DESIGNING YOUR AMERICORPS PROGRAM

ServeMinnesota
The power of AmeriCorps. The power of you.
Who can apply to develop and host an AmeriCorps Program?

- Public or private nonprofit organizations [501(c)3s] including labor organizations
- Community organizations, including faith-based organizations
- Institutions of higher education
- Government entities within states or territories (e.g. cities, counties)
- Indian Tribes
- A partnership or consortia of the aforementioned are also eligible to apply
AmeriCorps is…

A year of service

A team of members addressing compelling needs

A way to leverage local and federal resources

A way to build organizational capacity to meet needs through volunteer generation and partnership building
AmeriCorps is NOT...

Cheap labor

A staffing system

A funding source

Program replacement
Overall Goals of AmeriCorps

- **Getting Things Done**
  - What is the need and what is AmeriCorps doing about it?

- **Developing Participants**
  - What are the benefits for AmeriCorps members?

- **Strengthening Communities**
  - How are you engaging community members and building sustainability?
CNCS Focus Areas
(Corporation for National and Community Service)

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans and Military Families
AMERICORPS MEMBERS
What do AmeriCorps Members Do?

AmeriCorps members help solve problems and make communities stronger by:

- Tutoring and mentoring at-risk youth
- Recruiting and training volunteers
- Giving children the boost they need to succeed
- Helping job seekers connect to needed services and learn vital skills
- Building and repairing affordable housing
- Improving our environment

And much, much more...
What members may not do

Members are prohibited from engaging in:

- Lobbying; religious instruction; advocacy; some fundraising
- Clerical and/or custodial positions
- Management of any administrative aspects of the AmeriCorps grant or program
- Supervision or management of other members
- All prohibited activities outlined in the AmeriCorps Regulations/Terms and Conditions and Application Instructions
AmeriCorps Member Eligibility Requirements

- Must be at least 17 years of age (no upper age limit)
- Must be a U.S. citizen, national, or legal permanent resident alien of the U.S.
- Each program determines other eligibility requirements
  - Experience, skills, etc.
  - Educational background
Member Benefits

- Living Allowance
  - Minimum of $12,630 for full-time
  - Other slot types may have living allowances but are not required to
- Personal and Professional Development
- Health Care (full-time only)
- Child Care (full-time only)
- Education Award, tied to Federal Pell Grant
  - Deferment of Student Loans (if applicable)
## Member Service Years (MSY’s)

- 1 MSY = 1 full-time year of service. This is NOT equivalent to 1FTE.
  
  For example: 4 Quarter Time ≠ 1 Full Time (see chart for MSY calculations)

- Applicants must request a minimum of 20 full-time members or MSY equivalent;
  You may request any combination of service terms as supported by program design

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>1.000</td>
</tr>
<tr>
<td>One-year Half-time</td>
<td>900</td>
<td>0.500</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>0.381</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>0.2646</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>0.2116</td>
</tr>
</tbody>
</table>

Service terms must be completed within a 12-month period
SUCCESSFUL PROGRAM DESIGN AND GRANT APPLICATION
A successful program design/grant application:

- Describes and substantiates the community need(s)
- Identifies any gaps in services available to meet that need
- Explains why AmeriCorps members are an appropriate strategy to address the need
- Describes the specific service activities of AmeriCorps members
- Describes how members will be trained and supervised
- Describes what it will look like if you are successful
- Defines how results will be measured
Describes and Substantiates the Community Need

- Supported with data, preferably local
- NOT the need for the program or activities, but the problem(s) addressed through program activities
- Members’ needs may also be additional focus of the program

What is the desired outcome or change in the need?
Explains why AmeriCorps members are an appropriate strategy to address the need

☐ Describe why AmeriCorps members, providing a year of service, would be particularly effective at addressing the identified challenge

☐ How will their role be unique from organization staff or volunteers?
Describes the specific service activities of AmeriCorps members

Be specific:

- Where does the activity take place?
- How many hours per day on each activity?
- How many days per week for each activity?
- Does service dosage satisfy the need?

→ ALL activities should be clearly tied to the identified need and the targeted goals of the program
Describes how members will be trained and supervised

- Describe who will supervise members and how they will do it.

- Describe the training that members will receive. Specifically address how members will be trained in:
  - **Skills needed to perform their service** - may include training on specific interventions used, certifications they will receive, volunteer management, tool safety and use, etc.
  - **Civic Engagement** – To develop a lifelong ethic of service
  - **Leadership** - opportunities for members to develop and practice leadership skills
Describes what it will look like if you are successful

- What is the overall end result that your program will lead to?
- What is the measurable impact that will happen as a result of your program?
- Show that your program specifically is the reason a change occurred?

