

# 2014 New York State AmeriCorps Request for Proposals



## Technical Assistance Session



[www.NewYorkersVolunteer.ny.gov](http://www.NewYorkersVolunteer.ny.gov)

New York State Office of National & Community Service

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# NY STATE PREQUALIFICATION



**All Not-For-Profit applicants must complete the NY State Prequalification requirement by December 10, 2013 or their application will be deemed ineligible.**

**All Not-For-Profit applicants must begin the Prequalification steps immediately in order to complete the process before the deadline and be considered eligible for funding through this RFP.**

# NY STATE PREQUALIFICATION

The following steps must be taken before December 10, 2013 in order for applicants to prequalify:

- Download a copy of the Registration Form on the Grants Reform website: [www.grantsreform.ny.gov/Grantees](http://www.grantsreform.ny.gov/Grantees). After reviewing the instructions for submission, the form must be signed and notarized by an authorized representative of your organization, and must be sent to the State Division of Budget for review/approval.
- After submitting a completed Registration Form, you will be provided with a User ID allowing you to gain access to the Grants Gateway. Access the Grants Gateway by clicking here: [www.grantsgateway.ny.gov/IntelliGrants\\_NYSGG/login2.aspx](http://www.grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) and begin your Prequalification Application.

# NY STATE PREQUALIFICATION

- Applicants who already submitted registration materials and received their user credentials, can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.
- As you fill out the Prequalification Questionnaire, refer to the Grants Gateway training materials and resource links on the “Grantees” section of the Grants Gateway website. If you still have questions, contact your State agency program contact, or post you question to [GrantsReform@Budget.ny.gov](mailto:GrantsReform@Budget.ny.gov), and someone will get back to you quickly with a response.
- Applicants are strongly encouraged to begin prequalification the process as soon as possible in order to participate in this RFP process.



## CHAPTER 1

# AmeriCorps Program Overview

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# Is AmeriCorps Right for Your Organization?

- Visit the *New Yorkers Volunteer* Website:  
[www.NewYorkersVolunteer.ny.gov](http://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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# 2014 AmeriCorps 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.

Grantees in the Disaster Services focus area also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

# ***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.

CNCS is exploring ways to provide service, training, education, & employment opportunities for young Americans through protecting, restoring and enhancing public & tribal lands. CNCS is exploring potential programs like a “21st Century Civilian Service Corps” to facilitate conservation service on public lands & encourage a new generation of natural resource managers & environmental scientists, particularly in low income and disadvantaged communities.

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# *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.

# Capacity Building

In addition to the six focus areas, grants also will provide support for capacity building activities provided by AmeriCorps members. Capacity building activities:

- Are *indirect services* that enable grantees to provide better, sustained *direct services* in the six focus areas.
- Cannot be solely intended to support the administration or operations of the organization.
- May include recruiting and/or managing community volunteers, implementing effective volunteer management practices, or completing community assessments that identify goals and recommendations.

# Priority Focus Area Tier System

## PRIORITY TIER 1 (HIGHEST)

### Applicants that select:

- Complementary Program Measures in Economic Opportunity;
- Priority Measures in Veterans and Military Families; Disaster Services;
- Governor & Mayor Initiative

## PRIORITY TIER 2

### Applicants that select:

- Priority Measures in Education & not serving 100% in schools receiving School Improvement Grants  
Priority Measures in Environmental Stewardship; Healthy Futures; Capacity Building.
- Priority Measures other than those in Tier 1 in Economic Opportunity.

## PRIORITY TIER 3

### Applicants that select:

- Priority Measures in Education that are not in Tier 2.
- Complementary Program Measures.

## PRIORITY TIER 4

### Applicants that select:

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

## PRIORITY TIER 5 (LOWEST)

- Applicants that select Performance Measures outside the Focus Areas or self-nominated measures.

