

# **AmeriCorps\*State Program 2012-2015 Request for Proposals**

**Grant Information Conference**



# Grants Information Conference Agenda

- **FAQs**
- **Serve Illinois Commission**
- **National Service**
- **AmeriCorps\*State Programs**
- **2012-15 AmeriCorps\*State RFP**
  - **Application procedure**
  - **Program requirements for 2012-15**
- **Documents on CD to Review**
- **Grant-Writing Tips**
- **Timeline and Deadline for Submission**

# FAQs

- All questions must be submitted on index cards.
  - PLEASE PRINT AND INCLUDE
    - Agency Name
    - Date
    - Question(s)
- Questions will be collected by designated DHS staff

# FAQs

- Question and responses provided at the Bidders' Conferences are not considered valid and official.
- All questions and responses will be posted in writing, via a Frequently Asked Questions (FAQs) at <http://www.dhs.state.il.us>. All questions and answers posted in the FAQs on the DHS website are considered valid and official.

# **Serve Illinois Commission**

**The Illinois Commission on  
Volunteerism & Community Service**



# Serve Illinois Commission

## State Agency Location

- **Housed within the Department of Human Services, Division of Community Health and Prevention.**



# Serve Illinois Commission

## Make-up and Duties

- 15-25 Governor-appointed commissioners
- Fund and administer AmeriCorps\*State programs
- Promote National Days of Service
- Coordinate training and professional development
- Volunteer Recognition
- Collaborate with volunteer organizations



# National Community Service Trust Act of 1990

- Established the Corporation for National and Community Service (CNCS).
- Required the establishment of state service commissions.
- CNCS is the federal funding entity of AmeriCorps.

*Corporation for*  
NATIONAL &  
COMMUNITY  
SERVICE 



# Edward M. Kennedy Serve America Act of 2009



# Themes of the Act

- **Focuses service on key national issues**
- **Expands opportunities to serve**
- **Builds the capacity of individuals, nonprofits and communities to succeed;**
- **Encourages innovative approaches to solving problems**

# 2011-2015 CNCS Strategic Plan

- **Service as a Solution**
- **Expanding Opportunities to Serve**
- **Build Enduring Capacity**
- **Embrace Innovation**

# Serve Illinois Commission History

- **1979 - Founded as the Illinois Office of Voluntary Participation**
- **1990 - Governor's Office of Voluntary Action**
- **1991 - Lieutenant Governor's Office of Volunteer and Senior Action**
- **1995 - Illinois Commission on Community Service (DCCA)**
- **1998 - Moved to DHS**
- **2000 - Illinois Commission on Volunteerism and Community Service Act (ICVCS)**
- **2007 - Commission adopts "Serve Illinois" moniker**



# Serve Illinois Commission



- **Established in legislative statute in July 2000.  
(20 ILCS 710, Chapter 1278, paragraphs 3800 to 3806)**

- **Commission's stated purpose:**

1. **“... to promote and support community service...”**
2. **“to stimulate new volunteerism...”**
3. **“to serve as a resource...and an advocate...”**

# Serve Illinois Commission Mission

- **Mission**: To improve Illinois communities by supporting and enhancing traditional volunteerism and administering the AmeriCorps\*State programs.



# Serve Illinois Commission - Staff

- **Ted Gibbs, Executive Director**
  - **Lisa Hooker, AmeriCorps Program Officer**
  - **Scott McFarland, Deputy Director**
  - **Karla Kunzeman, Volunteer Programs Manager**
  - **Mike Stehlin, Training Officer**
  - **Emily Fox, Graduate Intern**
  - **Lois Barnhart, Disability Coordinator**
- 
- **Serve Illinois Commission Contact Information**
  - **815 E. Monroe, Springfield, IL 62701**

# **National Service and AmeriCorps**



# National Service Partners



**The Serve Illinois Commission administers AmeriCorps\*State programs, but is a partner with other national service entities.**

# Learn and Serve America

- **Service-learning is a method of teaching and learning that connects classroom lessons with meaningful service to the community.**
- **Learn and Serve integrates community service into K-12 classrooms.**



# Senior Corps

- **RSVP** - Retired & Senior Volunteer Program
- **FGP** - Foster Grandparents Program
- **SCP** - Senior Companions Program



# AmeriCorps

- **VISTA – Volunteers in Service to America.**
  - Elimination of poverty
  - Capacity building.
- **NCCC – National Civilian Conservation Corps**
  - Descendent of 1930's CCC (New Deal)
- **National Direct Programs**
  - Similar to State programs.
  - Administered by CNCS.
- **AmeriCorps\*State Programs**
  - Administered by state commissions.