Demonstrate a clear connection between

Need → Activities → Outcomes
Defines how results will be measured

- Performance Measures – Will your program use:
  - National Performance Measures
  - Self-determined performance measures

- Internal Evaluation – What other data will your program track and use internally to ensure the program impact and success?
AMERICORPS BUDGET
Budget Items

- Section I: Program Operating Costs
  - Personnel & Fringe
  - Staff and Member Training
  - Staff and Member Travel
  - Supplies and Equipment
  - Contractors and Evaluation
  - Other Expenses

- Section II: Member Costs
  - Living allowance, FICA, worker’s comp, health care

- Section III: Administrative/Indirect Costs
  - 5% maximum of CNCS funds
    - 3% may be used by grantee
    - 2% will be collected as the ServeMinnesota fee
CNCS Maximum Cost per MSY

- 1 MSY = 1 full time service year
- Max cost per MSY for Cost Reimbursement = $13,830
- Max cost per MSY for Fixed Amount = $13,430
- Cost per MSY Ed Award only = $800
- Education award is not included in cost per MSY or award amount

Example:
40 half time members x .5 MSY = 20 MSY
20 MSY x $13,830 (max cost per MSY) = $276,600 (maximum CNCS request)
## Minimum and Maximum Member Living Allowance

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Total Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$12,630</td>
<td>$24,930</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$13,199</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$9,899</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$6,599</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$4,400</td>
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</table>

Members may waive all or part of the living allowance
Grantees are required to provide in-kind or cash match to support the program at a minimum level as seen on the chart below.

Match may come from a variety of sources including:
- In-kind
- Site fees
- Grantee cash
- State Innovation funds – In addition to CNCS funds, ServeMinnesota grants up to $500/MSY in State Innovation funding based upon availability.

<table>
<thead>
<tr>
<th>AmeriCorps Funding Year</th>
<th>1,2,3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10+</th>
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</thead>
<tbody>
<tr>
<td>Grantee Share Requirements</td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
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</table>
How much will it cost our organization to run an AmeriCorps program?

- The grantee cost may be above and beyond the required match amount based on program design.
- While the required minimum match is 24%, the grantee must provide enough funding to cover all necessary program expenses including (but not limited to):
  - Program staff salaries and benefits
  - Staff and member training
  - Member health care and support costs
  - Program evaluation
  - Equipment and supplies
  - National Service Criminal History Check costs
Sample Budget

20 FT members = max CNCS request of $276,600
Minimum match = 24% of total budget
Includes up to $500/MSY in State Innovation funds (20 x $500 = $10,000)

<table>
<thead>
<tr>
<th></th>
<th>CNCS</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grantee Cash/In-kind</td>
<td>State Innovation</td>
</tr>
<tr>
<td>Section I</td>
<td>$4,235</td>
<td>$72,814</td>
<td>$5,000</td>
</tr>
<tr>
<td>Section II</td>
<td>$258,535</td>
<td>$29,397</td>
<td>$5,000</td>
</tr>
<tr>
<td>Section III</td>
<td>$13,830</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$276,600</td>
<td>$102,211</td>
<td>$10,000</td>
</tr>
<tr>
<td>% Share</td>
<td>71%</td>
<td>29%</td>
<td>100%</td>
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SERVEMINNESOTA REQUEST FOR PROPOSALS
For More Information and to Apply

- See the RFP timeline on the next slide

- Go to http://serveminnesota.org/grants/grant-competition/ to find other resources and application instructions
# RFP Timeline

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event Description</th>
<th>Program Phases</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15, 2016</td>
<td>RFP released</td>
<td>New, Recompete and Continuation</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Technical assistance</td>
<td>New and Recompete</td>
</tr>
<tr>
<td>September 9, 2016</td>
<td>Concept paper due, including logic model</td>
<td>New</td>
</tr>
<tr>
<td>September 9, 2016</td>
<td>Letter of Intent to Apply, including logic model</td>
<td>Recompete</td>
</tr>
<tr>
<td>September 26, 2016</td>
<td>Invitation to present</td>
<td>New</td>
</tr>
<tr>
<td>October 7, 2016</td>
<td>Applicant presentations</td>
<td>New</td>
</tr>
<tr>
<td>October 11, 2016</td>
<td>Invitation for full application</td>
<td>New</td>
</tr>
<tr>
<td>November 4, 2016</td>
<td>Full application deadline to ServeMN in eGrants (plus additional items – see submission checklist)</td>
<td>New and Recompete</td>
</tr>
<tr>
<td>Week of Nov 7, 2016</td>
<td>Staff review</td>
<td></td>
</tr>
<tr>
<td>November 18, 2016</td>
<td>Written feedback to programs</td>
<td>New and Recompete</td>
</tr>
<tr>
<td>December 16, 2017</td>
<td>Application due in eGrants</td>
<td>Continuation</td>
</tr>
<tr>
<td>December 16, 2017</td>
<td>Revised application to ServeMN in eGrants</td>
<td>New and Recompete</td>
</tr>
<tr>
<td>January 2017</td>
<td>Board approval to send applications on to national competition</td>
<td>New, Recompete and Continuation</td>
</tr>
<tr>
<td>May 15, 2017</td>
<td>CNCS Notification of successful applicants</td>
<td>New, Recompete, Continuation</td>
</tr>
</tbody>
</table>
| May-June 2017           | Formula review  
Board Approval of formula applications  
Notification of successful formula applicants                                                                                                          |                                       |