



2013 New York State AmeriCorps Grant Technical Assistance Session

**Application Due Date
January 7, 2013 – 5:00 pm EST**



www.NewYorkersVolunteer.ny.gov

New York State Office of National & Community Service

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Is AmeriCorps Right for Your Organization?

- This presentation is designed to provide eligible applicants throughout New York State with a better understanding of the 2013 AmeriCorps grants Process.
- In addition, this training will take a look at the rules and regulations by which the AmeriCorps program is managed, direct applicants to resource materials to assist them when writing their proposal, as well as draw attention to changes and important topics in the federal and state application documents.

Is AmeriCorps Right for Your Organization?

- It is the Commission's hope that this technical assistance session will provide applicants with the information and materials needed to submit a competitive AmeriCorps application in a convenient and cost-effective way.
- Good luck with your AmeriCorps program application.





CHAPTER 1

AmeriCorps Program Overview



Is AmeriCorps Right for Your Organization?

- Visit the *New Yorkers Volunteer Website*:
www.NewYorkersVolunteer.ny.gov
- Click on the link titled “*Is AmeriCorps Right For My Organization*” for detailed information that will help you decide if your agency has the capacity to successfully operate an AmeriCorps Grant, and if it’s a good fit with your organization’s mission.

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National & Community Service Structure

Corporation for National and Community Service

Federal Agency that funds AmeriCorps and other National Service Programs.

State Commission on National & Community Service

Bi-partisan body appointed by the Governor to develop national and community service policy in New York State.

State Office of National & Community Service

State Office charged with implementing the Governor's national and community service plan, including administration of the AmeriCorps Program.

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Edward M. Kennedy Serve America Act

- On February 17, 2009 the Edward M. Kennedy Serve America Act was signed into law by President Obama.
- Largest piece of National Service Legislation in history.
- Elevated the profile of the service agenda, increased the level of funding authorized for national service and community volunteer initiatives, and established new strategic initiatives.

2013 Funding Considerations

The New York State Commission seeks to fund:

- Proposals that engage AmeriCorps members in service to address critical needs in New York State communities.
- A statewide portfolio covering all geographic regions of New York State which meet the needs of both rural and urban communities.

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2013 Program Focus Areas

This RFP will provide grant funding to applicants who respond to one or more of the following six Focus Areas identified by the Serve America Act.

- Disaster Services
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Veterans & Military Families

Disaster Services

Help individuals and communities prepare, respond, recover, and mitigate disasters and increase community resiliency.

Grant activities will:

- increase the preparedness of individuals;
- increase individuals' readiness to respond;
- help individuals recover from disasters;
- help individuals mitigate disasters.

Economic Opportunity

Provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people.

Grant activities will help economically disadvantaged people to:

- have improved access to services and benefits aimed at contributing to their enhanced financial literacy;
- transition into/remain in safe, affordable housing;
- have improved employability leading to increased success in becoming employed.

Education

Support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged people, especially children.

CNCS is particularly interested in program designs that support youth engagement and service-learning as strategies to achieve high educational outcomes.

Grant activities will improve the following for economically disadvantaged students:

- school readiness
- educational and behavioral outcomes;
- preparation for/prospects of success in post-secondary education institutions.

Environmental Stewardship

Provide direct services that contribute to increased energy and water efficiency, renewable energy use, or improving at-risk ecosystems, and support increased citizen behavioral change in these service areas for economically disadvantaged households and communities.

Grant activities will:

- decrease energy and water consumption;
- improve at-risk ecosystems;
- increase behavioral changes that lead directly to decreased energy & water consumption or improve at-risk ecosystems;
- increase green training opportunities that may lead to decreased energy and water consumption or improve at-risk ecosystems.

Healthy Futures

Meet health needs within communities including access to care, aging in place, and addressing childhood obesity.

Grant activities will:

- increase seniors' ability to remain in own homes with same/improved quality of life for as long as possible;
- increase physical activity/improve nutrition in youth with the purpose of reducing childhood obesity;
- improve access to primary and preventive health care for communities served by CNCS-supported programs (access to health care).

Veterans & Military Families

Positively impact the quality of life of veterans and improve military family strength.