# Priority Focus Areas Performance Measures

- Part 1: Section 1.5 - 2014 AmeriCorps Funding Priorities
- Part 1: Section 2.4 - Performance Measures  
(New & Re-competing Applicants)
- Part 1: Section 3.2 - Performance Measures  
(Continuation Applicants)
- Part 1: Section 4.2 - Performance Measures  
(Governor & Mayor Initiative)
- Part 1: Appendix A - Performance Measure Supplement



## CHAPTER 2

# AmeriCorps Grant Process Overview



# AmeriCorps Funding Available

- 2014 funding available is subject to Congressional appropriations and has not yet been determined.
- In the 2013 AmeriCorps competition, \$310 million was available through AmeriCorps State & National process.
- Funding for AmeriCorps State & National grants are awarded from two separate funding pools:
  - Competitive (\$200 million)
  - Formula (\$110 million)
- The State Commission anticipates that the 2014 AmeriCorps grant competition will be highly competitive.

# Grant Award Types

<p><b>Cost Reimbursement Grants</b> <i>(includes Professional Corps)</i></p>	<ul style="list-style-type: none"> <li>• Enroll full-time or less than full-time members.</li> <li>• Grantee must fund a portion of Operating and/or Member Support costs to meet minimum matching requirement.</li> <li>• Must meet all programmatic and fiscal reporting requirements.</li> </ul>
<p><b>Full-time Fixed Amount Grants</b> <i>(Non-EAP)</i></p>	<ul style="list-style-type: none"> <li>• Enroll full-time members or less than full-time members serving in full-time capacity.</li> <li>• Fixed amount per MSY (\$13,000).</li> <li>• Grantees must use local resources to cover Operational costs of the program.</li> <li>• No specific match or financial reporting requirements.</li> <li>• Only Recompeting applicants eligible. New applicants may <u>not</u> apply for this type.</li> <li>• Continuation applicants must submit a full application if interested in applying.</li> <li>• Required to select either a Priority Education or Complementary Program Measure.</li> </ul>
<p><b>Education Award Fixed Amount Grants</b> <i>(EAP)</i></p>	<ul style="list-style-type: none"> <li>• Enroll full-time or less than full-time members.</li> <li>• Small fixed amount per MSY (\$800).</li> <li>• Grantees must use local resources to cover operational costs of the program.</li> <li>• Programs are not required to pay a living allowance to less-than-fulltime members.</li> <li>• No match or financial reporting requirements.</li> </ul>
<p><b>Professional Corps Fixed Amount Grants</b></p>	<ul style="list-style-type: none"> <li>• Enroll full-time members only.</li> <li>• Small fixed amount per MSY (\$800) for recruitment &amp; training.</li> <li>• Grantees must use local resources to cover 100% of member salary..</li> <li>• No match or financial reporting requirements.</li> </ul>

# Application Types

## New Application

Submitted by an eligible organization that has not received Competitive or Formula AmeriCorps funding in the last 5 years.

## Recompeting Application

Submitted by an eligible organization that is either:

- completing a three-year AmeriCorps contract cycle and seeking a new, three-year grant, or
- 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 eligible 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 three-year contract term.

# Competitive Funding 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 CNCS where they are considered for Competitive funding.

## Step 2

CNCS reviews applications submitted by all State Commissions and awards Competitive grants to those proposals determined to be strongest.