# **AmeriCorps\*State Programs**

# AmeriCorps Programs

## ■ AmeriCorps “programs” are:

- ✓ Public or private non-profit organizations
- ✓ Labor organizations
- ✓ Community organizations
- ✓ Faith-based organizations
- ✓ Institutions of higher education
- ✓ States, territories and other government entities
- ✓ Indian Tribes
- ✓ Partnerships of the above



# AmeriCorps Service

- **AmeriCorps Motto -  
“Getting Things Done”**
- **Focus on direct service  
in the community**
  - Tutor and mentor
  - Assist crime victims
  - Community health  
outreach
  - Recruit volunteers
  - Prisoner outreach
  - Environmental protection
  - Restoration of parks
  - Adult literacy
  - Prenatal care



# AmeriCorps Members

- **Build leadership skills, an ethic of service, and civic engagement.**
- **Strengthen Communities**
  - **Programs involve the community**
  - **Build relationships with faith- and community-based organizations**



LeaderCorps Planning Retreat 2006



# AmeriCorps Members

## Terms of Service:

- Full Time = 1,700 hours of service in 9 to 12 months
- Part Time = 900 hours
- Reduced Part Time = 675
- Quarter Time = 450
- Minimum Time = 300



# AmeriCorps Member Benefits

## ■ Living Allowance

- \$12,100 (minimum) - \$24,200 (maximum) per member
- **Not required if less than full-time**

## ■ Education Award

- \$5,550 for full-time members
- **Pay student loans or attend school**



# AmeriCorps Member Benefits

- **Loan Deferment**  
Student loans may be deferred during service time
- **Child Care**  
Available for income-eligible full-time members
- **Health Care**  
Available to all full-time members



National and Global Youth Service Day 2006

# Member Prohibited Activities

- (a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
  - (1) Attempting to influence legislation;
  - (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
  - (3) Assisting, promoting, or deterring union organizing;
  - (4) Impairing existing contracts for services or collective bargaining agreements;
  - (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
  - (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

# Prohibited Activities Cont.

- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
  - (i) A business organized for profit;
  - (ii) A labor union;
  - (iii) A partisan political organization;
  - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;

# Prohibited Activities

- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) **Providing abortion services or referrals for receipt of such services; and**
- (11) Such other activities as the Corporation may prohibit.
- (b) Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

# AmeriCorps\*State Programs

## Program responsibilities:

- **Recruit members**
- **Application process**
- **Interview process**
- **Background checks**
- **Member contracts**
- **Member timekeeping**
- **Foster communication among Members**
- **Member close-out**



# AmeriCorps\*State Program Funding

Two funding streams of  
AmeriCorps\*State programs:

- **AmeriCorps\*Competitive**
  - Funding determined by the CNCS
  - Applications submitted by state service commissions
  
- **AmeriCorps\*Formula**
  - Funding determined by state commissions





# AmeriCorps Programs

**In 2011-12:**

■ **Illinois has 31 AmeriCorps\*State Programs**

- 9 “Competitive”
- 22 “Formula”

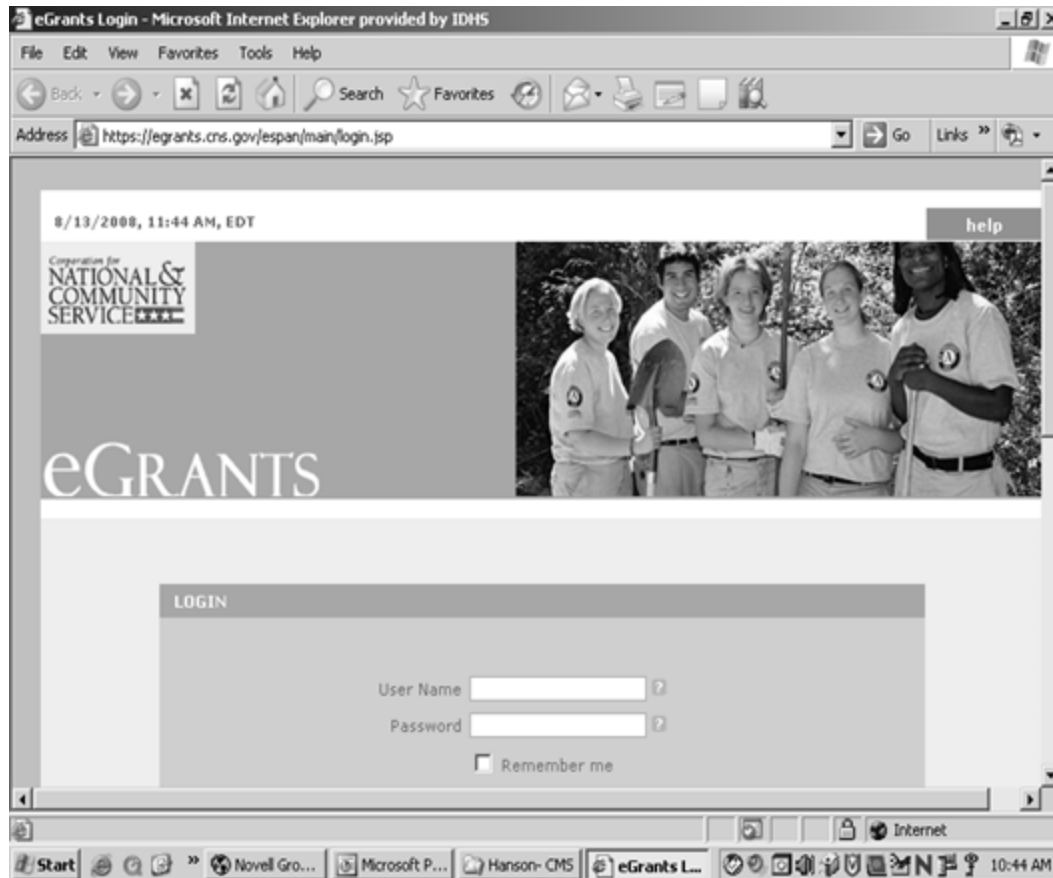
**About 300 AmeriCorps host sites in over 60 counties**