Grant activities will increase:

- # of veterans and military service members and their families served by AmeriCorps programs,
- # of veterans and military family members engaged in service through AmeriCorps programs.

2013 Program Focus Areas

- These Program Focus Areas are further detailed in Part 1: Section 1.4 of the State AmeriCorps RFP and on the Corporation's website at www.cns.gov.
 - Disaster Services
 - Economic Opportunity
 - Education
 - Environmental Stewardship
 - Healthy Futures
 - Veterans & Military Families

2013 Program Focus Areas

- Of these 6 Program Focus Areas, the Corporation has identified 4 as Priority Focus Areas and will prioritize national service funding in applications that focus on these Priority Areas.
- The Priority Focus Areas are economic opportunity, education, veterans and military families, and disaster services.
- Applicants proposing programs in the Priority Focus Areas are not guaranteed funding. Applicants must demonstrate significant program focus, design, and impact to receive priority consideration.

2013 Program Focus Areas

- The chart on the following screen defines the components of Tiers 1 through 5.
- Tier 1 proposals will receive the highest level of funding consideration and Tier 5 the lowest level of funding consideration.
- Priority consideration will be given in descending order of preference to AmeriCorps applications based on this Tier System.

Priority Focus Area Tier System

PRIORITY TIER 1 (HIGHEST)

Applicants that select:

- Complementary Program Measures in Economic Opportunity;
- Priority Measures in Education & serving in schools that received School Improvement Grants (SIG)
- Priority Measures in Veterans and Military Families; Disaster Services;
- Governor & Mayor Initiative

PRIORITY TIER 2

Applicants that select:

- Priority Measures in Education & not serving in schools that received School Improvement Grants (SIG)
- Priority Measures in Environmental Stewardship; Healthy Futures; Capacity Building.

PRIORITY TIER 3

Applicants that select:

- Complementary Program Measures.

PRIORITY TIER 4

Applicants that select:

- Focus Area(s) with self-nominated measures.

PRIORITY TIER 5 (LOWEST)

- Programs outside the Focus Areas with self-nominated measures.

Priority Focus Areas Performance Measures

The State Commission strongly encourages all applicants to carefully review the Priority Focus Area Tier System. Applicants should also carefully review:

- Part 1: Section 1.4 - 2013 AmeriCorps Funding Priorities
- Part 1: Section 3.4 - Performance Measures
(New & Re-Compete Applicants)
- Part 1: Section 4.2 - Performance Measures
(Continuation Applicants)
- Part 4: Attachments 1, 2, and 3



CHAPTER 2

AmeriCorps Grant Process Overview

**Application Due Date
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Funding Available

- The 2013 level of funding available is subject to Congressional appropriations.
- In 2012 competition, \$330 million was available through AmeriCorps State & National process.
- Funding for AmeriCorps State & National grants are awarded from two separate funding pools:
 - Competitive (2012: \$214 million)
 - Formula (2012: \$116 million)
- The State Commission anticipates that the 2013 AmeriCorps grant competition will be highly competitive.

Grant Award Types

<p>Cost Reimbursement Grants <i>(includes Professional Corps)</i></p>	<ul style="list-style-type: none"> • Traditional AmeriCorps program grant (includes the Professional Corps Program). • Enroll full-time or less than full-time members. • Grantee must fund a portion of Operating and/or Member Support costs to meet minimum matching requirement. • Must meet all programmatic and fiscal reporting requirements.
<p>Stipended Full-time Fixed Amount Grants <i>(Non-EAP)</i></p>	<ul style="list-style-type: none"> • Enroll full-time members only. • Fixed amount per MSY (\$13,000). • Grantees must use local resources to cover Operational costs of the program. • No specific match or financial reporting requirements. • Only Re-competing programs eligible. New applicants may <u>not</u> apply for this type. • Continuation applicants must submit a full application if interested in applying. • Required to select either a Priority Education or Complementary Program Measure.
<p>Education Award Fixed Amount Grants <i>(EAP)</i></p>	<ul style="list-style-type: none"> • Enroll full-time or less than full-time members. • Small fixed amount per MSY (\$800). • Grantees must use local resources to cover operational costs of the program. • Programs are not required to pay a living allowance to less-than-fulltime members. • No match or financial reporting requirements.

