




# AmeriCorps SC Community of Practice: 2025 NOFO Series

October 18, 2024



# **Member Focus: Experience, Recruitment, Retention & Budget: Design, Adequacy and Cost Effectiveness**

Today we will cover:

- How to address Member Experience/Recruitment/Retention throughout your grant (Narratives, Logic Model, Budget)
- Best Practices in Budget Writing
- Supports + resources available to you!
- Q & A / Open Forum

## Selection Criteria

Page 18

Each applicant must describe a project that will use AmeriCorps members effectively to solve a significant community problem. Applications must have a well-designed plan with clear justification for the requested funds.

Reviewers will assess the quality of applications by using the selection criteria and will rate them accordingly.

**+ Budget**

**+ Operational and Financial Management Survey (OFMS)**

**+ SAM.gov registration**

(0 points but REQUIRED)

Categories/Subcategories	Percentage
<b>Executive Summary</b>	<b>0</b>
<b>Program Design</b>	<b>50</b>
Community and Logic Model	24
Evidence Tier	12
Evidence Quality	8
Notice Priority	0
Member Experience	6
<b>Organizational Capability</b>	<b>25</b>
Organizational Background and Staffing	15
Member Supervision	6
Commitment to DEIA	4
<b>Cost-Effectiveness and Budget Adequacy</b>	<b>25</b>
Member Recruitment	8
Member Retention	9
Data Collection	8



## Theory of Change and Logic Model

# AmeriCorps Members



**recruit, manage, support, retain**

## Funding Priorities



Serve  
Communities

**Benefit  
Members**

Use  
Evidence

Faith-Based

American  
Climate Corps

- Provide benefits to AmeriCorps members aimed at enhancing member experience and bolstering member recruitment and retention such as paying more than the minimum living allowance, transportation, housing, food, etc.;
- Create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support;
- Enhance and expand services to second chance youth and/or engage those youth as AmeriCorps members;
- Develop and train the next generation of diverse public health leaders through service while addressing pressing community health challenges. Review Public Health AmeriCorps Priority in the Mandatory Supplemental Information for eligibility information;

## From the NOFO (p.21 - 22):

### **2. Member Supervision, 6 points**

- The applicant describes how AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service. E.g., structure for member supervision: cadence and format of supervisor/AmeriCorps member check-ins, member and supervisor opportunities to assess strengths and opportunities for growth, member training plan, etc.
- The applicant describes how AmeriCorps supervisors will be adequately trained to follow AmeriCorps and program regulations, priorities, and expectations. E.g., structure for support of supervisors, training plan for supervisors related to supervision and AmeriCorps rules and regulations, cadence and format of AmeriCorps supervisors/their supervisors check ins, opportunities to assess strengths and opportunities for growth of supervisors, etc.

## From the NOFO (p.21 - 22):

### **E.1.d. Cost-Effectiveness and Budget Adequacy, 25 percent:**

#### **1. Member Recruitment, 8 points**

- The applicant describes budget expenses to support recruitment of AmeriCorps members best suited to serve the community e.g. from geographic or demographic communities in which the program operates.
- The applicant describes how the AmeriCorps member living allowance and other benefits are adjusted within the maximum and minimum living allowance to accommodate for regional variations in contributing to cost of living including: housing, transportation, food, and other expenses. This may vary depending on a program's type of member slots, e.g. FT, PT, RPT, etc.

#### **2. Member Retention, 9 points**

- The applicant provides a description of budget expenses to support retention of AmeriCorps members. E.g., additional member benefits such as paying above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.

## Member Living Allowance

Page 12





# Cost per MSY

## Maximum Cost per Member Service Year

Page 13



### ≤ Maximum Cost per MSY

(MSY is the equivalent of 1,700 hours of service, or one full-time member)