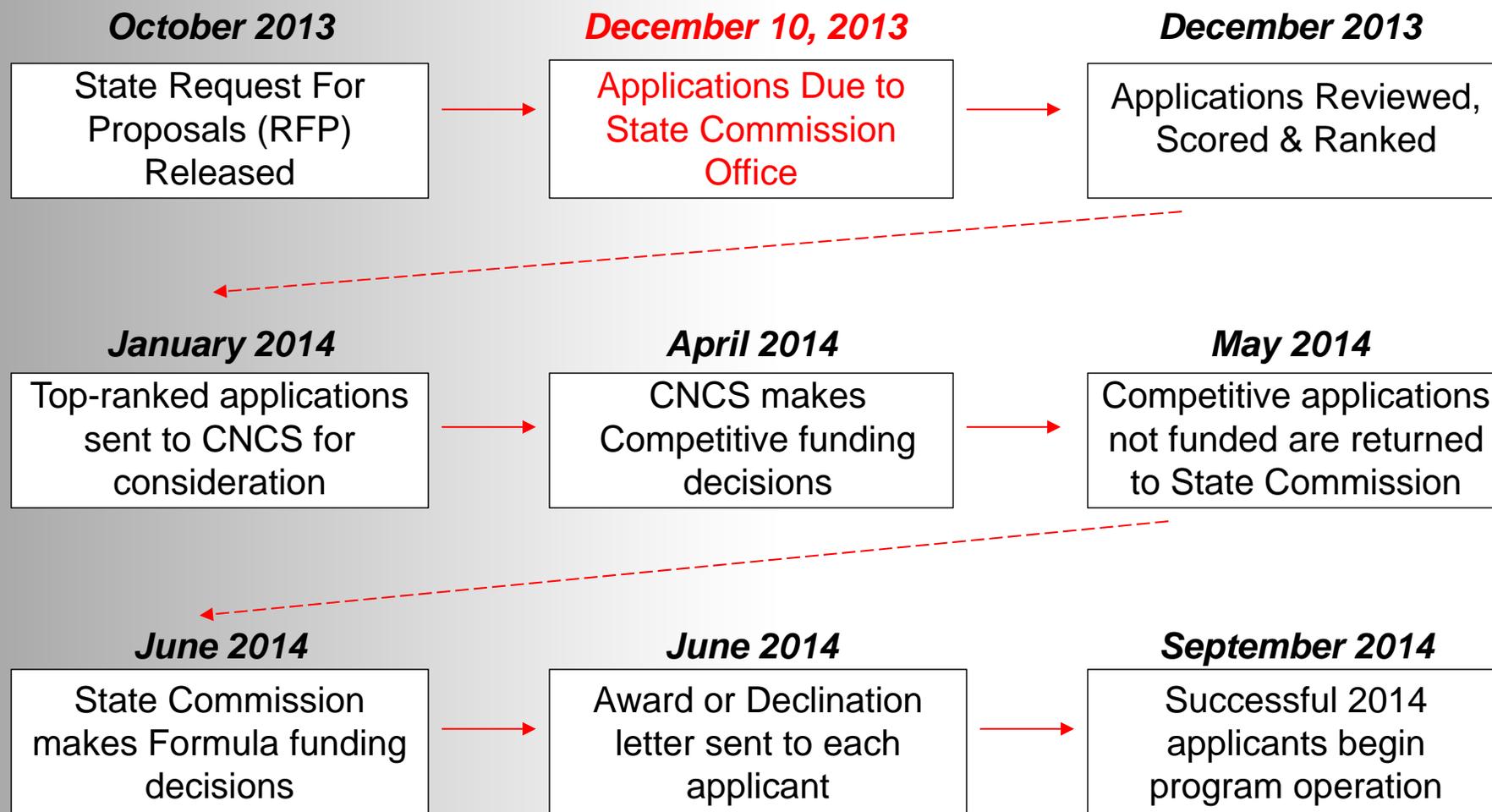
# Formula Funding

- The State Commission receives Formula AmeriCorps funds from CNCS through a population-based allocation.
- The following are eligible for Formula AmeriCorps funds:
  - applications not submitted to CNCS for Competitive funding consideration; and
  - applications that were submitted to CNCS 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.

# 2014 AmeriCorps Funding Process



# Regions of Service

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



## CHAPTER 3

# Preparing Your AmeriCorps Proposal

### 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.*

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# Reference Documents

- Applicants should have the 2014 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.

# 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?
- What 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

- **Proposals Due** 12/10/13
- On-line Technical Assistance Resource 11/4/13
- Submittal of Question Deadline 11/15/13
- Posted Date of Answers 11/19/13
- Competitive Awards Announced 4/18/14
- Formula Awards Announced 5/23/14
- Projected Contract Start Date 10/1/14

