

2020 Day of Service Grant Competition

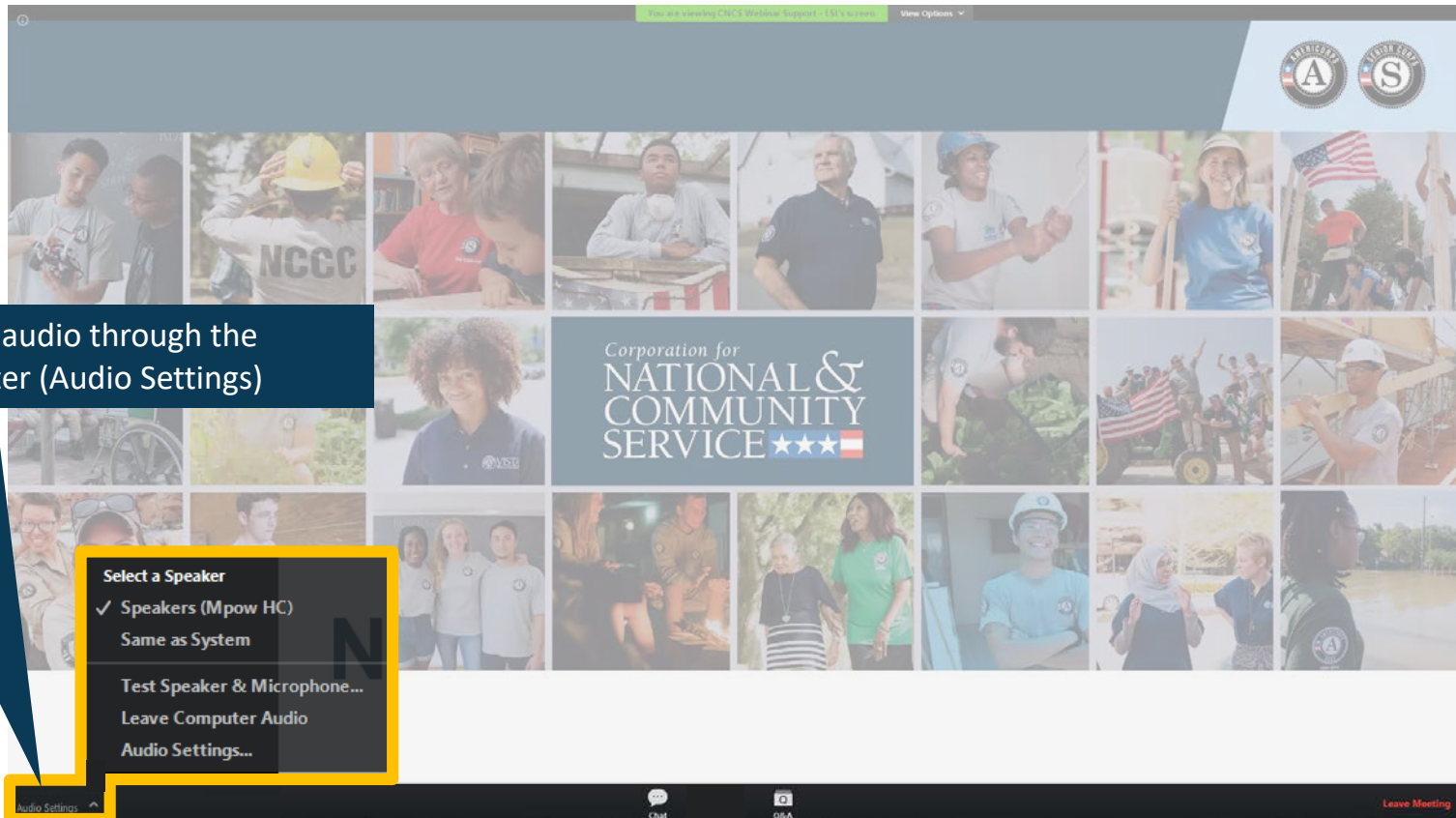


**Martin Luther King Jr. Day of Service and
September 11th Day of Service and Remembrance**

March 3, 2020

General Tips for Audio

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The screenshot shows a Zoom meeting in progress. The main window displays a grid of video thumbnails. A central thumbnail features the Corporation for National & Community Service logo. The audio settings menu is open, showing the following options:

- Select a Speaker
- ✓ Speakers (Mpow HC)
- Same as System
- Test Speaker & Microphone...
- Leave Computer Audio
- Audio Settings...

The bottom of the screen shows the Zoom control bar with icons for chat, video, and a 'Leave Meeting' button.

