



Puerto Rico's Commission on Voluntarism & Community Service

Proposal Application Presentation

AmeriCorps *State Formula Application
2010-11 Pre-Funding Presentation



Agenda

- 9:15 a.m. Registration
- 9:30 a.m. Welcome, Purpose
- María de Lourdes Lopez, Executive Director
- 9:45 a.m. Introductions, and Ice Breakers
- Iricely Ortiz, Training Officer
- 10:00 a.m. Overview of Commission & AmeriCorps 101
- María de Lourdes Lopez & Eric García
- 10:20 a.m. **2010-11 FORMULA GRANT
APPLICATION REQUIREMENTS**
- Staff
- 11:20 a.m. Section Q&A
- 11:40 a.m. Closing & Evaluation

Introductions and Ice Breakers

Key words/Acronyms

PR-CVCS	Puerto Rico's Commission on Voluntarism & Community Service, is the State Commission and the grantee*.
CNCS	Corporation for National and Community Service
MSY	Member Service Year
OMB	Office of Management and Budget
NOFA	Notice of Funding Available
EIN	Employer Identification Number
DUNS	Data Universal Numbering System

*Successful applicants are the sub-grantee

Overview of Commission and AmeriCorps

Puerto Rico's Commission for Voluntarism & Community Services

The Government of Puerto Rico is committed to establishing the PR-CVCS in accordance with Executive Order 2009-036 of 2 October 2009 by the Office of the Governor of Puerto Rico.

The commission has offices at
La Fortaleza in San Juan.

You can contact us at

(787) 721-7000 extensions 3376, 3099 or 3014.

comisionvoluntariado@Fortaleza.gobierno.pr



Puerto Rico's Commission for Voluntarism & Community Services

The role of the PR-CVCS is to promote volunteerism and community service in Puerto Rico, through the:

- Promotion of voluntarism and community service;
- Development and promotion of programs;
- Reception and administration of Federal and State grants;
- Administration Sub-granting process including CNCS /AmeriCorps;
- Monitoring sub-granted programs;
- Training an technical assistance;
- Facilitation of partnerships development.

Puerto Rico's Commission for Voluntarism & Community Services

The PR-CVCS consists of 25 commissioners appointed by the Governor of PR, representing the:

- ❑ Business sector;
- ❑ Communities and nonprofit organizations;
- ❑ Municipalities;
- ❑ The Department of Education;
- ❑ The Corporation for National and Community Service;
- ❑ The PR student and youth at risk;
- ❑ Other of proven ability and commitment to the goal of promoting volunteer service to local or national level.

Corporation for National & Community Service

The CNCS was created as an independent agency of the federal Government by the National and Community Service Trust Act of 1993.

