
Ohio AmeriCorps FY22 Application Overview

SERVE **OHIO**
Ohio Commission on Service and Volunteerism

Agenda

- **Introduction to ServeOhio & AmeriCorps**
- **Operational Grants**
- **Planning Grants**
- **Considerations for Applying**
- **Q/A**

ServeOhio

- **Ohio's Commission on Service and Volunteerism**
- ***To strengthen Ohio communities through AmeriCorps and volunteer engagement***
- **www.serveohio.org**

What is AmeriCorps?

- National service program, a.k.a. “domestic Peace Corps”
- Engages more than 80,000 Americans every year for a term of national service. www.americorps.gov
- AmeriCorps, the federal agency, administers grants to engage more than 4 million Americans in service through AmeriCorps, AmeriCorps Seniors and other initiatives such as the Volunteer Generation Fund

ServeOhio

- **Administer AmeriCorps grants in Ohio under the federal National & Community Service Trust Act of 1993.**
- **Authorized under section 121.40 of the Ohio Revised Code**
- **Through collaborations and partnerships, administer AmeriCorps funding that targets areas of education, economic opportunity, healthy futures, veterans/military families, environmental stewardship and disaster services**

ServeOhio

- In Ohio for the 2021-2022 program year, more than \$9 million is supporting 30 partner organizations and 900 AmeriCorps members leveraging millions in local public and private support.
- Map of all AmeriCorps service locations with program summaries can be found [here](#).

What Can Ohio AmeriCorps Programs Do?

AmeriCorps programs address diverse community needs.

- Health
- Employment
- Education
- Environment

Apex to AmeriCorps programs are the **AmeriCorps members** who are in communities providing direct service activities

Who is an Ohio AmeriCorps Member?

- ★ Not a volunteer or a staff person but an individual/member contracted for a term of public service (100-1700 hours per term).
- ★ U.S. citizen, national or legal permanent resident alien of the United States.
- ★ At least 17 years of age with no upper age limit.
- ★ AmeriCorps members receive an Eli Segal Education Award for successful completion of a term of service.
- ★ Most AmeriCorps members receive a modest living allowance, full-time members are eligible for health insurance, and some members may be eligible for childcare.
- ★ Must meet eligibility criteria.
- ★ Someone who gets things done in their community!

Eligibility for an Ohio AmeriCorps Grant

- ★ Non-profit organizations;
 - ★ institutions of higher education;
 - ★ government entities within states or territories;
 - ★ Indian Tribes;
 - ★ and partnerships or consortiums.
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- ★ Organizations that propose to operate programs solely in Ohio must apply through ServeOhio.
 - ★ Multi-state applicants must apply directly to [AmeriCorps HQ](#)

Application Documents

- [Operational Grant Notice of Funding Opportunity \(NOFO\)](#)
- [Application Instructions](#)
- [Planning Grant NOFO and Instructions](#)
- [Mandatory Supplemental Information](#)

All documents on [Grants/Funding](#) webpage

FY22 Funding Priorities

- COVID-19 responses to help local communities respond to and recover from the pandemic.
- Educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, [and students experiencing homelessness or those in foster care.](#)
- Programs that prioritize civic engagement and social cohesion.
- Evidence-based interventions on the [AmeriCorps Evidence Exchange](#) that are assessed as having Moderate or Strong evidence.

FY22 Funding Priorities

- Program models that increase economic opportunities for communities by preparing people for the workforce.
- Efforts to increase access, information and/or resources to safe, healthy, affordable, and/or more efficient housing.
- Program models that reduce and/or prevent prescription drug and opioid abuse; Increase access to health information/knowledge, resources and/or services; Improve individual and/or community health conditions

FY22 Funding Priorities

- Programs that improve the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediaries - organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Environmental stewardship and climate change including renewable energy and energy efficiency, building community resilience, sustainable food systems and agriculture, and conservation and habitat preservation.

FY22 Funding Priorities

- Faith-based organizations providing any of the funding priorities.
- Efforts to mobilize volunteers to meet regional community needs utilizing ServeOhio's Get Connected platform

Types of Operational Grants

Grant Types	Cost Reimbursement	Fixed Amount			
Available Subtypes	Traditional	Full-Cost	Education Award Program (EAP)	Professional Corps See Sec. D.6.a.2 for further requirements	No Cost Slots
Maximum Cost per MSY	\$28,800	\$28,800	\$800 or \$1,000*	\$1,000	\$0
Type of Slots in the National Service Trust	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT, TQT, HT, RHT, QT, MT, AT	FT Only	FT, TQT, HT, RHT, QT, MT, AT
Budget Submission Required	Yes	No		Yes, if requesting operating funds	No
Availability of Funds linked to enrollment and retention of awarded MSYs	No	Yes			No
Grant Types	Cost Reimbursement	Fixed Amount			
Special Requirements	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries and benefits must be paid entirely by organization where member serves and not included in budget.		N/A
Financial Reporting Requirements	Yes	No			
Available to new Applicants	Yes	Yes**	Yes		