Application Types

The next slide shows the different types of Applications and how they are defined within the AmeriCorps competition. All Applicants will fall into one of these three categories.

- New Applications
- Re-Competing Applications
- Continuation Applications

Application Types

New Application - Submitted by an organization that has not received AmeriCorps State funding from the State in the last 5 years. This category includes Professional Corps which is a program that recruits/places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.

Re-Competing Application - Submitted by an organization that is either (1) completing a 3-year AmeriCorps contract cycle and seeking a new, 3-year grant, or (2) did not receive AmeriCorps funding in the previous year, but received Competitive or Formula funding in the last 5 years.

Continuation Application - Submitted by an organization that is currently managing a State AmeriCorps grant moving from year-1 to year-2 or from year-2 to year-3 of their 3-year contract term.

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Competitive Funding

Competitive AmeriCorps funding decisions are made through a 2-step process.

Step 1

All applications are scored by three independent reviewers and placed in rank-order based on average score. The Commission reviews the results of this process and approves the submission of the highest scoring proposals to the Corporation for National Service where they are considered for Competitive funding.

Step 2

The Corporation for National Service reviews applications submitted by all State Commissions & awards Competitive grants to those proposals determined to be strongest.

Formula Funding

- Formula funding decisions are made after the Competitive funding process is complete.
- The State Commission receives Formula funds from the Corporation for National and Community Service through a population-based allocation.
- The following are eligible for Formula AmeriCorps funding:
 - applications not submitted to the Corporation for Competitive funding consideration; and
 - applications that were submitted to the Corporation for Competitive funding consideration but were not selected.