# Writing Your AmeriCorps Proposal

Category	%	Value	Sub-Categories	
<b>Part A:</b> Executive Summary	0%	0 points	None	
<b>Part B:</b> Rationale & Approach/ Program Design	50%	9 points	Problem/Need	
		25 points	Members as Highly Effective Means to Solve Community Problems & Evidence-Based / Evidence-Informed & Measurable Community Impact	Logic Model Chart (17 points)
				Evidence-based (8 points)
		8 points	Member Training	
		8 points	Member Supervision	
		0 points	Commitment to AmeriCorps Identification (Required)	
<b>Part C:</b> Organizational Capability	25%	8 points	Organizational Background & Staffing	
		6 points	Sustainability	
		11 points	Compliance & Accountability	
<b>Part D:</b> Cost-Effectiveness & Budget Adequacy	25%	13 points	Cost-Effectiveness	
		12 points	Budget Adequacy	



# Performance Measures

- Applicants are strongly encouraged to opt into National Performance Measures (See Part I: Section 1.5).
- Applicants that opt into Tier 1 or Tier 2 National Performance Measures must place at least 30% of the MSYs in the complementary program measures or priority measures. If applicants cannot meet this they must explain why they can't meet the 30% threshold.
- All applicants must submit at least one Performance Measure with their application.
- New & Re-competing applicants should reference Part I: Section 2.4 of the RFP and Continuation applicants should reference Part I: Section 3.2 for detailed guidance on developing Performance Measures.
- Applicants must enter "N/A" in any text fields in eGrants labeled "Additional Performance Measures" if you 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

All applicants are strongly encouraged to use the link below to register with the Online Learning Center and view the following Performance Measure courses:

- Overview of Performance Measurement Description
- Designing an Effective Theory of Change Description
- Evidence: What It Is and Where to Find It; Description
- High Quality Performance Measurement Description

<https://www.nationalservicerresources.org/learning-pathways-program-start>

# eGrants

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

**eGRANTS**

**LOGIN**

User Name  ?

Password  ?

Remember me

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# Using eGrants

- Create eGrants account: [www.cns.gov/egrants/index.asp](http://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.
  - Adhere to all character limits indicated in the application instructions.
- ✓ *See Part I: Section 2.1 of the AmeriCorps RFP for detailed instructions on submitting your application in eGrants.*

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# Paper Applications

Applicants who are unable to submit their proposal via eGrants by the deadline due a technical issue, must:

- Contact the National Service Hotline at 800-942-2677 Monday - Thursday 9 am to 7 pm or by email at <https://questions.nationalservice.gov/app/ask> to secure a Ticket Number. Be prepared to provide the Application ID and organization name.
- Provide written justification of the technical issues related to eGrants and include a National Service Hotline Ticket number.
- Submit a complete application postmarked no later than **December 10, 2013 at 5:00 pm** that complies with the guidance in Part I: Section 2.11 in the RFP.

# Required Application Forms

1. Required Application Forms Checklist
2. Application Cover Page/Appendix D Agreement
3. SF-424 Application for Federal Assistance Face Sheet
4. Bidder Identification Form
5. Non-Discrimination/Non-Sectarian Compliance Form
6. Board of Directors Profile Form
7. M/WBE Subcontracting/Suppliers Utilization Form
8. M/WBE Subcontractors & Suppliers Letter of Intent Form
9. MWBE Quarterly Report Form
10. MWBE Request Waiver Form
11. MWBE Equal Employment Opportunity Policy Statement
12. Staffing Plan Form
13. Vendor Responsibility Questionnaire
14. Contract Management System (CMS) Authorization Form
15. Logic Model Chart
16. Most Recent A-133 Audit or Certified Financial Statements

# Required Application Forms

- All Required Application Forms in Part 1: Section 2.6 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 December 10, 2013.

email: [AmeriCorpsRFP@NewYorkersVolunteer.ny.gov](mailto: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 CNCS.

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# Organizational Background & Staffing Form

- Applicants must complete and submit an Organizational Background and Staffing Form (Part II: Section 1.12) for the applicant agency to [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov) with cc to [americorpsRFP@NewYorkersVolunteer.ny.gov](mailto:americorpsRFP@NewYorkersVolunteer.ny.gov).
- The email Subject line should read “Organizational Chart - *Insert Your Agency Name - Insert eGrants Application ID #*”.
- Organizational Background and Staffing Forms must be received by the State Commission Office by 5:00 pm EST on December 10, 2013.