Stream audio through the computer (Audio Settings)

Tips for Participating



1. Click View Options; and
2. Select Exit Full Screen to display the Chat on the right side of the screen.

Use the Raise Hand feature if you have a technical issue. Our support team from LSI will contact you individually via Chat.

Use the Chat to:

- Participate in activities, and
- Share ideas with participants.

Use the Q&A to ask a question at any time. We will answer as many questions as possible..

A screenshot of a Zoom webinar interface. The main video area shows a grid of participants and a central banner for 'National & Community Service' with three stars and an American flag. A 'Zoom Webinar Chat' window is open on the right, showing a message input field and a dropdown menu with 'All panelists' and 'All panelists and attendees' (selected). At the bottom, there are icons for chat, raise hand, and Q&A. A 'View Options' menu is highlighted in the top right, showing 'Zoom Ratio', 'Fit to Window', and 'Exit Full Screen'. The bottom left corner has 'Audio Settings' and a 'Leave Meeting' button.

2020 Day of Service Grant Competition



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

March 3, 2020

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



- **MLK:**

- mobilize more Americans to observe the Martin Luther King Jr. federal holiday as a day of service in communities, to encourage those who serve on this holiday to make a long-term commitment to community service, and to bring people together to focus on service to others.

- **September 11:**

- mobilize more Americans to engage in service and remembrance activities that meet community needs and honor the sacrifice of those who lost their lives or family members on September 11, 2001, or who rose in service because of that tragedy.

September 11 priority consideration

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- engaging and supporting Veterans and Military Families in September 11th National Day of Service and Remembrance activities
- developing educational materials, educating 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.



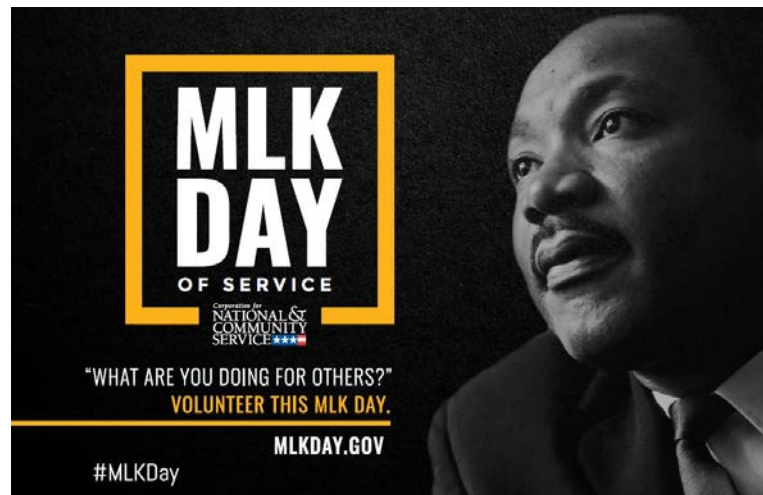
MLK priority consideration

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- providing support and/or facilitating access to services and resources for economically disadvantaged people
- training volunteers who make a commitment for future service

Note: Priority consideration does not guarantee funding.



Notice of Funding highlights*

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- **Purpose: Support community-based volunteer activities commemorating two important national events**
- **Timing: Day of Service activities in calendar year 2021**
 - January 2021: MLK Day of Service
 - September 2021: September 11th National Day of Service and Remembrance
- **Eligible entities:**
 - Indian tribes
 - institutions of higher education
 - local and state governments
 - nonprofit organizations
- **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*

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- **CNCS funding: \$3.2 million for Day of Service**
- **Grant request amounts: no set minimum or maximum this year, but encourage requests between \$20,000 and \$200,000**
- **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.

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



- **Applications are due by Wed, March 25, 2020 5:00pm Eastern Standard Time.**
- **June 2020:** Funding announcements expected

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

National Service Criminal History Checks (NSCHC)

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- 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 depending on 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