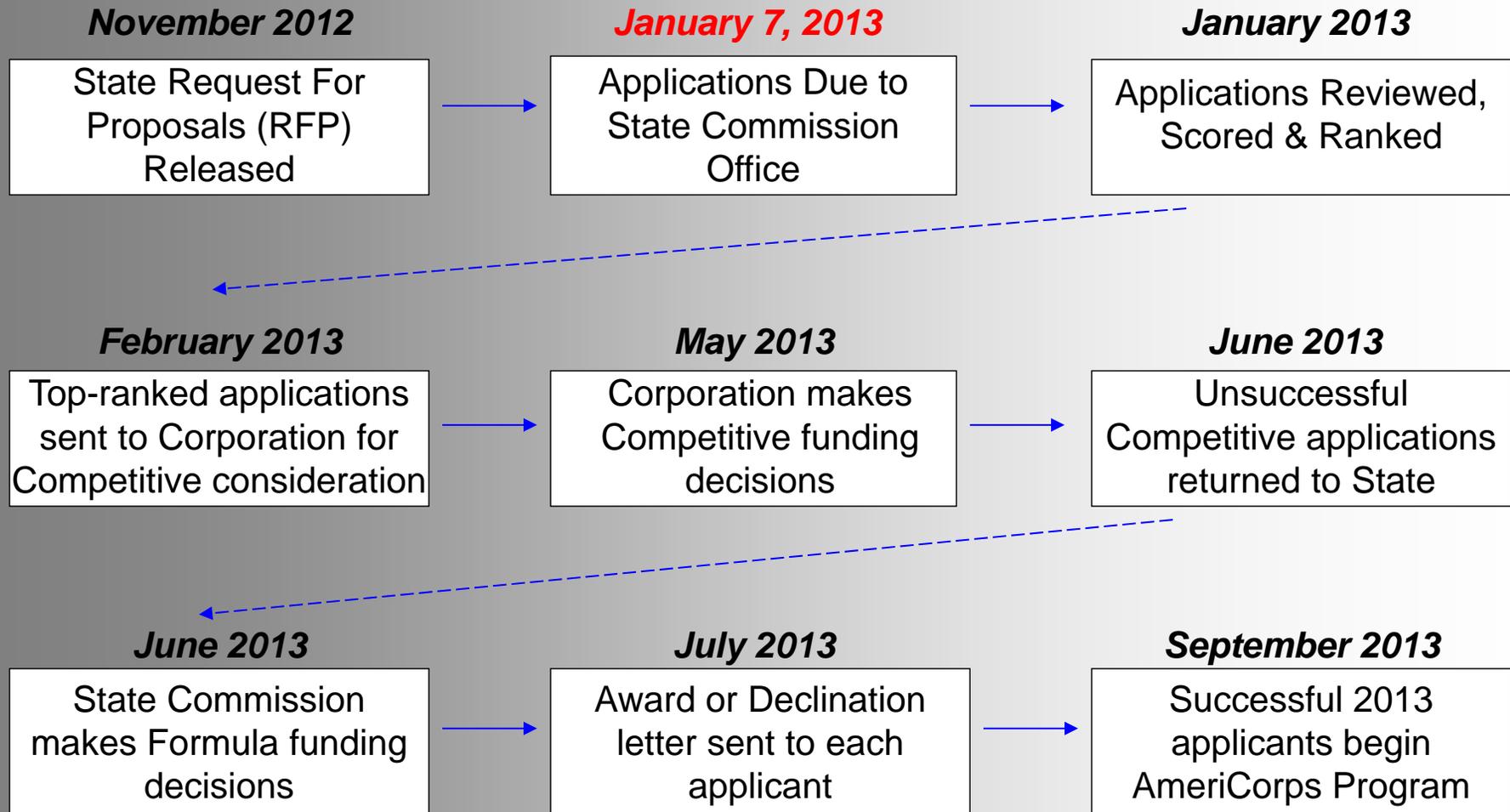
Formula Funding Selection

- Continuation Applicants receive priority funding consideration before New or Re-Competing AmeriCorps applicants may be considered.
- Depending on the availability of Formula funding, it is possible that no New or Re-Competing AmeriCorps applicants will be funded.
- The State Commission reserves the right to negotiate funding levels for those programs being considered for a Formula award.
- Applications not submitted for Competitive Funding consideration are still eligible for Formula Funding

2013 AmeriCorps Funding Process

- The following slide illustrates a timeline for the 2013 State AmeriCorps RFP process.
- This includes the State Application Review Process, Submission of applications to the Corporation for Competitive funding consideration, and Formula funding consideration.
- Please note that your deadline to submit your completed application to the State Commission Office is 5:00 PM on January 7, 2013.

2013 AmeriCorps Funding Process



Regions of Service

- The State Commission makes every effort to maintain a portfolio of AmeriCorps programs that is geographically and programmatically diverse.
- To achieve this, the State Commission utilizes ten Regions of Service to determine geographic distribution.
- The following slide will help you identify which region your organization is part of.



Regions of Service

Region	Counties Within Region
Capital District	Albany, Schenectady, Rensselaer, Saratoga, Greene, Columbia, Washington, Warren
North Country	Hamilton, St. Lawrence, Jefferson, Lewis, Franklin, Essex, Clinton
Mohawk Valley	Oneida, Herkimer, Fulton, Montgomery, Otsego, Schoharie
Central New York	Cayuga, Cortland, Onondaga, Oswego, Madison
Finger Lakes	Monroe, Ontario, Livingston, Orleans, Genesee, Wyoming, Seneca, Yates, Wayne
Western New York	Cattaraugus, Chautauqua, Allegany, Erie, Niagara
Southern Tier	Chemung, Chenango, Schuyler, Steuben, Tompkins, Tioga, Broome, Delaware
Mid-Hudson	Sullivan, Westchester, Ulster, Rockland, Putnam, Orange, Dutchess
Long Island	Nassau, Suffolk
New York City	Bronx, New York, Queens, Kings, Richmond



CHAPTER 3

Preparing Your AmeriCorps Proposal

**Application Due Date
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PLEASE NOTE

The State Office of National & Community Service has prepared this informational tool for your reference. Subjective guidance in this section is to be used at the discretion of the applicant and cannot be considered an explicit direction or requirement for AmeriCorps applicants.

Reference Documents

- Applicants should have the 2013 State AmeriCorps RFP available to reference while they view this presentation and develop their AmeriCorps proposal.
- Applicants are also encouraged to review the *Glossary of Contracting and AmeriCorps Terms* at the back of Part I of the State AmeriCorps RFP.
- These materials can be downloaded at www.NewYorkersVolunteer.ny.gov.



Before You Start Writing...

