Puerto Rico’s Commission on Voluntarism & Community Service

Proposal Application Presentation

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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>PR-CVCS</strong></td>
<td>Puerto Rico’s Commission on Voluntarism &amp; Community Service, is the State Commission and the grantee*.</td>
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<tr>
<td><strong>CNCS</strong></td>
<td>Corporation for National and Community Service</td>
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<tr>
<td><strong>MSY</strong></td>
<td>Member Service Year</td>
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<tr>
<td><strong>OMB</strong></td>
<td>Office of Management and Budget</td>
</tr>
<tr>
<td><strong>NOFA</strong></td>
<td>Notice of Funding Available</td>
</tr>
<tr>
<td><strong>EIN</strong></td>
<td>Employer Identification Number</td>
</tr>
<tr>
<td><strong>DUNS</strong></td>
<td>Data Universal Numbering System</td>
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*Successful applicants are the sub-grantee*
Overview of Commission and AmeriCorps
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
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 and 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.
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.
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

CNCS
(Federal Funding Agency)

PR-CVCS
(Grantee)

AmeriCorps *State Formula Program
(Sub-Grantee)

Service Site  Service Site  Service Site
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](http://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.
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.
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.
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...
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:

<table>
<thead>
<tr>
<th>Slots</th>
<th>Member</th>
<th>Hours per year</th>
<th>Cost not to exceed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MSY</td>
<td>1 full time</td>
<td>1,700</td>
<td>$13,000</td>
</tr>
<tr>
<td>1 MSY</td>
<td>2 half time</td>
<td>900</td>
<td>$13,000</td>
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</table>
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.**
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

- Time & Activity
- Financial Reporting
- Budget Controls
- Matching In-Kind Contribution
- Regulatory Requirements (Provision)
- Managing Cash
- Efficient Accounting System
- Written Policies & Procedures
- Documenting Expenses
- Internal Controls
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

<table>
<thead>
<tr>
<th>Uniform Administrative Requirements</th>
<th>Educational Institutions</th>
<th>Non-Profit Organizations</th>
<th>State &amp; Local Governments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Principles</td>
<td>Circular #A-21</td>
<td>Circular # A-122</td>
<td>Circular # A-87</td>
</tr>
<tr>
<td>Audits</td>
<td>Circular #A-133</td>
<td>Circular # A-133</td>
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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.**
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-americorps-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)
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.
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.
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](http://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-\text{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 NOFA: Commission AmeriCorps State FY 2010
    - Open for sub-applications
Your browser appears to be using popup blocking. This may interfere with site operation, in particular the help buttons. You may wish to add this site to an allow list, if your browser supports selective blocking, or turn off popup blocking.

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisoninent. By proceeding, you hereby acknowledge your agreement with these terms and the system’s rules of behavior and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

Login to eGrants ❯

Forgot your password? Get help ❯

Don’t have an eGrants account? Create an account ❯

View system rules of behavior ❯

Click here to disable the pictures ❯
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)
All forms including application instructions, additional requirements, and the application timeline, including this presentation are available at:

www.pr.gov
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
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