2023-24 PLANNING GRANT INFORMATION SESSION

AmeriCorps

August 17, 2023

AGENDA

AmeriCorps & OregonServes

About AmeriCorps Planning Grants

2023-24 Application Process

Additional Resources & Q&A

WHAT IS AMERICORPS?

Connecting individuals and organizations to help communities tackle their toughest challenges

AmeriCorps sends people power and funding to communities across the country. Disaster response, opioid crisis, education – these are just a few of the causes where AmeriCorps members and AmeriCorps Seniors volunteers have stepped up to strengthen their community.

BRANCHES OF SERVICE

AmeriCorps State and National members serve with thousands of nonprofit and community groups across the country, including Habitat for Humanity, College Possible, and Reading Partners to meet pressing local and national needs.

AmeriCorps NCCC members are 18-24 and serve in a team-based, residential program that meets the needs of communities throughout the country. FEMA Corps, developed in partnership with FEMA, mobilizes NCCC members for disaster preparedness and response.

AmeriCorps VISTA members serve full-time and continue a 50+ year legacy addressing poverty and building the capacity of nonprofit organizations nationwide.

OREGON SERVES

MEMBER BENEFITS

LIVING ALLOWANCE * HEALTH INSURANCE * LOAN FORBEARANCE * CHILDCARE ASSISTANCE * MEET LIKE-MINDED PEERS * EDUCATION AWARD

MEMBER DEVELOPMENT BENEFITS

- 9 out of 10 AmeriCorps alumni reported that their experience improved their ability to solve problems.

- 80% of alumni feel confident they can create a plan to address a community issue and get others to care about it.

- 93% of alumni said that after service, they felt comfortable interacting with others different than themselves, as compared to 72% before.

- 94% said that national service broadened their understanding of society and different communities.

- 8 out of 10 alumni say AmeriCorps benefited their career path.

- 42% of alumni employed within six months of service found a job through a connection made in AmeriCorps.

- 7 out of 10 alumni say that AmeriCorps helped them achieve their educational goals, in part thanks to the Segal AmeriCorps Education Award received after service.

- 1/3 of alumni were furthering their education six months after service.

- More than 1/2 said the Education Award gave them the ability to pay for career-benefiting training and education that they otherwise would not have had.

OREGON
SERVES

IMPACT OF AMERICORPS

3,300 MEMBERS AND VOLUNTEERS SERVING

$11.7 MILLION INVESTED

400 COMMUNITIES SERVED ACROSS THE OREGON

OREGON SERVES

AMERICORPS IN OREGON

✓ AmeriCorps the Agency is the federal agency that administers AmeriCorps at the national level.

✓ OregonServes is the Oregon State Service Commission and is the pass-through agency for Federal AmeriCorps funding in Oregon.

✓ AmeriCorps Oregon refers to the programs funded by Oregon Serves.

ABOUT AMERICORPS PLANNING GRANTS

AMERICORPS OREGON PLANNING GRANT

- A planning grant provides financial support to organizations that will be developing an AmeriCorps program placing AmeriCorps members in service solely within Oregon.

- Grant recipients are awarded up to $75,000.

- Planning Grants help prepare for the next full program grant competition. (*2024-2025 grant cycle*)

- A planning grant does not provide AmeriCorps members.

OREGON
SERVES

FOCUS AREAS

All planning grant applicants must propose a program design that aligns with one of the following focus areas:

- Disaster Services
- Climate Action
- Housing and Homelessness
- AmeriCorps program expansion

OREGON SERVES

AMERICORPS FOCUS AREAS

- Disaster Services

- Economic Opportunity

- Education

- Environmental Stewardship

- Healthy Futures

- Veterans and Military Families

OREGON
SERVES

DISASTER SERVICES

Activities that support preparedness, response, recovery and mitigation:

- Provide critical capacity and support to local communities to develop disaster preparedness plans and/or projects.

- Provide disaster training and certification opportunities to members.

- At times of a declared disaster, conduct disaster response and/or recovery activities: volunteer management, donations management, debris management, call center and data management, sheltering care, etc.