Operational NOFO Application Elements

E. Application Review Information: Page 19

A. Executive Summary – use template provided!

B. Program Design

1. Theory of Change and Logic Model

a. Theory of Change has three primary descriptive elements:

Need

Intervention (i.e. what AmeriCorps members will do)

Outcome/Expected Change

b. Logic Model is a linear representation of program

- [How to Develop a Program Logic Model](#)
- [AmeriCorps template](#) on the website.

Theory of Change & Logic Model Notes

- The logic model is a visual representation of the applicant's Theory of Change. Programs should include short or medium (usually what is measured in a program year) and long-term outcomes in the logic model.

The applicant's performance measures should be consistent with the program's Theory of Change and should represent significant program activities.

- Applicants should discuss their rationale for setting/determining Target Numbers for each Output and Outcome in the performance measure(s). Rationales and justifications should be informed by the organization's performance data, relevant research or prior program evaluation findings.
- Applicants should briefly discuss the community need as it relates to the CDC's Social Vulnerability Index: <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>
- Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

NOFO Application Elements

2. Evidence Base - The assessment of an applicant's evidence base on the **same intervention described in the application.**

Evidence Tier – identify your program's evidence tier

- a) Pre-Preliminary = evidence-informed*
- b) Preliminary = Outcome studies on the same intervention in the application
- c) Moderate evidence = positive evidence of effectiveness via experimental design with limited generalization (site specific)
- d) Strong evidence = positive evidence of effectiveness via experimental design with broader generalizations (region, state, etc.)

Most new programs will be pre-preliminary; include any past performance data and recent research to support design.

NOFO Application Elements

In the Evidence Tier section of the application narrative, applicants must (1) summarize the study design and key findings of any outcome or impact evaluation report(s) submitted and (2) describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design. Applicants who submit evaluation reports for consideration must also describe in the Evidence Base section of the application narrative how the intervention described in the submitted reports is the same as the intervention described in the application (see Mandatory Supplemental Information).

Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any documents external to the application other than evaluation report(s) submitted in accordance with the *Notice* instructions.

NOFO Application Elements

3. Notice Priority

- minimal response required

4. Member Experience

- Professional development, skill-building, training
- Recruitment plan includes diverse membership & foster inclusive service experience
- DEI council, leadership, goals or plans to diversify organization

NOFO Application Elements

C. Organizational Capability

1. Organizational background and staffing

- a. Detail the roles, responsibilities, and structure of the staff implementing the AmeriCorps program; oversight and monitoring plan
- b. DEI statement and/or plan
- c. If the budget does not include .5 FTE staff allocated to the program, include a rationale to support this decision.
- d. If a new applicant is requesting a Full Cost Fixed Amount grant, include the following:
 - » The organization's experience managing federal award(s);
 - » Any prior experience with AmeriCorps grants and/or programs;
 - » Detail the sources of match and/or funding plan
 - » Detail how the organization has the internal and fiscal capacity to manage an AmeriCorps grant and all federal requirements.

NOFO Application Elements

C. Organizational Capability

2. Compliance and Accountability

- a. Monitoring and oversight plan to prevent and detect noncompliance and enforce compliance with AmeriCorps rules and regulations

3. Data Collection and Learning

- a. The organization has a plan to regularly collect valid, reliable data regarding program activities, including performance data, and member experiences and use the information, for learning and decision making.

4. Member Supervision

- a. AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service
- b. AmeriCorps supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- c. The program has plans to maintain communications with and among supervisors during the program year

NOFO Application Elements

D. Cost Effectiveness and Budget Adequacy

1. “See Budget” is only required narrative
2. Review Based on Budget Instructions
3. Can use to elaborate on budget elements or line items but cautious of page limits

E. Evaluation Plan

1. All applicants enter N/A
2. Required for Renewal applicants, if awarded

F. Amendment Justification

1. Enter N/A

NOFO Application Elements

G. Clarification Information

1. **Match Replacement:** Programs may request match replacement in FY22. The amount of match replacement must be equal to or less than the amount of cash match listed as Proposed in the Budget Narrative Source of Funds AND cannot result in your program being above the maximum cost per MSY when the match replacement amount is added to the total Grant Share.
2. For this calculation, determine the cost per MSY by adding the total grant share to the match replacement amount divided by total MSY requested in the grant. See the Table on page 15 for the maximum cost per MSY by grant type.
3. For most programs, the cost per MSY is \$28,800
4. Fixed Amount grant are not eligible for match replacement

