

Virginia AmeriCorps

Becoming a Program Sponsor

Part II-a: AmeriCorps *State Application Process

Office on Volunteerism & Community Service

Corporation for
NATIONAL &
COMMUNITY
SERVICE ★★★



TODAY'S LEARNING OBJECTIVES:

- Request for Proposals (RFP) Process
- Planning your program
- Planning your budget
- Program requirements
- Next steps

OVCS Request for Proposals Process:

- **Monday, January 11**: RFP released on Office of Volunteerism and Community Service (OVCS) Website and eVa
- **Wednesday, February 10**: Mandatory eGrants Training for Prospective Applicants
- **Thursday, March 11**: Deadline to submit proposals to OVCS
- **April**: Notification made to tentatively-awarded applicants

Technical Assistance:

- **OVCS provides technical assistance to potential applicants through phone and in-person meetings, and includes:**
 - **Detailed overview of the Virginia AmeriCorps RFP**
 - **Discussion of potential plans and program design**
 - **Overview of proposal budget requirements**
- **Important Note: OVCS cannot provide assistance with an organization's proposal development or provide technical assistance in programmatic design after the public release of the AmeriCorps Request for Proposals.**

Tips on Program Staffing

- Not a program that could easily be absorbed into duties of current staff
- Recommend at least one person charging 90% of their time to grant as program director/manager
- Recommend program director/manager and fiscal manager not be the same person
- Depending on size of the program other staff may be beneficial as well

Components of the Application

- **Rationale and Approach**
- **Member Outputs and Outcomes**
- **Community Outputs and Outcomes**
- **Organizational Capability**
- **Cost Effectiveness and Budget Adequacy**



Rationale & Approach

- Describe and adequately document a **compelling need** within the target community
- How was the **target community** involved in planning and development of the proposed program?
- **Member roles** are well defined and aligned with identified needs
- Well designed plan or system for **continuous program self-assessment and improvement**

Member Outputs and Outcomes

- Effective & feasible plans for **recruiting, managing and rewarding diverse members**
- Plans to effectively **develop, train & supervise members**
- Member activities designed to promote a **post-service ethic of service** and civic responsibility; and include structured opportunities for members to **reflect on and learn** from their service
- For current grantee, has the applicant met reasonable **member enrollment & retention expectations?**

Community Outputs and Outcomes

- Will the **program meet community needs**?
- Does the program have an **impact that is sustainable beyond the presence of Federal support**?
- Does the program **generate & support community volunteers** expanding the reach of the program?
- Does the program enhance the **capacity of other organizations** in the community?

Organizational Capability

- **Organizational Structure**
 - **Governance, Board, Leadership, Fiscal**
- **Record of Accomplishments**
- **Community Support**
- **Ability to Manage Federal Resources**
- **Program Support**

Cost Effectiveness & Budget Adequacy

- **Cost Effectiveness**
 - **Cost Per Member Service Year (MSY)**
- **Diverse Non-Federal Support**
- **Budget Adequacy**
 - **Sufficient to Support Program Activities**
 - **Linked to Desired Outputs and Outcomes**
 - **Match**

Costs to Consider

- All program costs should be written into budget
- Programs are responsible for:
 - Member Orientation and Training
 - Member recruitment and management
 - Program-related travel

Member Service Year (MSY):

- Cost Per MSY cannot exceed \$13,000 per MSY
 - Example: XYZ, Inc. is awarded 10 MSY which they'll use for 10 full-time AmeriCorps members
 - Maximum amount they can receive:
 - $10 \text{ MSY} \times \$13,000 = \$130,000$
 - This amount **does not** include Education Award or Childcare Costs
 - Amount **does** include member support costs, program staff salaries, overhead, travel, etc.

Member Terms

- **Full Time Member**
 - 1700 hours of service
- **Half Time Member**
 - 900 hours of service
- **Reduced Half Time Member**
 - 675 hours of service
- **Quarter Time Member**
 - 450 hours of service
- **Minimum Time Member**
 - 300 hours of service



Budget Sections

- **Section I: Program Operating Costs**
 - Personnel Expenses (salaries, benefits, etc.)
 - Staff Travel, Training, etc.
 - Equipment, Supplies, etc.
- **Section II: Member Support Costs**
 - Member Living Allowance, FICA, Healthcare, etc.
- **Section III: Administrative/Indirect Costs**
 - Costs Not Directly Related to Operating the Program
 - Cannot Exceed 5% of Total Corporation Funds

Match Requirements

- **Overall Minimum Match**
 - **Minimum of 24% for Initial Three (3) Years of Program Funding**
 - **Cash, In-kind or a Combination**
- **Gradual Match Increase**
 - **Beginning in Year Four (4), Match Requirement Gradually Increases**
 - **Maximum Match of 50% by Year Ten (10)**
 - **45 CFR §2521.35-2521.90**

Reporting Requirements

- **Monthly Program Report**
- **Monthly Fiscal Report (PER)**
- **Quarterly Performance Measures Report**
- **Quarterly Fiscal Report (FFR)**

Evaluation

- Evaluation is an in-depth, rigorous effort to measure the impact of programs
- Programs receiving more than \$500,000 in federal funds (other than EAP) must arrange for an **independent evaluation** of the program
- Programs receiving less than \$500,000 in federal funds and EAP grantees must arrange for an **internal evaluation** of the program
- 45 CFR §2522.500-2522.540 & §2522.700-2522.740

Interested in Applying for Funding?

- Take the Organizational Readiness Assessment at www.vaservice.org
- Watch the OVCS Website for Release of the Request for Proposals (RFP) in January 2010
- Join the OVCS mailing list: newsletter.vaservice.org
- Contact OVCS with further questions

Thank You!

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