OREGON SERVES

MODELS

- **Stand-alone AmeriCorps Disaster Corps program that has either a local or statewide focus**

- **An AmeriCorps program that adds the AmeriCorps Disaster Response Team ("ADRT") component to current programming**

- **Stand-alone AmeriCorps Disaster Corps program that also serves as an ADRT**

OREGON
SERVES

ADRT

AmeriCorps Disaster Response Team (ADRT)

An ADRT is an AmeriCorps program with a heightened focus and commitment to disaster response and recovery work. ADRTs engage in disaster response activities and trainings year-round.

They are a nationally deployable resource when there is a FEMA Mission Assignment ("MA") and are recognized in the emergency management community. ADRTs work under the direction of the AmeriCorps Disaster Services Unit when an MA work order has been issued and are reimbursed for approved expenses.

FEMA issues mission assignments in anticipation of, or in response to, a Presidential declaration of an emergency or major disaster. Mission assignments allow for deployment, employment and assistance from the full range of federal resources to support disaster needs.

OREGON SERVES

EXAMPLES

California

★ The California AmeriCorps Disaster Team: Co-managed by the American Red Cross, focuses on the areas of community preparedness education, disaster response and volunteer management. Members can be deployed to a disaster for a few days or weeks to support disaster response and recovery.

Colorado

★ Conservation corps perform disaster relief and proactive mitigation activities, protect and strengthen outdoor recreation infrastructure, and install energy efficiency measures in low-income homes in rural and urban communities.

OREGON
SERVES

ELIGIBILITY INFORMATION

An applicant must meet all criteria under <u>Eligibility Information</u>:

- Non-Federal Entities:
  - **Tribes** (2 CFR §200.54)
  - **Institutions of Higher Education** (2 CFR §200.54)
  - **Local Governments** (2 CFR §200.64)
  - **Nonprofit Organizations** (2 CFR §200.70)
  - **States** (2 CFR §200.90)

ELIGIBILITY INFORMATION

An applicant must meet all criteria under <u>Eligibility Information</u>:

- Applicants must propose AmeriCorps program designs that will operate solely within the state of Oregon.

- Planning Grants are open to current AmeriCorps programs if they propose a new focus area, geographic region, or new member initiatives.

- Applicants must:

  - Have a Unique Entity Identifier (UEI)

  - Register with the <u>System for Award Management</u> and maintain an active SAM registration.

  - Submit a Single Audit or an Independent Financial Audit from 2020 or 2021.
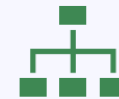
OREGON
SERVES

PLANNING GRANT ACTIVITIES

Conduct Needs Assessment

Research Interventions

Program Design

Create Needed Structures

Write Policies and Procedures

AUTHORIZED EXPENSES

Personnel and Fringe

Contracts and Consultants

Supplies

Travel

Training

Evaluation

Other Operating Costs

Admin/Indirect Cost

NO MEMBER COSTS

OREGON
SERVES

TRAINING AND TECHNICAL ASSISTANCE

✓ **Access to OregonServes resources for developing an AmeriCorps program:**

- Framework for developing systems to launch a program
- Access to individual training and technical assistance
- Invitation to training webinars
- Networking and collaboration with existing grantees

APPLICATION PROCESS

OREGON SERVES

2023-24 DEADLINES FOR GRANT APPLICANTS

Planning Grant Duration	Due Date	Notification of Funding Decisions	Planning Grant Activities Begin (tentative)	Planning Grant Activities End
9-Months	September 4, 2023	September 13, 2023	October 2023	July 2024

SUBMISSION REQUIREMENTS

Email completed applications to: oregon.serves@hecc.oregon.gov

Use your own Word template for the narratives.

Use the provided Excel template for the budget.

If awarded, applicants will need to submit a completed application using eGrants, the AmeriCorps online application system.

Instructions will be provided at that time.

OREGON
SERVES

PLANNING GRANT NARRATIVE

Executive Summary (0 Points)

The [Name of the organization] proposes to develop an AmeriCorps program serving in [location(s) the AmeriCorps program will serve] that will focus on the CNCS focus area(s) of [Focus Area(s)]. The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, tribal, and federal funds] in public funding, and $[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

Planning Grant Narrative

Program Design (23 Points)

Describe why you are applying for a planning grant and what you hope to achieve during the one-year planning period, including, but not limited to:

- Need (1-2 pages)- the problem you plan to address with your AmeriCorps program and evidence that the need exists.