H. Continuation Changes

1. Enter N/A

NOFO Application Elements

- **Submission of Additional Documents for applicants (pgs. 17-18)**
 - **Financial Management Survey**
 - **Evaluation or Studies, see Evidence Base section**
 - **Evaluation Reports, if recompeting**
 - **Letters of Support for rural intermediary applicants**
 - **Labor Union concurrence, if applicable**
 - **Alternative match schedule request, if applicable**
 - **Delinquency on Federal Debt explanation, if applicable**
- Send all additional documents via email to [Mary Cannon](#) by the application deadline.**

Application Instructions

– Performance Measure Instructions

- One performance measure (output and outcome) is required for your program's primary direct service activity
- Targets are set for one year
- Attend the February 25 grant workshop

– Detailed Budget Instructions

- Follow the instructions, starting on page 19
- Budget for one year
- Member slots and Member Service Years for one year
- Attend February 25 grant workshop

Ohio AmeriCorps Operational Grants

- ★ Grants include a request for a specific number of AmeriCorps member positions and slot types:
 - ★ Full-time: 1 MSY; 1700 hours
 - ★ Three Quarter-Time: .7 MSY; 1200 hours
 - ★ Half-time: .5 MSY; 900 hours
 - ★ Reduced Half-time: .381 MSY; 675 hours
 - ★ Quarter-time: .265 MSY; 450 hours
 - ★ Minimum-time: .212 MSY; 300 hours
 - ★ Abbreviated-time: .056 MSY; 100 hours
 - [See NOFO page 15](#)

EXAMPLE: An application requests 1 full-time, 1 half-time, 1 quarter-time and 1 minimum-time.

This is a request totaling 4 members slots and 1.977 MSY**

*****Note: this is not an eligible request but an example!***

Cost-Reimbursement Budgets

- Payments made via reimbursements
- 24% matching requirement and require the submission of a budget and financial reports.
- Must abide by Cost per MSY maximum for grant type. [See NOFO pages 7-8](#)
- Funds are directly tied to a specific number of members and are solely for program expenses.
- Funds are not for general organizational expenses.
- **Must request no less than 5 MSY**

Example of a Grant Request

Applications must request a **cost per MSY**
at or below **\$28,800**

Cost Per MSY = Federal Request Only/ Total MSY Request

Request Example = 10 MSY for 20 Half-Time Members:

10 MSY * \$28,800 = \$288,000 Maximum Federal Request

\$288,000 (Federal) + \$90,947 (Your Share) = \$378,947 (Total Grant)

76% + **24%** = **100%**

(Hint: Total Federal Request / .76 = total grant amount)

Fixed Amount Grant Budgets

- No budget required but must demonstrate ability to provide financial support
- Funds dependent on member enrollment & retention
- Must abide by Cost per MSY maximum for grant type. [See NOFO pages 7-8](#)
- Funds are directly tied to a specific number of members and are solely for program expenses.
- Funds are not for general organizational expenses.
- **Must request no less than 5 MSY**

Fixed Amount Grant Budgets

- New applicants requesting a Fixed Amount grant may be requested to submit additional documentation that may include one, some or all of the following:
 - a full line-item budget,
 - fiscal management policies or procedures,
 - most recent audit or financial statements,
 - detailed experience with AmeriCorps or federal grants, and/or
 - the [Organizational Management Readiness Assessment](#).

Planning Grants

See the specific [Notice of Funding Opportunity and application instructions](#).

Planning grants allow one year of funding for organizations to determine and explore AmeriCorps program feasibility to develop an AmeriCorps program including:

- a Logic Model and Theory of Change;
- Member service plans in response to the identified community need(s); hire/onboard new staff or position; and
- build organizational capacity to host an AmeriCorps program.

Planning grants do not support AmeriCorps members.

Planning Grants have a specific Timeline of required grant activities. See the planning grant NOFO on pages 4-5.

Planning Grants

Planning grants allow organizations to become better prepared to compete for an AmeriCorps operational grant; however, planning grants do not guarantee organizations will obtain an AmeriCorps operational grant.

Ohio AmeriCorps planning grants may not exceed \$75,000.

Ohio AmeriCorps planning grants are awarded on a cost-reimbursement basis only.

Applicants are required to match at 24% either through cash or in-kind resources.

The planning grant project period is from August 1, 2022-July 31, 2023.

ServeOhio reserves the right to award applications in an amount less than the requested level of funding.