# **2012-2015 AmeriCorps\*State Request for Proposals**

# AmeriCorps RFP 2012-15

- All applications must be submitted in the CNCS online eGrants system.



# AmeriCorps RFP 2012-15

■ **Documents to be submitted to Serve Illinois Commission by 12:00 pm (noon) CDT on December 1, 2011:**

**1) Audit / Financial Statements**

**2) Labor Union Concurrence**

**3) Indirect Cost Rate Approval Letter**

# AmeriCorps RFP 2012-15

- **CNCS Priority Areas:**
- Tier One- Programs that select Priority Measures in
  - Disaster Services
  - Education
  - Veterans and Military Families
- Tier Two- Programs that select Priority Measures in
  - Healthy Futures
  - Economic Opportunity
  - Environmental Stewardship
  - Capacity Building

# AmeriCorps RFP 2012-15

## CNCS Priority Areas

- **Tier 3:** Programs that select Pilot Measures.
- **Tier 4:** Programs in the Focus Areas with self-nominated measures.
- **Tier 5:** Programs outside the Focus Areas with self-nominated measures

# AmeriCorps RFP 2012-15

## ■ **Serve Illinois Commission Priority Areas:**

### **1. CNCS Priority Areas**

- Disaster Services**
- Education**
- Environmental Stewardship**
- Healthy Futures**
- Economic Opportunities**
- Veterans and Military Families**



# AmeriCorps RFP 2012-15

## ■ **Serve Illinois Commission Priority Areas (cont'd):**

**2. National Performance Measures**

**3. Encore Programs - Engage adults 55 and up**

**4. Service activities that would involve members in disaster preparedness or response**

**5. Disability Inclusion**



# AmeriCorps RFP 2012-15

## ■ Basic Selection Criteria:

### 1) Program Design 50%

Rational and Approach – 10%

Member Outputs and Outcomes – 20%

Community Outputs and Outcomes – 20%

### 2) Organizational Capacity 25%

### 3) Cost Effectiveness and Budget Adequacy 25%

Cost Effectiveness 15%

Budget Adequacy 10%

**The Serve Illinois Commission reserves the right to consider factors other than the applicant's final score in determining final grant recommendations.**

# AmeriCorps RFP 2012-15

## Application Narratives

### ■ Program Design

#### 1) Rationale and Approach (10%)

- Compelling community need
- Member roles
- Measurable outcomes
- Self Assessment
- Community Involvement
- Collaboration with national service programs
- Potential for replication



# AmeriCorps RFP 2012-15

## Application Narratives

### ■ Program Design

#### 2) Member Outputs and Outcomes (20%)

- Member recruitment and support
- Member development, training, and supervision
- Ethic of service and civic responsibility



# AmeriCorps RFP 2012-2015

## Application Narratives

### ■ Program Design

#### 3) Community Outputs and Outcomes (20%)

- Sustainability
- Volunteer recruitment and support
- Capacity Building



# AmeriCorps RFP 2012-15

## Application Narratives

### ■ Organizational Capability (25%)

- 1) Programmatic and fiscal oversight
- 2) Record of accomplishment
- 3) Community leadership
- 4) Community collaboration



# AmeriCorps RFP 2012-15

## Application Narratives

### ■ Cost Effectiveness and Budget Adequacy

#### 1) Cost Effectiveness (15%)

- CNCS cost per Member max equals \$13,300.
- Diverse non-federal support.



