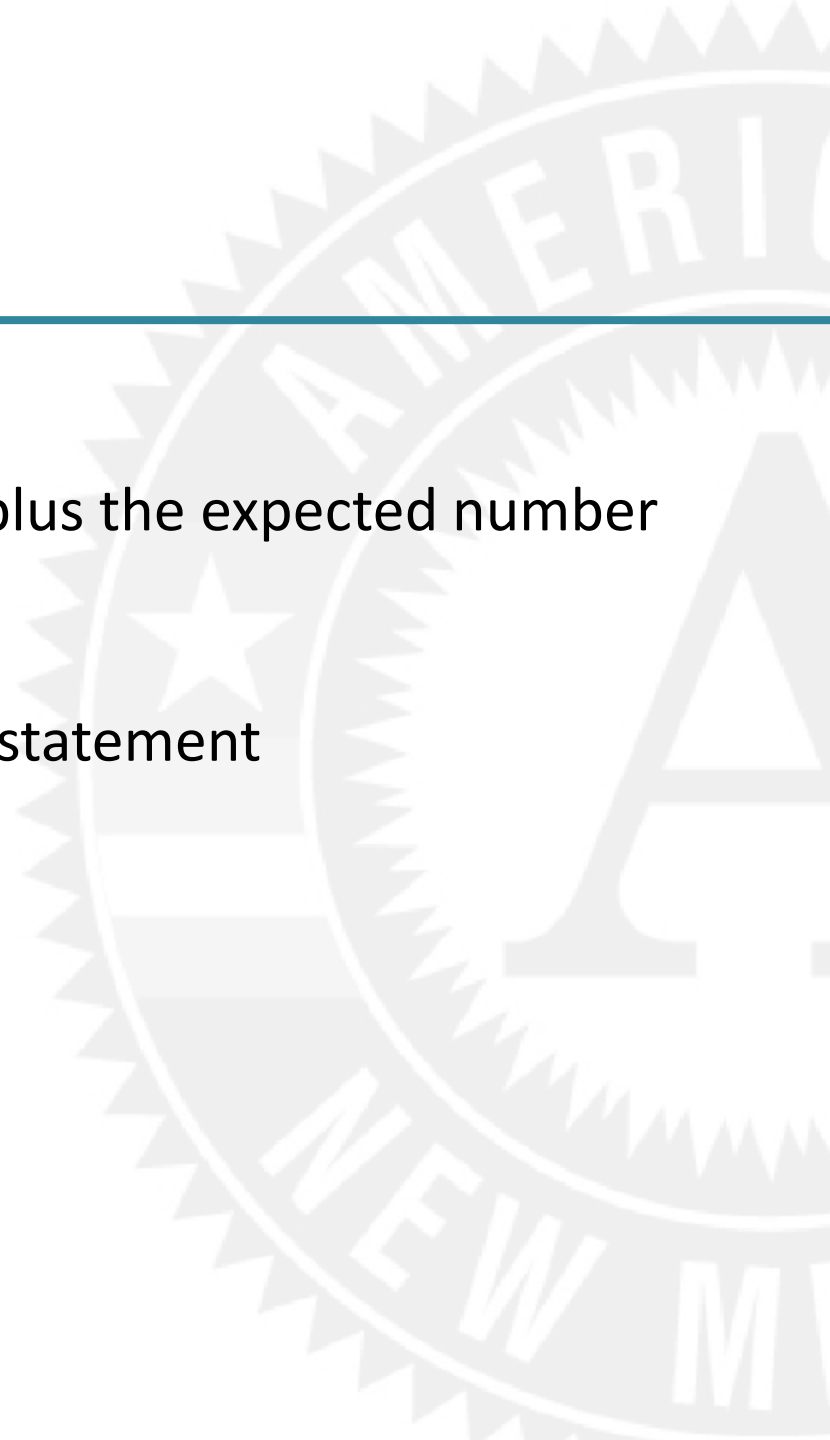
Result = Output, Intermediate Outcome, End Outcome

Indicator = For outputs, a description of the number of beneficiaries to be counted. For outcomes, a description of the measurable change that will occur.

DEFINITIONS

Target Statement = The indicator plus the expected number
– 100 beneficiaries will...

Target = The number in the target statement
– 100



DEFINITIONS

Instrument = The specific tool that will be used to collect your data

– School attendance records, AIMSweb letter sounds and letter names pre/post test

Data Collection Methodology = How data will be collected

– Survey, pre/post test

DEFINITIONS

Result Statement: Students will demonstrate improved academic performance...

Indicator: Number of students with improved academic performance

Target Statement: 100 Students will demonstrate improved academic performance...

Target: 100

SUMMARY OF KEY POINTS

- Performance measurement is a systematic process of measuring progress (outputs and outcomes)
- Performance measurement does not seek to “prove” a theory of change, but can provide snapshots.
- Impact evaluation can determine if results occurred because of the intervention.
- Strong performance measures align with the theory of change (need, intervention and outcome)
 - The intervention is based on evidence that supports a cause-and-effect relationship between the intervention and an intended outcome.
 - The theory of change helps identify an appropriate outcome to measure.