- AmeriCorps Members as Effective Tool (2-3 pages)- why AmeriCorps members are well suited to address the need. Determine the most appropriate AmeriCorps member activities to address the identified need.

- AmeriCorps/OSC Funding Priorities (less than 1 page)- the target community/ies the program would serve.

Planning Grant Narrative

Program Design (23 Points)

- Organizational Background and Staffing (1-2 pages)- Describe how the organization has the experience, staffing, and management structure necessary to plan and implement the proposed project. Additionally, describe how the organization is culturally responsive of staff, beneficiaries, and community.

- Resource Development (1-2 pages)- Describe the organization's experience in securing outside cash and in-kind contributions. Describe the resources that could potentially be utilized/secured to assist the organization in supporting a full AmeriCorps program.

Planning Grant Narrative

Program Design

- Describe how the program developed through this planning grant will be new or develop a new aspect or expansion of an existing program.

- Describe a clear and logical planning process, including:
  - A detailed description of the planning process and which staff are leading it.
  - A well-developed timeline for planning activities
  - A clear description of how the planning period will be used to develop the necessary components to effectively manage an AmeriCorps program in the future.

Planning Grant Narrative

Cost Effectiveness and Budget Adequacy (25 Points)

- Budget should be submitted with adequate information to assess how each line item is calculated.

- Budget is in compliance with the budget instructions

- The submitted request is equal to or less than the maximum allowed for a planning grant, $75,000.

PLANNING GRANT NARRATIVE

Cost Effectiveness and Budget Adequacy (25 Points)

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect cost rate if used to claim indirect/administrative costs.

- 24% match is submitted with adequate information included in the "Source of Funds" section to support the amount written in the budget.

- Under "Source of Funds" indicate the amount of non-AmeriCorps resource necessary to support the project. This includes the amounts, type of commitment (cash and/or in-kind), the sources of these commitments, and whether the commitments are "secured" or "proposed."

ADDITIONAL DOCUMENTS

- Current indirect cost rate agreement, *if applicable*.

- Organizational Chart-*must clearly show where the AmeriCorps program would be within the organization*.

- Application Certification Sheet

- Either:
  - Independent Financial Statement Audit from 2021-2022 *(submit most recently completed)*.
    - Not required for colleges, universities, or school districts.
  - Single Audit from 2020 or 2021 *(submit most recently completed, if applicable)*.
    - Not required for colleges, universities, or school districts.
  - If an organization has not undergone an audit, they may submit unaudited financial statements from 2020-21.

ADDITIONAL DOCUMENTS

- Submit by 11:59pm PST on September 4, 2023.

- Submit via email to oregon.serves@hecc.oregon.gov.

- Subject Line: [legal applicant name]-[application ID number].

- Email should include:
  - Legal applicant name and point of contact information (name, email, phone).
  - Application ID number
  - List of documents attached to the email
  - Individually saved files that are clearly labeled
    - Do not send documents as one large PDF file.
  - Files include the legal applicant's name and application ID in the body of each document

OREGON
SERVES

Tips for a Successful Application

Work in Word (cut and paste document into eGrants, if awarded)

Complete your budget in Excel (cut/paste from Excel to eGrants, if awarded)

Track Page Limits-10 page limit on narrative

Complete application prior to deadline

Ask an individual from outside the organization to review

Focus on program design and impact

Resources

- https://www.oregon.gov/oregonserves/trainings/Pages/new-applicant-resources.aspx

- OR

- Oregon.gov/OregonServes > Resources > Events & Trainings

Resources

Planning Grantee Resource Guide

- It is meant for awarded grantees but it highlights grant requirements, where to find them, and helpful hints.

Training Resources

Recorded planning grant webinars and materials

Member Recruitment and Management

- Staff Timesheets Requirements Guide
- AmeriCorps Branding Guidance

Additional Resources

- Planning Grantee Resource Guide
- Training Resources

OREGON
SERVES

QUESTIONS?