# AmeriCorps RFP 2012-15

## Application Narratives

### ■ Cost Effectiveness and Budget Adequacy

#### 2) Budget Adequacy (10%)

- Describe how the budget will support the program and be sufficient to accomplish the stated outcomes.



# **AmeriCorps RFP 2012-15 Budget**

- **Three sections in an AmeriCorps program budget:**
  - 1) Section 1 – Program Operating Costs**
  - 2) Section 2 – Member Costs**
  - 3) Section 3 – Administration Costs**



# **AmeriCorps RFP 2012- 2015 Budget**

## **■ Section 1 – Program Operating Costs**

**1) Personnel Expenses and Fringe Benefits**

**2) Staff Travel – Including \$2,000 to attend CNCS and Commission events.**

**3) Member Travel – Including sufficient funds to attend “AmeriCorps Opening Day.”**

**4) Equipment - \$5,000 max. per unit.**

**5) Supplies - \$1,000 max per unit.**

**6) Contractual - \$750 per day max.**

# **AmeriCorps RFP 2012- 2015 Budget**

## **■ Section 2 – Member Costs**

- 1) Living Allowance - \$12,100 minimum for full time members.**
- 2) Member Support Costs – FICA, Worker's Compensation, Health Care. No unemployment insurance.**

# **AmeriCorps RFP 2012-15 Budget**

## **■ Section 3 – Administration Costs**

**Two options:**

- 1) CNCS Fixed Percentage Method - Equal to maximum 5.26% of federal grant funds.**
- 2) Federally Approved Indirect Cost Rate (IDC) Method**

# AmeriCorps RFP 2012-2015 Budget

## ■ Matching Funds Requirement

- Overall match (Total of Sections 1, 2, and 3)
- For Years 1, 2, & 3, match = 24% of CNCS funds.
- Year 4 = 26%
- Year 5 = 30%
- Year 6 = 34%
- Year 7 = 38%
- Year 8 = 42%
- Year 9 = 46%
- Year 10 = 50%

**NOTE: CFR not yet updated  
to reflect these percentages**

# AmeriCorps RFP 2012-2015 Required Program Participation

## ■ National Service Recognition Day— October



# **AmeriCorps RFP 2012-15**

## **Required Program Participation**

### **■ Commission-Sponsored Trainings**

- 1) Program Director Trainings (Fall & Spring)**
- 2) Monthly Phone Calls**
- 3) National Service Recognition Day**
- 4) Other Trainings as required by the Commission**

# AmeriCorps RFP 2012-15

## Required Program Participation

### ■ LeaderCorps

- Teleconference meetings
- National Days of Service planning and statewide program coordination



LeaderCorps Planning Retreat 2008

# AmeriCorps RFP 2012-15

## Required Program Participation

### ■ National Days of Service

- MLK Day
- AmeriCorps Week
- 9/11 Day of Service





# Grant-Writing Tips

- Lead from your program strengths and be explicit.
- Be clear and succinct.
- Use clear sub-dividing section headers.
- Answer all questions.
- Don't make assumptions.
- Use an impartial proofreader.

# Documents on CD to Review

- AmeriCorps Regulations 45 CFR
- 1990 Service Act as Amended Through 2011
- 2012 CNCS State and National Competitive Instructions
- 2012 CNCS State and National Competitive Notice
- 2011 AmeriCorps Provisions
- AmeriCorps Grants FAQ 2012

# Documents on CD to Review

- AmeriCorps RFP 2012-15
- Performance Measures
  - Capacity Building National Measures
  - Disaster Services National Measures
  - Economic Opportunity National Measures
  - Education National Measures
  - Environmental Stewardship National Measures
  - Healthy Futures National Measures
  - Veterans and Military Families National Measures

# **AmeriCorps RFP 2012-15 Timeline**

- **RFP Posting Date: October 31, 2011**
- **Applications Due In eGrants: December 1, 2011**
- **“Other Documents” Due to DHS: December 1, 2011**
- **Application Scoring: December 2-14, 2011**
- **Technical Assistance for Competitive Submission:  
December 16 - January 12, 2012**
- **Serve Illinois Commission Submit Applications to  
CNCS: January 18, 2012**

# Timeline Cont.

- **Competitive Award Notification: June 2012**
- **Formula Award Notification: July 2012**
- **Program Start Date (Year 1): August 2012**

# AmeriCorps RFP 2012-15

## Final Comments

- **Address questions to:**

[DHS.DCHP-AmeriCorpsRFP@illinois.Gov](mailto:DHS.DCHP-AmeriCorpsRFP@illinois.Gov)

- **Answers to questions will be posted on the DHS and Serve Illinois Commission web sites**
- **Deadline for questions: November 28, 2011 at 4:00 p.m.**