The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

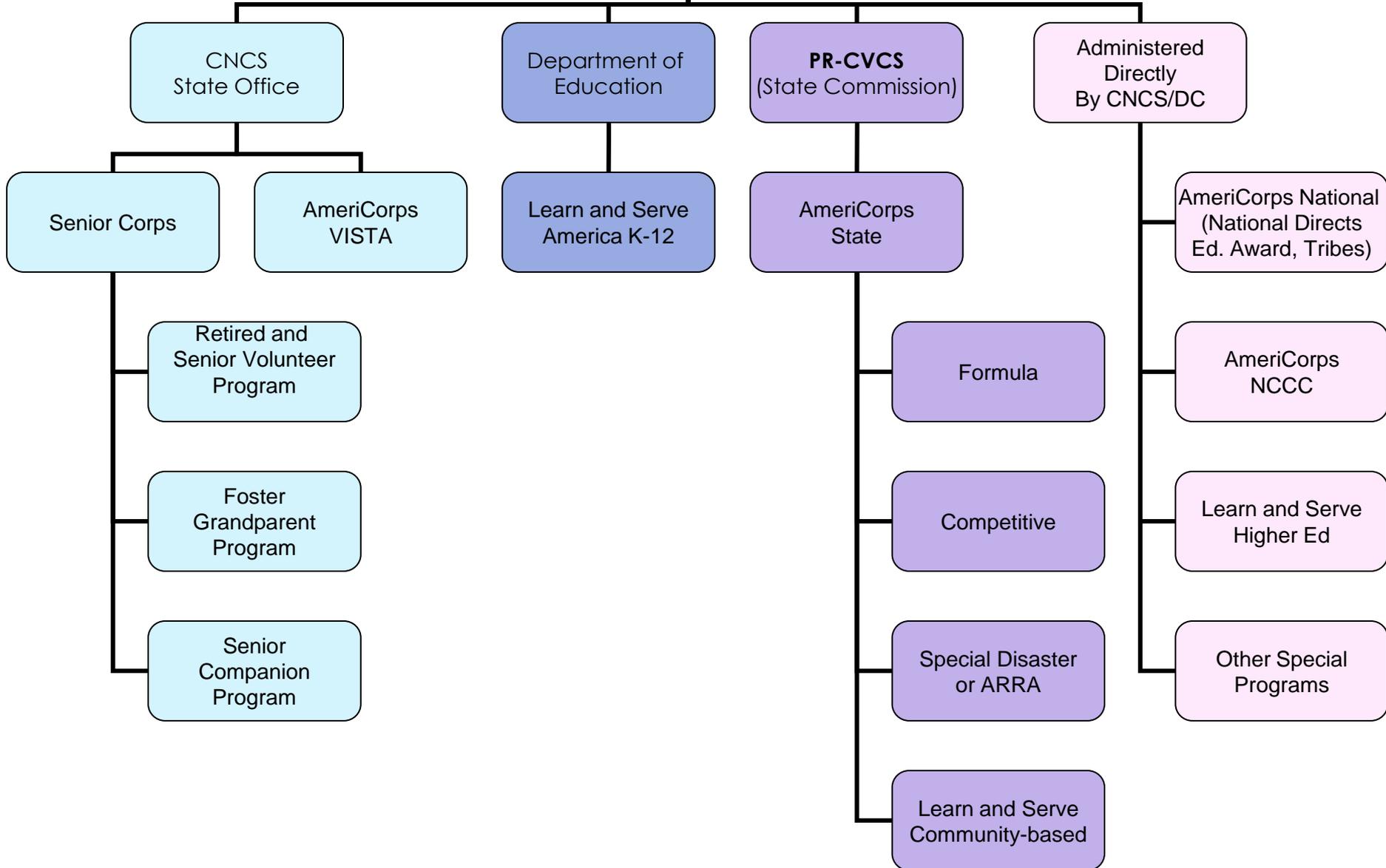


Corporation for National & Community Service

National Service Programs



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

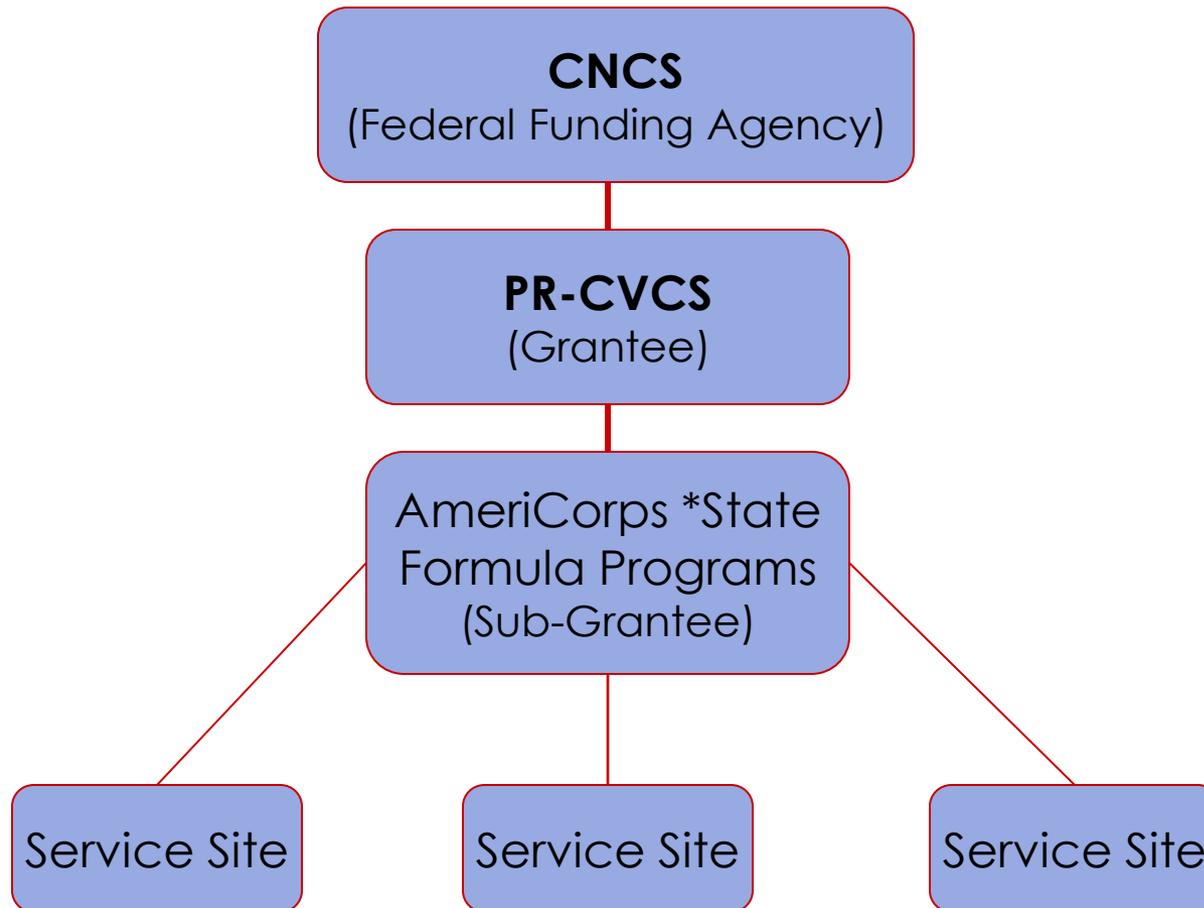


AmeriCorps

- ❑ Administered by the Corporation for National and Community Service (Federal agency)
- ❑ Began in 1994 and commonly referred to as “the domestic Peace Corps”
- ❑ Comprised of AmeriCorps *State and National, VISTA and AmeriCorps *NCCC.
- ❑ The PR-CVCS administers AmeriCorps *State Competitive and Formula Program.



AmeriCorps *State Funding Structure



AmeriCorps

The AmeriCorps program has three main **GOALS**:

- ❑ Meet community needs provides service.
- ❑ Strengthening the community and leverage volunteers.
- ❑ Members development.



Is AmeriCorps right for your agency?

- ❑ Review the www.americorps.gov web site and the AmeriCorps provisions.
- ❑ Contact current AmeriCorps State Programs.
- ❑ Start to critically analyze your organizational capacity to manage a complex federal grant.



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AMERICORPS STATE AND NATIONAL ★ AMERICORPS NCCC ★ AMERICORPS VISTA



Join AmeriCorps!

AmeriCorps is your chance to put your ideals into action while learning new skills, making new connections, and earning money to pay for college. [> Learn more](#)

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Community Development

and select your state:

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Fight Poverty with PASSION

Thirty-seven million Americans, including 13 million children, live in poverty. VISTA, the AmeriCorps program that fights poverty, needs passionate individuals like you to join us!



Click here to
join the fight.