Prior to beginning your proposal, determine your program model and be able to articulate the following:

- What local needs does your proposal address & how?
- How will you recruit, train & manage AmeriCorps members?
- Who are the community partners you will collaborate with?
- How will you meet the matching requirements?
- How will you measure results & impact of your program?

Timetable of Key Events

- The following slide provides a timetable of key events in the AmeriCorps RFP process.
- Applications are due by 1/7/13 at 5:00 pm EST.
- Submit questions about preparing an AmeriCorps application to americorpsRFP@NewYorkersVolunteer.ny.gov by 12/14/12.
- Frequently Asked Questions will be answered and posted to the New Yorkers Volunteer website on 12/18/12
- To maintain a fair, balanced competition, applicants should not contact the State Commission Office by phone while the RFP is open with specific questions about the RFP.

Timetable of Key Events

- **Proposals Due** 01/07/13
- On-line Technical Assistance 12/03/12 - 01/07/13
- Submittal of Question Deadline 12/14/12
- Posted Date of Answers 12/18/12
- Competitive Awards Announced 06/14/13
- Formula Awards Announced 07/05/13
- Projected Contract Start Date 10/01/13

Writing Your AmeriCorps Proposal

- The AmeriCorps Application Narrative is comprised of the following categories: Rationale & Approach and Program Design, Organizational Capacity, and Cost Effectiveness & Budget Adequacy.
- The following slide illustrates the sub-categories and the point value assigned to each.
- These categories and point values will be used by reviewers when scoring AmeriCorps proposals. Applicants should clearly address each of the questions in Part 1: Section 3.3 of the State RFP.

Writing Your AmeriCorps Proposal

Category	%	Value	Sub-Categories
Part A: Rationale & Approach/ Program Design	50%	7 points	Need
		10 points	Members as Effective Means to Solve Community Problems
		10 points	Evidence-Based/Evidence-Informed & Community Impact
		5 points	Member Recruitment
		5 points	Member Training
		5 points	Member Supervision
		3 points	Member Experience
		3 points	Volunteer Generation
		2 points	Organizational Commitment to AmeriCorps Identification
Part B: Organizational Capability	25%	8 points	Organizational Background & Staffing
		6 points	Sustainability
		11 points	Compliance & Accountability
Part C: Cost-Effectiveness & Budget Adequacy	25%	13 points	Cost-Effectiveness
		12 points	Budget Adequacy



Performance Measures

- Performance Measures are the tools/methods through which applicants measure the impact of their AmeriCorps member's service and program model.
- All applicants must submit at least one Performance Measure with their application.
- Applicants should reference Part I: Section 3.4 and Part 4 of the State AmeriCorps RFP for detailed guidance on developing Performance Measures.
- Applicants must enter "N/A" in any text fields in eGrants labeled "Additional Performance Measures" if they are not using that field to submit an additional Measure.

National vs. Applicant Determined Performance Measures

National Performance Measures (**Funding Priority*)

- Structured Performance Measures developed by the Corporation with pre-determined measurement tools designed to measure specific program impact.

Applicant Determined Performance Measures

- Performance Measures that do not fall within the National Performance Measures developed by the Corporation. Applicant Determined Performance Measures are developed by the grantee and must be approved for use by the State Commission.