Planning Grants

Follow the instructions for starting a New application in eGrants

Narratives Include-

Executive Summary: Follow the template

Program Design:

Community Need

AmeriCorps Members as an effective tool

Organizational Capability

Background and Staffing

Resource Development

Cost Effectiveness

“See Budget”

All other Narrative sections include “N/A” only

Planning Grants

Budget Sections I and III ONLY

- The Grant share of the award can be no more than \$75,000.
- At least .5 FTE staff is required in the budget.
- Program staff background checks, meetings, events and training can be included.
- Costs for member recruitment, background checks, and training preparation can be included but actual member costs (stipends, benefits, etc.) are not allowed.
- Costs can include partner meetings and supervisor trainings, for examples.
- See the [FY2022 Application Instructions](#) starting on page 19 for information on calculating Administrative Costs and details for budgeting the required staff and program participation costs listed in the Planning Grant Timeline.
- Cash and in-kind match must be at least 24%.
 - Max grant request requires at least \$23,684 match
- There should be NO costs in Section II of the Budget. This section is specific to Member costs and planning grants do not include Members.

Planning Grants

Logic Model not required

Performance Measures must follow the instructions. Starts on page 9.

Required additional documentation includes:

- 1. The Operational and Financial Management Survey (OFMS) available on the ServeOhio website.**
- 2. Organizational chart**
- 3. Organizational Management Readiness Assessment found on the ServeOhio website.**
- 4. If available, most recent single audit or audited financial statements**

Email to [Mary Cannon](#) by the application deadline, **4/6/22 by 5pm EST**

IMPORTANT

- Create an eGrants account
- Must have active SAM and DUNS number throughout the entire grant period
 - Name in SAM has to match eGrants
- Abide by page limitations
 - Narrative
 - Logic Model
- Submit grant and additional documents by the deadline of **April 6, 22 by 5:00pm EST.**

Application Documents

- [Intent to Apply](#) - specific to operational grants
- [Application Timeline](#)
- [Performance Measure Instructions](#)
- [Financial Management Survey](#) - required for all applicants
- [Organizational Management Readiness Assessment](#) – required for planning grants

All documents and application resources on [Grants/Funding](#) webpage

Are we “mission ready?”

What is our capacity?

- Does my organization have the organizational, human resources, technological and fiscal capacity to manage a federal grant?
 - Are Human Resources and Legal departments included in the conversations?
- Does my organization have the resources to match the federal funds (cash and in-kind)?
- Does my organization have the resources to manage a program for **30-60 days before receiving reimbursement?**
- Can our organization administer the programmatic and fiscal reporting requirements and attend required meetings?

Are we “mission ready?”

What does the research say?

- Would this program support my organization’s mission and strategic plan?
- What is the success in providing the service?

What questions cannot we not answer on the [Intent to Apply/Concept Paper](#)?

- Who should be included in the discussion?
- Are we asking members to conduct [prohibited activities](#)?
- Will members replicate or displace current staff or volunteers?

Are we “mission ready?”

- Can we recruit, manage, retain, train and budget for the requested number of members and MSY?
- Review the [Financial Management Survey Pre-Award Risk Assessment](#). A requirement for new programs.
- At minimum, ServeOhio requires at least .5 FTE to oversee and administer the program
- Complete the [Organizational Management Readiness Assessment](#)

Why AmeriCorps?

- **Why is an AmeriCorps program, i.e. AmeriCorps members, uniquely positioned to meet the described need?**
- **How will it expand your reach, scale, scope or improve efficiency and effectiveness?**

Ohio AmeriCorps Grants

- ★ Expands the capacity of organizations to meet their mission and identified critical community need
- ★ Organizations that receive Ohio AmeriCorps grants are responsible for recruiting, selecting, and supervising AmeriCorps members to serve in their programs.
- ★ All grants have required programmatic and financial reporting.
- ★ Are *not* for individual placements.
- ★ Grants must request at least 5 Member Service Years (MSY).

Application Timeline

- **Operational Grant Workshop**
 - **8:30-Noon on 2/25/22**
 - 8:30-9:45 am NOFO In-depth review
 - 10:00-10:45 am Budget Instructions
 - 11:00-Noon Performance Measures & Resources
 - **RSVP required by 2/22/22 to receive link**
- **Intent to Apply**
 - Not required but submit by 3/11/22 for feedback
- **Application Deadline**
 - **April 6, 2022 by 5pm EST**

Additional Information

- <https://www.serveohio.org/Grants-Funding/AmeriCorps-Funding>
- www.americorps.gov
- [AmeriCorps Regulations](#)
 - 45CFR, Chapter 25

Contact

www.serveohio.org

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