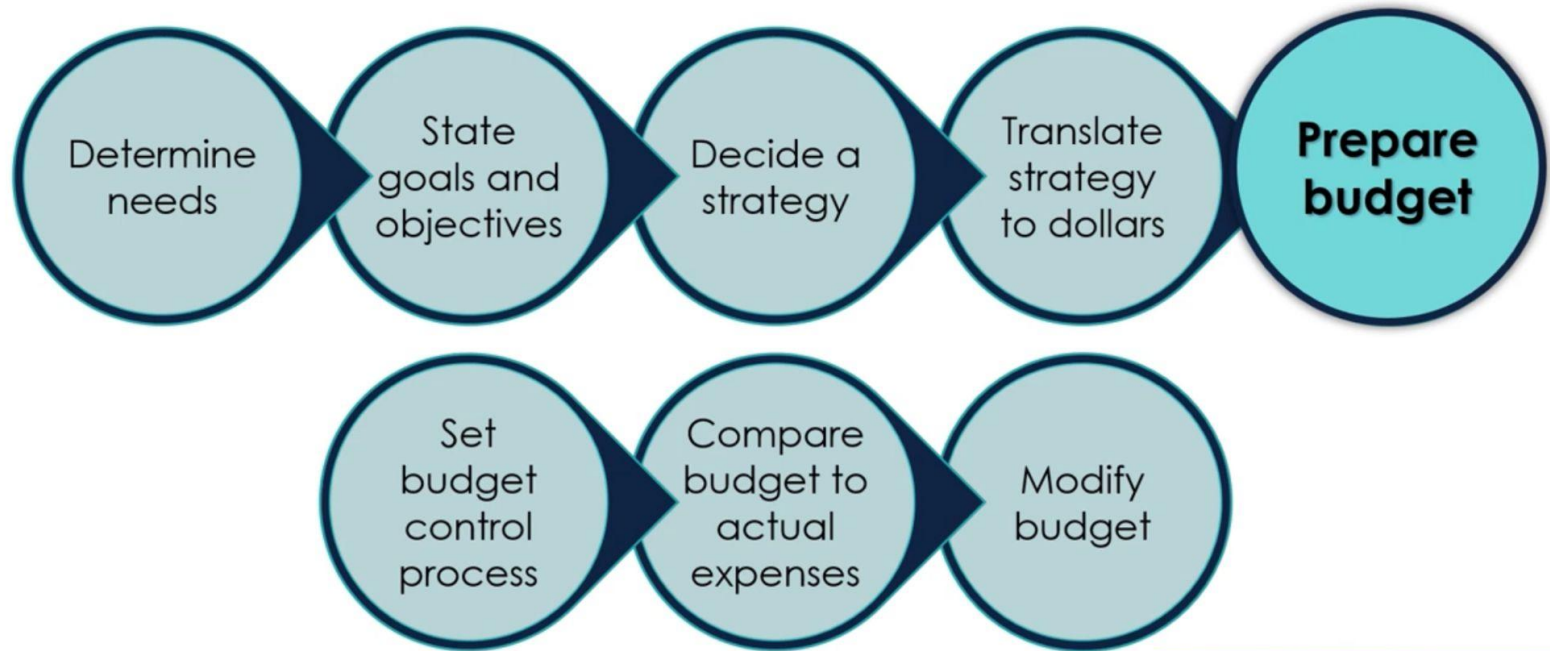
$$\text{Maximum Cost Per MSY} = \frac{\text{AmeriCorps Share of Budgeted Grant Costs}}{\text{Number of MSYs Requested}}$$

Grant Types	Cost Reimbursement	Fixed Amount			
		Full-Cost	Education Award Program, EAP	Professional Corps***	No Cost Slots
Available Subtypes	Traditional				
Maximum Cost per MSY*	\$25,000	\$25,000	\$800 or \$1,000**	\$1,000	\$0
Type of Slots in the National Service Trust	All slot types	All slot types	All Slot types	FT Only	All slot types
Matching Funds Required	Yes	No			
Budget Submission Required	Yes	No			
Availability of Funds Linked to Enrollment/Retention of Awarded MSYs	No	Yes			No
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate # of such professionals. Member salaries/benefits must be paid entirely by organization where member serves.		N/A
Financial Reporting Requirements	Yes	No			

# Budget development: a team sport



# Budget Management Process



# A strong budget is a framework



- ◆ Realistic scope
- ◆ Appropriate detail
- ◆ Competitive proposal
- ◆ Compliance
- ◆ Effective delivery



# Budget Narrative Development



- ◆ Follow instructions in the Notice
- ◆ Include allowable, reasonable, necessary, and allocable costs, as defined by 2 CFR 200  
<https://ecfr.federalregister.gov>
- ◆ Estimate resources needed to achieve program goals
- ◆ Organize narrative to fit budget categories
- ◆ Provide adequate descriptions
- ◆ Check your math

# Unallowable Costs - Examples



- ◆ Lobbying
  - ◆ Entertainment and alcohol
  - ◆ Fundraising
  - ◆ Expenses not tied to program objectives
  - ◆ Costs that constitute waste, fraud, and abuse
  - ◆ Unreasonable from “prudent person” perspective
  - ◆ Costs with no logical basis
-



# Minimum Match Requirement (Grantee Share)



Minimum grantee share increases gradually

	Years 1, 2, and 3	Years 4, 5, and 6	Years 7, 8, and 9	Years 10+
Minimum Grantee Share	<b>24%</b>	<b>26%</b>	<b>28%</b>	<b>30%</b>

There are no specific match requirements for Fixed Amount grants. Grantees secure additional resources required to operate the program.