Performance Measures

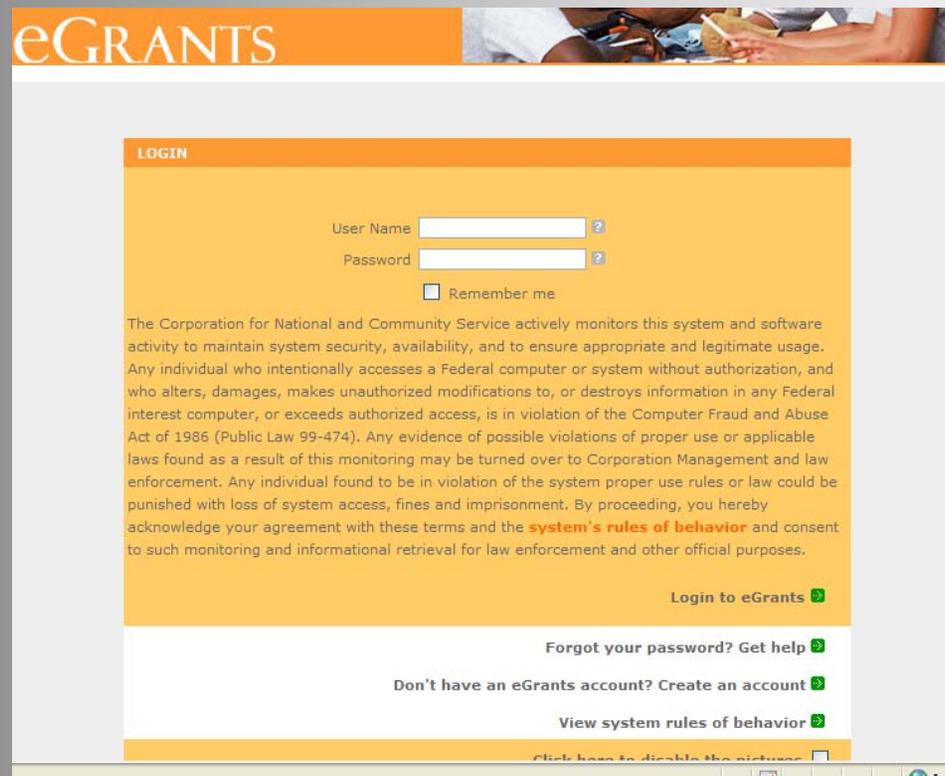
- Applicants should carefully review Part I: Section 3.4 and Part 4 of the State RFP for specific guidance when establishing National Performance Measures.
- The following link provides a Technical Assistance tutorial and valuable resources to assist applicants with developing Performance Measures:

<http://learning.nationalserviceresources.org/mod/resource/view.php?id=3064>

- The process for New & Re-competing applicants to submit Performance Measures is new this year. View the on-line tutorial before developing Performance Measures.
- Continuation Applicants will use the old eGrants module to enter their Performance Measures.

eGrants

- Applications must be submitted through eGrants which can be accessed here: www.cns.gov/egrants/index.asp
- eGrants is the Corporation's web-based system designed for submitting & managing national service grants.



The screenshot shows the eGrants login interface. At the top, the word "eGRANTS" is displayed in white on an orange background. Below this is a header image showing hands working on a laptop. The main content area is orange and contains a "LOGIN" section with the following elements:

- User Name:
- Password:
- Remember me

Below the login fields is a paragraph of legal disclaimer text. At the bottom of the orange section is a "Login to eGrants" button with a right-pointing arrow.

Below the orange section is a white section with the following links:

- Forgot your password? Get help
- Don't have an eGrants account? Create an account
- View system rules of behavior

At the very bottom of the white section is a link: "Click here to disable the pictures".

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Using eGrants

- In order to use eGrants, you must first create an account:
www.cns.gov/egrants/index.asp
- Prepare your application in Word and then copy into eGrants. Check spelling and character count. Remember your character count includes spaces.
- Don't wait until the last minute to enter your application in eGrants.
 - ✓ *See Part 1: Section 2.1 of the State AmeriCorps RFP for detailed instructions on submitting your application in eGrants.*

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eGrants Technical Issues

Applicants who are unable to submit their proposal via the eGrants system by the deadline due to an eGrants technical issue, may submit a paper application only if the applicant:

- Provides written justification of technical issues related to eGrants and includes a Help Desk Ticket number.
 - Submits a complete application including Required Application Forms and Federal Application Documents postmarked no later than [January 7, 2012 at 5:00 pm EST](#)
- ✓ Applicants can get a Help Desk Ticket by contacting the eGrants Help Desk: 888-677-7849 or 202-606-7506 or egrantshelp@cns.gov

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Submitting a Complete Application

A complete AmeriCorps Application consists of three components.

- Application Narrative, Budget & Budget Narrative
- Required Application Forms
- Federal Application Documents

The next 2 slides list the Required Application Forms and Federal Application Documents must be submitted in hard copy to the State Commission Office regardless of whether the AmeriCorps Narrative, Budget & Budget Narrative is submitted through the eGrants system or in hard copy.

