2019 Day of Service Grant Competition

**Martin Luther King Jr. Day of Service and
September 11th Day of Service and Remembrance**

May 29, 2019

Agenda

- CNCS overview
- Purpose of funding
- Priority consideration
- Notice of Funding highlights
- Deadlines
- National Service Criminal History Checks requirements and resources
- Budget
- Additional items
- eGrants
- Questions and answers

CNCS overview

CNCS's mission is *to **improve lives, strengthen communities, and foster civic engagement through service and volunteering***

Major programs and initiatives:

– AmeriCorps

– Senior Corps

– Volunteer Generation Fund

– Research and Evaluation

– Employers of National Service

– Days of Service

- Martin Luther King Jr. Day of Service
- September 11th National Day of Service and Remembrance

Purpose of funding

- **MLK:**

  - mobilize more Americans to observe the Martin Luther King Jr. federal holiday as a day of community service that honors his life and teachings

  - provide those who serve opportunities to make long-term service commitments

- **September 11:**

  - mobilize more Americans to engage in activities that meet community needs and honor the sacrifice of those who lost their lives on September 11, 2001 or rose in service as a result

September 11 priority consideration

- engaging and supporting Veterans and Military Families in September 11th National Day of Service and Remembrance activities

- developing educational materials or curriculum for youth and engaging youth in service to honor September 11th National Day of Service and Remembrance

- preparing communities for disasters

- training volunteers who make a commitment for future service

Note: Priority consideration does not guarantee funding.

MLK priority consideration

- training volunteers who make a commitment for future service

- providing support and/or facilitating access to services and resources for economically disadvantaged people

Note: Priority consideration does not guarantee funding.

Notice of Funding highlights*

- **Purpose: Support community-based volunteer activities commemorating two important national events**

- **Timing: Day of Service activities in calendar year 2020**
  - January 2020: MLK Day of Service
  - September 2020: September 11th National Day of Service and Remembrance

- **Eligible entities:**
  - Indian tribes
  - institutions of higher education
  - local governments
  - nonprofit organizations
  - State governments

- **May apply for one or both; if applying for both, submit two separate applications**

Please read the entire NOFO and Application Instructions prior to submitting your application in eGrants.

Notice of Funding highlights*

- **CNCS funding: $2.2 million for Day of Service**

- **Grant request amounts: no minimum or maximum this year**

- **Project Period: three years**

- **Budget Period: one year with funding for years two and three dependent on:**
  - Availability of Congressional appropriations
  - Satisfactory performance

- **Match:**
  - 70% non-federal funds required for MLK grants; may be cash and/or in-kind
  - No match required for 9/11 grants in this competition

- **Application deadline: June 19, 2019 by 5 pm Eastern**

* Please read the entire NOFO and Application Instructions prior to submitting your application in eGrants.

Deadlines

- June 5, 2019: Intent to applies due - optional but recommended to ensure you receive any updates related to this competition