SUMMARY OF KEY POINTS

- Quality outcomes should:
 - Be meaningful
 - Be ambitious yet realistic
 - Match the type of change you want to see (attitude, knowledge/skills, behavior, condition)
- Strong performance measures are aligned
 - Output comes from the intervention
 - Outcome is likely to result from output
 - Output and outcome measure the same intervention and beneficiaries

RESOURCES

CNCS National Service Knowledge Network

- www.nationalservicerresources.org/npm/ac#.U9Z-8_IdUsI

eGrants Performance Measures Module for AmeriCorps

- <http://learning.nationalservicerresources.org/mod/page/view.php?id=3064>

CNCS National Service Hotline

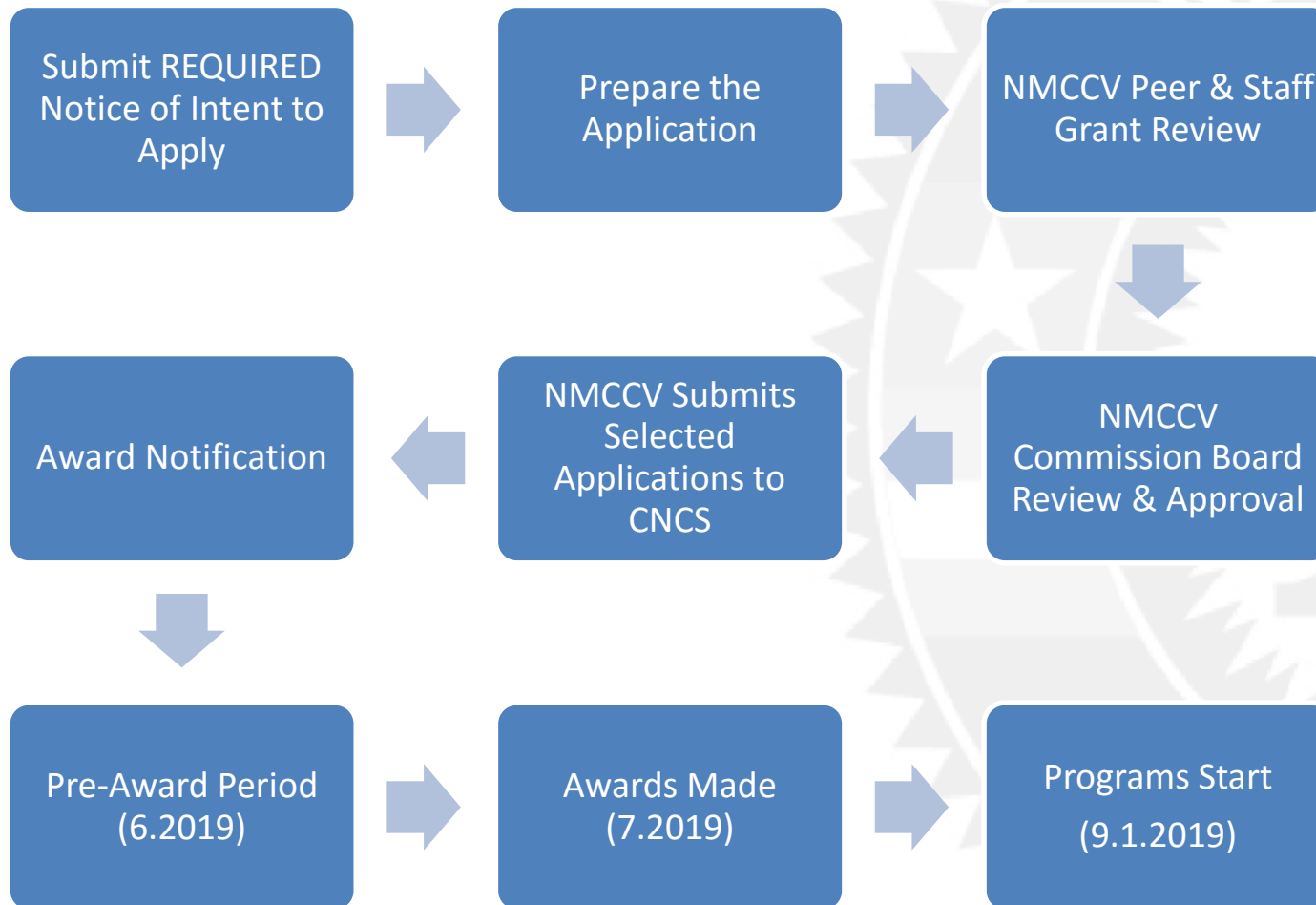
- https://questions.nationalservice.gov/app/ask_eg

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 - 45 CFR 2520-2550
- AmeriCorps Provisions

GRANT REVIEW & SELECTION PROCESS



QUESTIONS?

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