Required Application Forms

1. Application Cover Page/Appendix-D Agreement
2. Application for Federal Assistance Face Sheet
3. Bidder Identification Form
4. Non-Discrimination/Non-Sectarian Compliance Form
5. Board of Directors Profile Instructions & Profile Form
6. M/WBE Subcontracting/Suppliers Utilization Form
7. M/WBE Subcontractors & Suppliers Letter of Intent Form
8. MWBE Quarterly Report Form
9. MWBE Request Waiver Form
10. MWBE Equal Employment Opportunity Policy Statement
11. Staffing Plan Form
12. Vendor Responsibility Questionnaire
13. Contract Management System (CMS) Authorization Form
14. Most Recent A-133 Audit or Certified Financial Statements



Required Application Forms

- All Required Application Forms in Part 1: Section 2.1 of the State AmeriCorps RFP must be submitted to the address below with a completed copy of the SF-424 Face Sheet.
- Required Application Forms must be received by the State Commission Office by 5:00 pm EST on January 7, 2013.

email: americorpsRFP@NewYorkersVolunteer.ny.gov

land mail: Mark J. Walter, Executive Director
State Office Of National & Community Service
52 Washington Street
North Building – Suite #338
Rensselaer, NY 12144

- ✓ *Do NOT submit Required Application Forms directly to the Corporation for National & Community Service.*

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Federal Application Documents

Federal Application Documents include:

- Evaluation (*as applicable*),
 - Labor Union Concurrence, and
 - Federally Approved Indirect Cost Agreement
- Submit Federal Application Documents with a completed copy of the SF-424 Face Sheet to:

email: americorpsRFP@NewYorkersVolunteer.ny.gov

land mail: Mark J. Walter, Executive Director
State Office Of National & Community Service
52 Washington Street
North Building – Suite #338
Rensselaer, NY 12144

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CHAPTER 4

Budget & Program Match

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Budget Instructions

Detailed Budget Instructions are provided in the State AmeriCorps RFP for each application type. Applicants should following the appropriate Budget Instructions in the sections below:

- Cost-Reimbursement Grant Applicants
Part 1: Section 3.6
- Fixed Amount Applicants (EAP and Non-EAP)
Part 1: Section 3.7
- Continuation Applicants
Part 1: Section 4.3

What is Match?

“Match” is the share of a project’s total cost that a grantee must meet with their own resources (“*grantee share*”).

There are two types of match:

- Cash
 - In-kind contributions
- ✓ AmeriCorps programs may use non-Corporation federal funds as match, however, match of this type must be approved by the State Commission Office and the federal agency providing the match.

AmeriCorps Matching Requirement

- Requirements on match are located in the AmeriCorps Regulations.
- There is a single minimum overall match of 24% for the first 3-year funding period. Beginning in year 4 overall grantee share gradually increases to 50% by year 10.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%



Budgeting

- Budget should be sufficient to perform tasks described in Application Narrative.
- Make a clear connection.
- Do not include unexplained amounts.
- The amount of funding requested through any type of AmeriCorps grant is driven by the proposed number of Member Service Years (MSYs).

Cost Per Member Service Year (MSY)

Cost Per Member Service Year (MSY) is the amount of federal funds an applicant may apply for to support 1 member.

- Cost-Reimbursement Applicants may request up to \$13,300 per MSY through the 2013 RFP.

Example: 10 MSY x \$13,300 = \$133,000

- Fixed-Amount Education Award Program (EAP) applicants may only request a fixed amount of \$800/MSY.

Example: 10 MSY x \$800 = \$8,000

- Full-time Fixed-Amount (Non-EAP) applicants may only request a fixed amount of \$13,000 per MSY.

Example: 10 MSY x \$13,000 = \$130,000

Full-time Fixed-Amount & EAP Grant applicants: See Part 1: Section 3.7 of the AmeriCorps RFP for Budget instructions.

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Member Living Allowance

- Minimum Living Allowance for a Full-time AmeriCorps member in a Cost Reimbursement Grant is \$12,100.
- Maximum Living Allowance for a Full-time AmeriCorps member in a Cost Reimbursement Grant is \$24,200.