- **June 19, 2019: Applications due by 5:00 pm Eastern**

- August 2019: Funding announcements expected

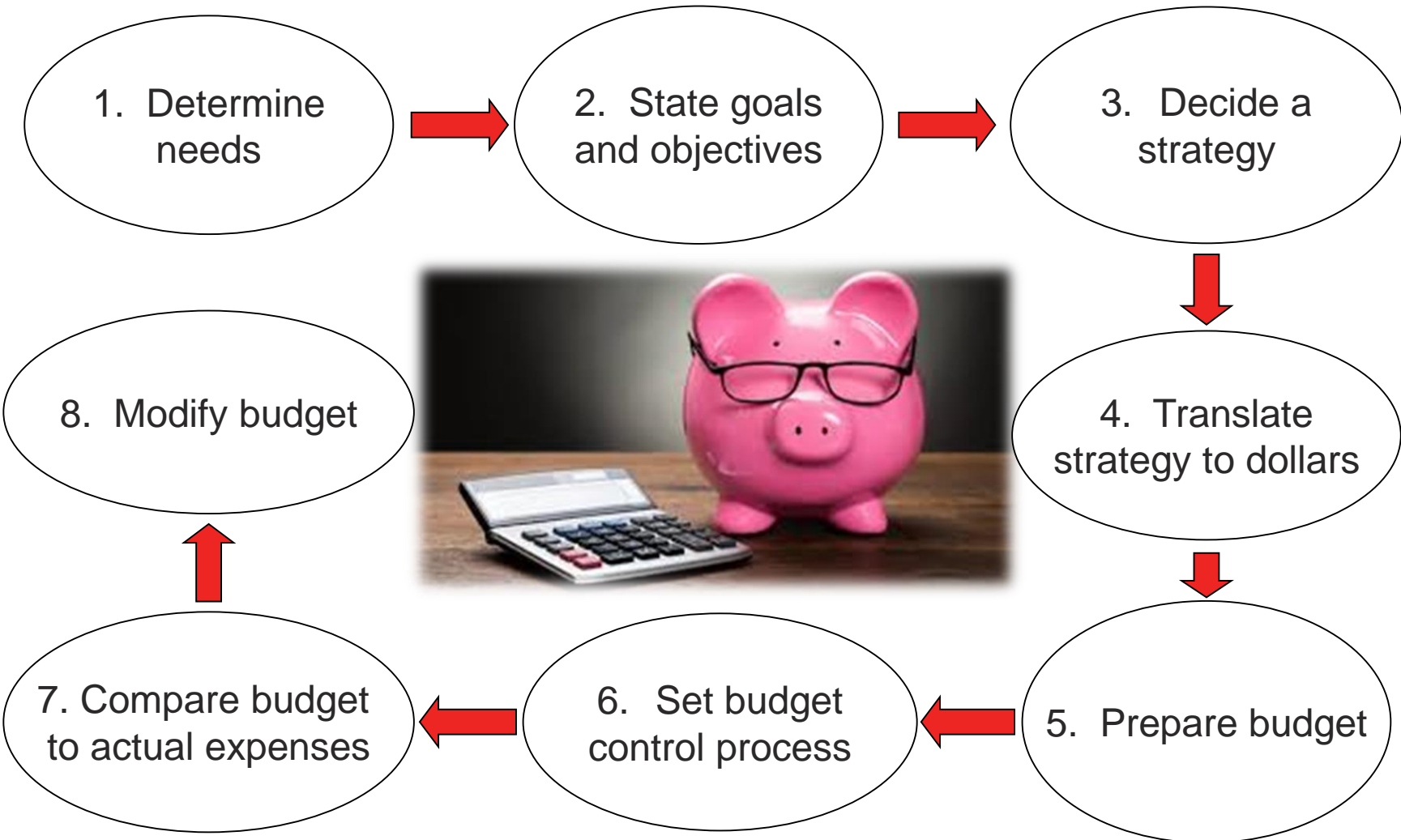*Note: CNCS may request additional information on your application as part of its review process.*

- Intent is to protect vulnerable populations

- All individuals working in covered positions must have NSCHCs
  - A covered position is a position in which a person receives a living allowance, stipend, education award, salary, through a national service program
  - This includes employees funded by the grantee share/match when applicable
  - This also includes employees of subgrantees

- The requirements vary for employees with recurring and episodic access to vulnerable populations
  - Two-part check or three-part check, depending on level of access

- CNCS has approved a contract with two vendors to provide these checks and encourages grantees to use them

- **Covered Positions**: individuals who are serving through or employed by a national service program who receive a living allowance, stipend, national service education award, or salary are in a covered position, regardless of the type of service, their access to vulnerable populations, or whether they are paid with federal or matching funds

- **Vulnerable Populations**: vulnerable populations include children age 17 or younger, persons age 60 and older, and/or people with disabilities. People with disabilities are defined as having a physical or mental impairment which substantially limits one or more major life activities, having a record of such impairment, or regarded as having such impairment

- **Recurring Access**: 'the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication." It is typically a regular, scheduled, and anticipated component of a person's service activities

- **Episodic Access**: is typically NOT a regular, scheduled, and anticipated component of a person's service activities. A recipient does not need CNCS approval to use the "episodic access" exception to the NSCHC requirements. It is not defined by a specific number of contacts