# Section I. Program Operating Costs



## A. Personnel Expenses

**Budget - Personnel Expenses** cancel save

Please enter the necessary budget information for your project.

→ \* Position/Title:   
→ \* Qty:   
→ \* Annual Salary: \$    
→ \* % Time:   %  
 Total Amount: \$0.00  
→ \* CNCS Share: \$    
→ \* Grantee Share: \$

### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Category Totals			

### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			

### C. Travel

#### 1. Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			

#### 2. Member Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			

### D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
Category Totals			

### E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			



# Section I. Program Operating Costs



- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C. Travel
  - Staff Travel
  - Member Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
- G. Training
  - Staff Training
  - Member Training
- H. Evaluation
- I. Other Program Operating Costs

**F. Contractual and Consultant Services**

Purpose - Calculation - Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>			

**G. Training**

**1. Staff Training**

Purpose - Calculation - Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>			

**2. Member Training**

Purpose - Calculation - Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>			

**H. Evaluation**

Purpose - Calculation - Daily Rate	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>			

**I. Other Program Operating Costs**

Purpose - Calculation	CNCS Share	Grantee Share	Total Amount
<b>Category Totals</b>			

# Section II. Member Costs



## A. Living Allowance

## B. Member Support Costs

- FICA
- Health Care
- Worker's Compensation
- Unemployment Insurance
- Other Member Support Costs

A. Living Allowance					
Item	# Mbrs w/ Allow	Allowance Rate	# Mbrs w/o Allow	CNCS Share	Grant
Full Time (1700 hrs):					
Three Quarter Time slots (1200 hours):					
1-Year Half Time (900 hrs):					
2-Year Half Time (1 <sup>st</sup> Year):					
2-Year Half Time (2 <sup>nd</sup> Year):					
Reduced Half Time (675 hrs):					
Quarter Time (450 hrs):					
Minimum Time (300 hrs):					
Abbreviated Time (100 hrs):					
Category Totals					

B. Member Support Costs			
Purpose	Calculation	CNCS Share	Grantee %
Category Totals			

# Section III. Indirect Costs\*

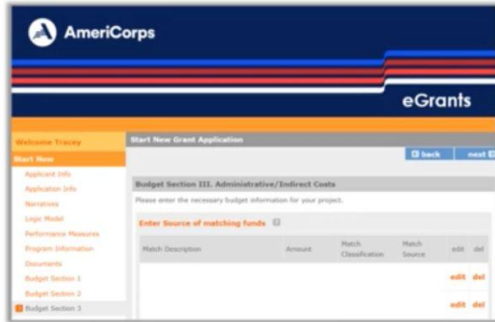


- A. ♦ AmeriCorps Fixed Percentage
  - ♦ No documentation required
- B. ♦ Federally Approved Indirect Cost Rate
  - ♦ Must use this method if it exists
  - ♦ Requires approved rate in budget
  - ♦ Enter rate details in eGrants
- B. ♦ De Minimis Rate (15% of MTDC)
  - ♦ Must use consistently across all federal awards
  - ♦ Enter rate details in eGrants

*Regardless of method, AmeriCorps share is limited to **5% of total AmeriCorps funds expended.***

*\* Applicants may choose one of these three methods.*

# Source of Funds



cancel save & close

For each source of matching funds, please enter the information below.

→ Match Description (max 250 chars):

→ Amount: \$  .

→ Match Classification:

→ Match Source:

Ex.

## Source of Funds

Section	Match Description	Amount	Classification	Source
Source of Funds	<u>Organization's General Funds (secured)</u>	147,470	Cash	Private
	<u>Professional services donation (secured)</u>	13,300	In Kind	Private
	<u>Space at National Park Service site (secured)</u>	2,450	In Kind	Federal
	<u>State Department of Education (proposed)</u>	873,382	Cash	State/Local
Total Source of Funds		1,036,620		

## Have you...



- ◆ Established or renewed your System for Award Management (SAM) registration at [www.sam.gov](http://www.sam.gov)?
  - ◆ Submitted your Operational and Financial Management Survey (OFMS)? **SC OFMS form:** <https://www.tfaforms.com/5030251>
  - ◆ Submitted your single audit?
  - ◆ Entered your Indirect Cost Rate details in eGrants?
-

# Sample Budget Provided

## Fiscal Year 2025 AmeriCorps State and National Competitive

### SAMPLE BUDGET NARRATIVE

This resource is for reference only, not for replication.