See Part 1: Section 3.6 of the State AmeriCorps RFP for guidance on Part-time Member Living Allowance levels.



CHAPTER 5

AmeriCorps Continuation Proposals

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Continuation Proposals

- In eGrants, indicate any changes to your original Application Narrative in the fields titled “Continuation Changes” as appropriate.
- If no changes are required within a section of the Narrative, you must enter “No Changes” in the applicable text field. (*Part I: Section 4 of State RFP*)
- For detailed guidance on how to submit the Required Application Forms see Part I: Section 2.1 of the State AmeriCorps RFP.

Continuation Proposals

- If member enrollment or retention levels were below 100% in the prior year of operation, Continuation Applicants must explain why this occurred and provide a specific corrective action plan to improve.
- Describe how, when, and how often members, staff, and host site staff will be provided training and information on Member Prohibited Activities.
- Continuation Applicants that are delivering Tutoring services must adhere to the Tutoring requirements per the AmeriCorps Regulations.

Continuation Proposals

Performance Measures

- Continuation Applicants will use the same process to submit/update their Performance Measures as they did in their Year-1 or Year-2 proposal. Continuation Applicants will not use the new Performance Measure system in eGrants this year.
- Performance Measures are automatically copied from your original 2012 eGrants application.
- If you need to revise your Performance Measures, view/edit the measure(s) that copy over from your original application or add new performance measures.
- Note in the Continuation Changes field that you have updated your Performance Measures.

Continuation Proposals

Budget

- Provide a detailed budget for the upcoming year.
- Incorporate any required proposed budget increases (*i.e.: increase to the member living allowance*) into your budget.
- Your budget from the previous year's application will automatically be copied into your Continuation request so you can make any necessary adjustments.

Continuation Proposals

Budget

- Grantees are required to meet an overall matching rate that increases over time (24% of program costs for the first three years, increasing gradually, beginning in Year 4, to 50% by the 10th year of funding and any year thereafter).
- If applying for Alternate Match - Grantees must demonstrate that the program is either located in a rural county or in a severely economically distressed community as defined in Part I: Section 4 of the State AmeriCorps RFP.



CHAPTER 6

AmeriCorps Application Helpful Hints

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Helpful Hints

- Explain everything from the perspective that the individuals reviewing your application know nothing about what your agency does or what you have accomplished. Tell them!
- You can only make a first impression once!
- Maximize the opportunity to use character limits.
- Make sure your figures are accurate and your goals are achievable.
- Be careful with jargon.

Helpful Hints

In your Narrative Sections:

- Include target numbers and types of volunteers (ongoing vs. episodic) to be engaged; volunteer hour goals; and plans to measure this data.
 - Be inclusive regarding volunteer recruitment – remember parents, students, other family
 - Provide a detailed description of roles that members will play in your volunteer recruitment and support efforts and capacity building activities.
- ✓ *Be creative with volunteer recruitment – Creative Partnerships!*

Helpful Hints

- If proposing a multi-site program, be sure to carefully:
 - describe reporting relationship with sites;
 - detail how you will monitor sites and members;
 - explain strategies to advance the AmeriCorps program's mission and goals at sites.
- Reviewers are not able to take past performance into consideration. Be sure to include all organizational successes with AmeriCorps, previous grants, community partnerships, etc.

Helpful Hints

- Use an impartial proofreader.
- The Application Scoring Tool used by reviewers directly follows the sections and sub-sections in the RFP. Make sure to address all of them!
- Start with need by numbers, intervention by numbers, resolution by numbers.
- Follow the Directions!

Helpful Hints

- Lead from your program strengths and be explicit.
- Be clear and succinct.
- Avoid circular reasoning.
- Explain how – avoid simply stating “criteria will be met”.
- Don’t make assumptions.

Questions & Answers

- Submit questions to be answered through the Frequently Asked Questions process in writing by December 14, 2012 to: americorpsRFP@NewYorkersVolunteer.ny.gov
- Written questions may also be faxed to (518) 402-3817
- Answers to Frequently Asked Questions will be posted on December 18, 2012 at the following locations:

New Yorkers Volunteer:

www.NewYorkersVolunteer.ny.gov

State On-Line Bidders List:

<http://apps.ocfs.ny.gov/obl>

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