1. Determine needs → 2. State goals and objectives → 3. Decide a strategy

8. Modify budget

4. Translate strategy to dollars

7. Compare budget to actual expenses ← 6. Set budget control process ← 5. Prepare budget

Budget Narrative

- Follow instructions in NOFO

- Includes allowable, reasonable, necessary, and allocable costs, as defined by 2 CFR 200

- Estimate resources needed to achieve program goals

- Organize narrative to fit budget categories

- Provide adequate descriptions

- Check your math

Examples of Unallowable Costs

- Lobbying

- Entertainment and alcohol

- Expenses not tied to program objectives

- Costs that constitute waste, fraud, and abuse

- Unreasonable from "prudent person" perspective

- Costs with no logical basis

Budget Structure

Separated by major categories and divided into CNCS and Grantee shares

Direct or Support Expenses	Indirect Costs
Attributable to Program Goals	For Common Organizational Goals
Examples: ♦ Program staff salaries and fringe ♦ Staff travel ♦ Program supplies ♦ NSCHCs	**Examples:** ♦ Management staff salaries and fringe ♦ Accounting and legal services ♦ Office equipment ♦ Rent and leases ♦ General liability insurance

Section I. Support Expenses

A. Project Personnel Expenses

B. Personnel Fringe Benefits

C. Travel

D. Equipment

E. Supplies

F. Contractual and

    Consultant Services

I. Other Support Costs

J. Indirect Costs

Section I. Support Expenses
- A.   Project Personnel Expenses
- B.   Personnel Fringe Benefits
- C.   Travel
- D.   Equipment
- E.   Supplies
- F.   Contractual and Other Consultant Services
- I.   Support Costs

Section II. Indirect Costs: leave blank

Section III. Volunteer Expenses
- J.   Indirect Costs
- A.   Volunteer Costs: leave blank

Source of Funds (i.e. match)

Budget Narrative Section I - Samples

A. Project Personnel Expenses

Position/Title	Calculation	CNCS Share	Grantee Share*	Total
Program Manager (oversees all project activities)	1 FTE at 80,000 x 70% usage	45,000	11,000	56,000
Administrative Assistant (supports project activities)	1 FTE at 30,000 x 5% usage	1,500	0	1,500
CATEGORY Totals		46,500	11,000	57.500

E. Supplies

Item	Calculation	CNCS Share	Grantee Share *	Total
Event supplies such as pens, paper, buttons, clipboards, name tags, etc.	$2 per person x 300 people	600	0	600
Laptop and hard drive for recruitment, registration, follow up, and retention	1 laptop x $500	500	0	500
CATEGORY Totals		1,100	0	1,100

*** Note: September 11 budgets have no match requirement.**

Administrative and Indirect Costs

Two methods to recover administrative costs:

1. Federally Approved Indirect Cost Rate Method

   - Requires approved rate from Federal government
   - Approved rate constitutes documentation

2. 10% De Minimis Rate

   - Organizations that have never held a federally negotiated rate
   - Organizations that receive less than $35 million in direct federal funding
   - If selected, must use consistently across all federal awards

Source of Funds – Sample Entries
MLK Day applications only

Match Description	Amount	Type	Source
Organization's general funds, secured	$106,954	Cash	Other
Private foundation, proposed	$38,925	Cash	Private
Professional services donations, secured	$16,600	In Kind	Other
State DOE, secured	$58,256	Cash	State/Local
Total Source of Funds	$220,735		

- Establish or renew your CCR at www.sam.gov

- Single audit and 990

- Include Negotiated Indirect Cost Rate Agreement information in eGrants

- Submit your Financial Management Survey to CNCS

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Questions and Answers

- **FY 2019 DAY OF SERVICE GRANTS** <u>Webpage</u>**:**
  - Notice of Funding Opportunity
  - Application Instructions
  - Webinar Recording (coming soon)
  - Frequently Asked Questions (coming soon and will be updated periodically)

- **Email:** DayofService@cns.gov