#### Section I. Program Operating Costs

##### A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 110,795 each x 8.5 % usage	0	9,418	9,418
Project Director: - 1 person(s) at 66,500 each x 100 % usage	66,500	0	66,500
Project Specialist: - 1 person(s) at 43,800 each x 100 % usage	43,800	0	43,800
Data Specialist: - 1 person(s) at 46,660 each x 40 % usage	0	18,664	18,664
<b>Category Totals</b>	110,300	28,082	138,382

##### B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Executive Director @ 33.63%: health/life ins - 17.75%, FICA - 7.65%, retirement - 5.23%, worker's comp - 2%, state unemployment - 1%	0	3,167	3,167
Project Director @ 37.05%: health/life ins - 22.25%, FICA - 7.65%, retirement - 4.15%, worker's comp - 2%, state unemployment - 1%	24,638	0	24,638
Project Specialist @ 37.10%: health/life ins - 22.25%, FICA - 7.65%, retirement - 4.2%, worker's comp - 2%, state unemployment - 1%	16,250	0	16,250
Data Specialist @ 33.95%: health/life ins - 17.75%, FICA - 7.65%, retirement - 5.55%, worker's comp - 2%, state unemployment - 1%	0	6,336	6,336
<b>Category Totals</b>	40,888	9,503	50,391

Table 2 Sample budget narrative Section I.B.

##### C. Travel

###### Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
ED and PD travel to AmeriCorps-Sponsored Grantee Training (Washington DC); [per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$258 x 3 nights; round trip airfare - \$303.50; local transportation - \$50 (estimated)] x 2 staff	1,404	1,404	2,808
Program site and member monitoring and oversight: Estimated 36 trips, avg 100 miles per round trip @ \$0.675/mile (mileage rate determined by organizational policy)	2,430	0	2,430
Regional training conference (PD and PS): [per diem - \$79/day x 4 days (@ 75% on first and last days); lodging - \$134 x 3 nights; round trip airfare - \$265; local transportation - \$50 (estimated)] x 2 staff	1,987	0	1,987
<b>Category Totals</b>	5,821	1,404	7,225

Table 3 Sample budget narrative Section I.C.1.

###### Member Travel

Download at:

<https://www.americorps.gov/sites/default/files/document/FY%202025%20ASN%20Competitive%20-%20Sample%20Budget%20Narrative.pdf>



# Budgeting Tips



- ◆ Meet AmeriCorps cost guidelines
    - Maximum and minimum living allowances
    - $\leq$  Maximum Cost per MSY
    - Required match and match sources
  - ◆ Include
    - Required expenses
    - Adequate details and accurate calculations
    - Allowable costs only
  - ◆ Align with stated program goals
-

---

## eGrants Messages



- ◆ Warning: Can submit but budget may not be compliant
- ◆ Error: Cannot proceed until data is edited

### **eGrants technical assistance**

AmeriCorps Hotline: **800-942-2677**

A thick blue horizontal bar at the bottom of the slide, which has a step-like cutout on its right side.





## SC Competitive Grant Timeline + Key Deadlines

- September 3 - [NOFO publicly released](#)
- Now through October - Schedule 1:1 consultations with Emily (optional)
- **October 18 - Deadline to submit your draft application to Emily for complimentary grant review (optional)**
- October 25 - Emily to provide feedback on drafts submitted
- November 1 - Final deadline to submit in eGrants (5pm ET)
- November 15 - December 6th: Hold for clarifications & revisions
- April 2025 - Competitive Grants Announced



# Supports Available to You!

- 1:1 Grant Consultations - [schedule via Emily's Calendly](#)
- Community of Practice Series (every Friday until 11/1) - [register here](#)
- [On3Learn eCourses](#) - use promo code **SCSUB22**
  - Logic Models
  - Evidence Series
  - Grant budgets
  - Performance measures
- Complimentary Grant Review + feedback - if submitted to Emily by **10/18**
- [ASN National Materials + Webinar Recordings](#)



## Upcoming Sessions

- Fri 10/25, 10am-11am --> Organization Capability: Background, Staffing, Supervision + APP WRAP-UP!
- Fri 11/1, 10am-11am (**DUE DATE**) --> Last minute Q&A



# Q & A / Open Forum

Contact me: [emily.steinberg@gmail.com](mailto:emily.steinberg@gmail.com)  
<https://calendly.com/emilyjsteinberg/60min>