Edward M. Kennedy
Serve America Act

Social Innovation Fund

Meet our New CEO Patrick Corvington

On February 18, Patrick Corvington was sworn in as the Chief Executive Officer of the Corporation for National and Community Service. Corvington, a recognized expert on nonprofit management and leadership, joins the agency at a time marked by unprecedented social need and support for national service.

On his first day in office, Patrick Corvington spoke about his background in the nonprofit sector and the unprecedented opportunity to address the nation's challenges by expanding service and volunteering in the United States.



Internet



100%

Is AmeriCorps right for your agency?

- ❑ Evaluate your capacity to recruit, interview and manage members.
- ❑ Are your community partnerships strong?
Are these potential service sites for members?
- ❑ What is your current strategy for sustainability?
- ❑ Evaluate if your organization wants to expand current services, is highly organized and diversified and has resources to support a reimbursement grant .

2010-11 Formula Grant Application Requirements

Program Requirements

✓ **Eligibility**

Who is eligible to apply?

- ❑ Public agencies
- ❑ Private Non-Profit

Before you decide to apply...

- ❑ Carefully read the **Application Instructions** and Additional Application Instructions.
- ❑ Educate your Board about the benefits and costs of the program.
- ❑ Review the **AmeriCorps Provisions** and applicable federal statutes.

Key factors

- ❑ Organizations must be prepared to **support and implement** activities as they are described in the grant application.
- ❑ Organizations are encouraged to include key administrative, programmatic and financial **staff** in project planning.
- ❑ Organizations must have the ability to generate cash or in kind **match**.

Key factors

- ❑ Organizations must have current, demonstrable capacity **to manage** a complex **federally funded project**.
- ❑ **Adequate personnel** to include a dedicated, qualified accountant (or contract with a reputable accounting firm).
- ❑ Be a recruiter, a trainer, a motivator, a planner, a juggler, a disciplinarian a leader...

AmeriCorps State (Formula)

- ❑ Funding request must be structured based on the number of **MSY** requested.
- ❑ Annual Allocation to the state of funding
 - ✓ Programs develop budgets with their application to support member request and other allowable expenditures.

AmeriCorps State (Formula)

- Annual Allocation of member slots (**MSY's**) based on population:

Slots	Member	Hours per year	Cost not to exceed
1 MSY	1 full time	1,700	\$13,000
1 MSY	2 half time	900	\$13,000

2010-11 Formula Grant Application

Program Requirements

✓ **Process**

Approval process

- ❑ The organization submits letter of intent on or before **March 12, 2010 until 4:00 pm.**
- ❑ The organization submits the grant application on or before **April 9, 2010 until 4:00 pm.**
- ❑ Grants applications will be reviewed by the **PR-CVCS** Staff and a **Peer Review Panel.**

Approval process

- ❑ Reviewers utilize a standard review tool.
- ❑ Recommendations are made to the PR-CVCS Director and the State Service Commission for final funding decisions.
- ❑ Portfolio of State Formula Programs submitted to the CNCS by the PR-CVCS for final approval.

What makes this application unique?

- ❑ Member management, recruitment and retention – tracking service hours, payment of stipends and member development.
- ❑ Flexibility of program design.
- ❑ Complexity of implementation – service sites, site supervisors.
- ❑ Rigorous reporting and accountability – reimbursement grant.

2010-11 Formula Grant Application

Program Requirements

✓ **Fiscal Management**

Financial requirements

- May not be the right grant for your organization if:
 - ✓ you are seeking a lot of operating funds for your organization;
 - ✓ your organization cannot provide in-kind and or cash match support for the program;
 - ✓ you cannot separate and track expenditures with an adequate accounting system.

Financial requirements



Financial requirements

- ❑ **Documented policies** and procedures.
- ❑ Adequate cash management procedures (monthly bank reconciliations).
- ❑ System to track members' & employees' activities.
- ❑ System to follow-up on problems identified to ensure resolution.