# Letters of Support

- Applicants may submit letters from their most significant community partners as documentation of community support and commitment. Letters should include what benefit AmeriCorps members provide to the community and what would not happen without AmeriCorps members.
- Email letters as attachments to [americorpsgrants@cns.gov](mailto:americorpsgrants@cns.gov) and cc [AmeriCorpsRFP@NewYorkersVolunteer.ny.gov](mailto:AmeriCorpsRFP@NewYorkersVolunteer.ny.gov). The email Subject line should read “Community Partner Letters - *Insert Your Agency Name - Insert eGrants Application ID #*”.
- Letters of Support must be received by the State Commission Office by 5:00 pm EST on December 10, 2013.

# Federal Application Documents

- Federal Application Documents include: Evaluation (*as applicable*), Labor Union Concurrence, and Federally Approved Indirect Cost Agreement.
- Federal Application Documents must be submitted with a completed copy of the SF-424 Face Sheet to the address below and received by 5:00 pm EST on December 10, 2013.

email: [AmeriCorpsRFP@NewYorkersVolunteer.ny.gov](mailto:AmeriCorpsRFP@NewYorkersVolunteer.ny.gov)

land mail: Mark J. Walter, Executive Director  
State Office Of National & Community Service  
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## CHAPTER 4

# Budget & Program Match



# Using the Correct Budget Instructions

- Cost-Reimbursement Grant Applicants  
Part 1: Section 2.7
- Fixed Amount Applicants (EAP and Non-EAP)  
Part 1: Section 2.8
- Continuation Applicants  
Part 1: Section 3.3

# 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%



# Budget

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

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

# Member Living Allowance

- Minimum Living Allowance for a full-time AmeriCorps member is \$12,100
- Maximum Living Allowance for a full-time AmeriCorps member is \$24,200
- See Part 1: Section 2.7 (II)-A of the State AmeriCorps RFP for guidance on member Living Allowance levels.

## Cost Per Member Service Year (MSY)

- Cost-Reimbursement Applicants may request up to \$13,300 per MSY through the 2014 RFP.
  - Fixed-Amount Education Award Program (EAP) applicants may only request a fixed amount of \$800 per MSY.
  - Full-time Fixed-Amount (Non-EAP) applicants may only request a fixed amount of \$13,000 per MSY.
- ✓ *Full-time Fixed-Amount & EAP Grant applicants: See Part 1: Section 3.7 of the AmeriCorps RFP for Budget instructions.*



## CHAPTER 5

# AmeriCorps Continuation Proposals



# 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 3 of State RFP*)
- For detailed guidance on how to submit the Federal Documents and Required Application Forms see Part I: Section 2.5 and 2.6 of the State AmeriCorps RFP.
- AmeriCorps Continuation proposals must be received by the State Commission Office by December 10, 2013 at 5:00 pm.

# 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 2013 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 10<sup>th</sup> year of funding and any year thereafter).



## 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.
- Be sure to submit the Logic Model Chart, Staffing Plan Chart, all Required Application Forms, and Federal Documents as applicable to your agency.

# 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 November 15, 2013 to:  
[americorpsRFP@NewYorkersVolunteer.ny.gov](mailto:americorpsRFP@NewYorkersVolunteer.ny.gov)
- Written questions may also be faxed to (518) 402-3817
- Answers to Frequently Asked Questions will be posted on November 19, 2013 at the following locations:

*New Yorkers Volunteer:* [www.NewYorkersVolunteer.ny.gov](http://www.NewYorkersVolunteer.ny.gov)

*State On-Line Bidders List:* <http://apps.ocfs.ny.gov/obl>

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE 



# 2014 APPLICATION DEADLINE

December 10, 2013 at 5:00 pm.

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE 



# 2014 New York State AmeriCorps Request for Proposals



## Technical Assistance Session



[www.NewYorkersVolunteer.ny.gov](http://www.NewYorkersVolunteer.ny.gov)

New York State Office of National & Community Service

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