Relevant OMB Circular

	Educational Institutions	Non- Profit Organizations	State & Local Governments
Uniform Administrative Requirements	45 CFR 2543 & Circular # A- 110	45 CFR 2543 & Circular #A- 110	45 CFR 2541 & Circular # A-102
Cost Principles	Circular #A -21	Circular # A-122	Circular # A-87
Audits	Circular #A-133	Circular # A-133	Circular # A-133

http://www.whitehouse.gov/omb/grants/grants_circulars.html

Determination of acceptability of cost

- ❑ Conditions in Award Letter and Contract
- ❑ AmeriCorps Provisions
- ❑ AmeriCorps Policy
- ❑ OMB Circulars
- ❑ Program Applicability
 - ✓ Allocable
 - ✓ Allowable
 - ✓ Reasonable
 - ✓ Necessary



Key budget factor to consider

- ❑ Match (**24%** overall match for a new program)
- ❑ Personnel – must have 100% of an FTE assigned to the project per 10 members; must have **qualified staff** assigned to the project
- ❑ **Cost per MSY cannot exceed \$13,000** (based on total request)
 - ✓ Living allowance – **\$11,800** (minimum full time member)
 - ✓ Health Insurance - **required if full time member.**

Key budget factor to consider

- ❑ Other Costs to consider:
 - ✓ Training for Staff and Members
 - ✓ Travel for Staff and Members
 - ✓ AmeriCorps Gear for Members
 - ✓ Supplies
 - ✓ Space
 - ✓ Equipment



Key budget factor to consider

Visit the Resource Center at the AmeriCorps website or visit this address.

<http://www.nationalserviceresources.org/online-courses/preparing-the-grant-budget-for-ameri-corps-programs>

Learn about budget development with a focus on the preparation of a CNCS grant- specific budget for AmeriCorps programs.

This course was created cooperatively by the CNCS, Walker & Co., and ETR Associates.

Match requirements

(Section 407 of the appropriations act)

- ❑ Match (**24%** overall match for a new program)
- ❑ Match (sub-grantee share) must be met with in-kind and cash resources
 - ✓ 24% overall match – (50% of the 24% of match highly encouraged as cash)
 - \$200,000 request
 - Total Match - \$48,000 (\$24,000 (50%) cash)

Match requirements

(Section 407 of the appropriations act)

- ❑ If personnel are used to meet the match requirements – time sheets and payroll registers must accurately reflect time on project.
- ❑ Match increases incrementally up to 50% at the 10th year

Match requirements

- ❑ All match contribution (cash or in-kind) must be **supported by adequate & appropriate documentation.**
- ❑ Keep a copy of the receipt or certification of personal service, material, equipment, building or land in your files.

2010-11 Formula Grant Application

Program Requirements

- ✓ Programmatic Management

Training requirements

- ❑ The PR-CVCS is responsible for sub-grantee program **staff training and technical assistance** directly related to the AmeriCorps grant.
- ❑ Sub-Grantees are responsible for **training members** to include: pre-service training, ongoing member development, mid and final performance evaluations and other trainings as determined by program.

CNCS activities

- ❑ Participating in the three main activities of CNCS:
 - ✓ Martin Luther King Day
 - ✓ AmeriCorps Week
 - ✓ September's 11 National Day of Service and Remembrance.



Member management

□ **AmeriCorps Member**

Individual who is enrolled in an AmeriCorps program and receives a living allowance (at regular intervals during their term of service) and an education award once they successfully complete their service commitment.

□ **Community Volunteer**

Individual who may regularly or spontaneously volunteer with an AmeriCorps program (typically engaged for large service projects such as Martin Luther King Day). They receive no living allowance or education benefits.

Member management

- ❑ Strong programs are always working to strengthen the member experience at their service sites.
- ❑ AmeriCorps members cannot replace paid staff and **should not be treated as employees.**
- ❑ Programs are encouraged to be inclusive in their recruiting and placement of members with particular attention to **individuals with disabilities.**

Member management

Criminal History Check

- ❑ National Sex Offender Registry (NSORP) - Is an eligibility requirement that **must be completed prior to enrollment.**
- ❑ **The documentation** must **demonstrate** that, in selecting or placing an individual, the organization reviewed and considered the background check's results.

These requirements apply as of October 1, 2009. The Corporation issued interim regulations that cover this requirement on September 10, 2009 (see 45 CFR § § 2522.205-207 and 2540.200-207). This rule may vary according to changes in the AmeriCorps Provisions.

Member management

Criminal History Check

- ❑ Programs with members (18 and over) or sub-grantee employees shall conduct criminal history checks as part of the overall screening process.

- ❑ **Two required searches:**
 1. **State Criminal Record**
 2. **National Sex Offender Public Registry (NSOPR) at www.nsopr.gov**

Member development

- ❑ Citizenship
- ❑ Training related to your service activities
- ❑ Leadership opportunities
- ❑ Supervision, training, and education
- ❑ Support services
- ❑ Diversity
- ❑ Disaster/emergency preparedness



2010-11 Formula Grant Application

Application Requirements

Submitting an application

- ❑ The organization is required to submit a letter of intent on or before **March 12, 2010 until 4:00 pm.**
- ❑ The organizations may receive visits of PR-CVCS Staff between **March 10 to 27, 2010**, prior to final submittal of application.
- ❑ The organization is required to submit the grant application through **e-grants** on or before **April 9, 2010 until 4:00 pm.**

Submitting an application

- ❑ Applications must be submitted through **e-grants** can be accessed at:
 - ✓ www.cns.gov or
 - ✓ <https://egrants.cns.gov/espan/main/login.jsp>
- ❑ E-grants is currently open for:
 - ✓ AmeriCorps State Formula NOFO Open for sub-applications



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Additional application components

Your application consists of the following components. Please make sure to complete each one.

- Applicant information
- Application information
- Program narratives
- Performance measures
- Documents
- Budget
- Review, Authorize, and Submit
- Survey on Ensuring Equal Opportunity for Applicants (Optional)

Additional application requirements

- ❑ Letter of intention
- ❑ A-133 Audit or Financial Statement
- ❑ Organizational chart
- ❑ Board of directors
- ❑ Pre-Funding Financial Assessment/Organizational Questionnaire
- ❑ Sustainability plan
- ❑ Member Training Plan (PDAT)



Forms

All forms including application instructions, additional requirements, and the application timeline, including this presentation are available at:

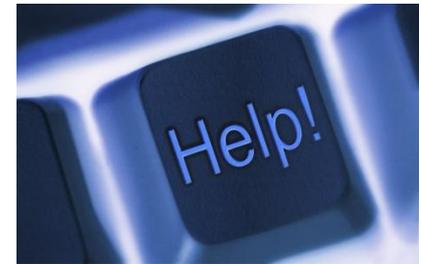


Sub-grantees expectations

- ❑ Sub-grantee is accessible and willing to communicate needs.
- ❑ Important documents and correspondence are reviewed in an appropriate time frame by the sub-grantee – if no questions – PR-CVSC assumes materials (including policy) are understood.
- ❑ Compliance with federal and state regulations and policies - inability to maintain compliance can result in suspension and/or termination of funding

Help and assistance

- ❑ Technical assistance will be available by appointment.
- ❑ Post Notification of Award but prior to beginning of Contract (Oct. 1, 2010) **sub-grantee required to attend annual Program Start-Up training.**



Thank you for your interest in



AMERICORPS

Contact Information

- ❑ María de Lourdes Lopez, Executive Director
- ❑ Eric García, Program Officer
- ❑ Iricely Ortiz Pizarro, Training Officer

Phone: (787) 721-7000
extensions 3376, 3099 or 3014

Web: www.pr.gov

E-Mail: comisionvoluntariado@Fortaleza.gobierno.pr