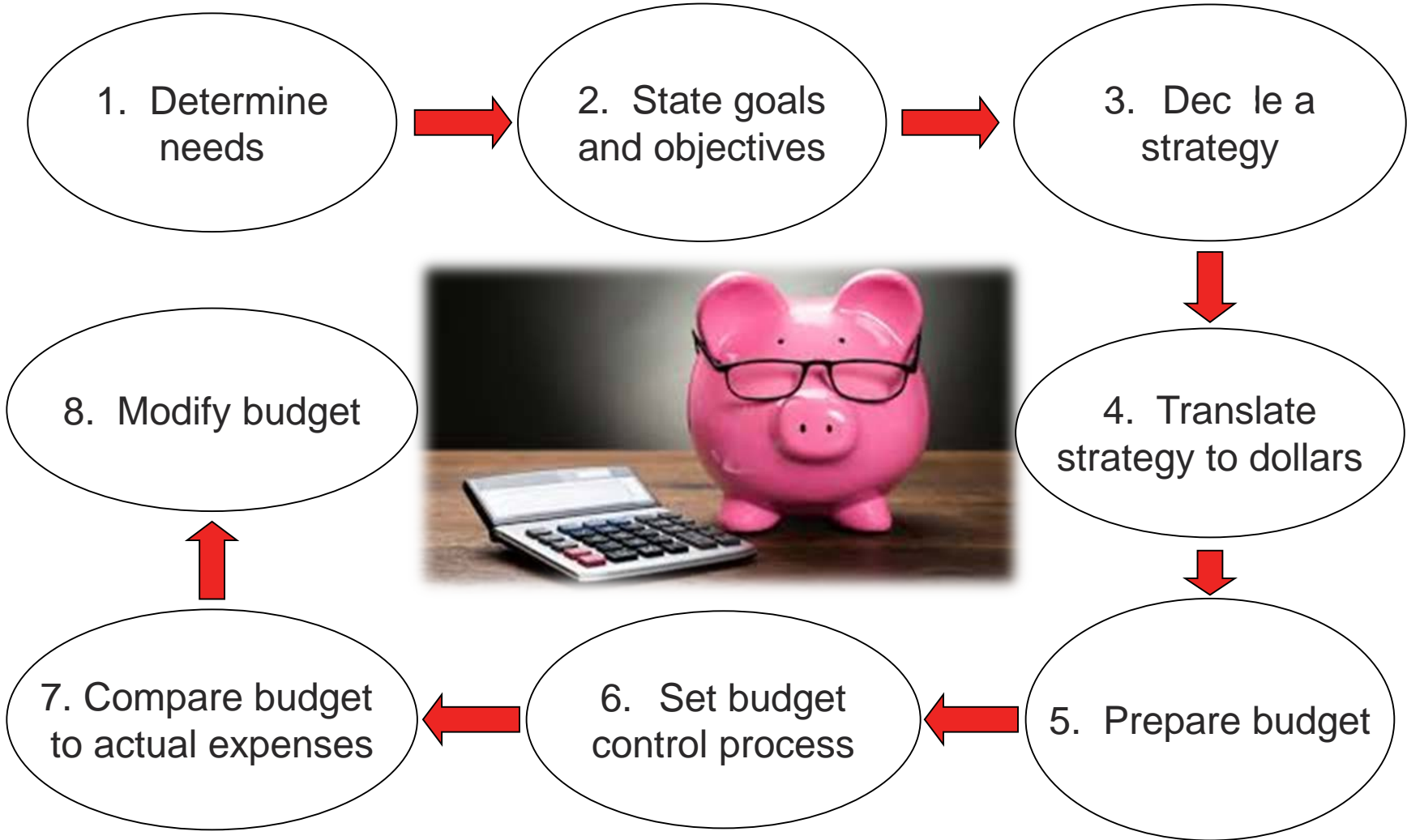
NSCHC Key Terms

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- **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
- For more information on NSCHC requirements and policies, please go to <https://www.nationalservice.gov/resources/criminal-history-check>

Budget Development and Management





- 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

Separated by major categories and divided into CNCS and Grantee shares

Direct Costs

(Section I. Support Expenses)

Attributable to Program Goals

Examples:

- ◆ Program staff salaries and fringe
- ◆ Staff travel
- ◆ Program supplies
- ◆ NSCHCs

Indirect Costs

(Section III. Volunteer Expenses)

For Common Organizational Goals

Examples:

- ◆ Management staff salaries and fringe
- ◆ Accounting and legal services
- ◆ Office equipment
- ◆ Rent and leases
- ◆ General liability insurance

September 11 Budget Categories



- 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

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount
FICA:			
Health Insurance:			
Retirement:			
Life Insurance:			
CATEGORY Totals	0	0	0

I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0		

J. Indirect Costs

Description	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0		
SECTION Totals	0		
PERCENTAGE	0%		
BUDGET Totals	0		
PERCENTAGE	0%		

Source of Funds

Section	Description
Section I. Support Expenses	

C. Travel

Purpose

D. Equipment

Item/Purpose

E. Supplies

Item -Calculation

F. Contractual and Consultant Services

Purpose -Calculation

MLK Budget Categories



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. Other 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)

The image shows a budget form with several sections. Section II. Indirect Costs, Section III. Volunteer Expenses, and A. Volunteer Costs are all marked with a red prohibition sign (a circle with a diagonal slash). The form includes tables for 'Other Support Costs', 'Indirect Costs', 'Volunteer Expenses', and 'Source of Funds'. The 'Other Support Costs' table has columns for 'Item', 'CATEGORY Totals', 'SECTION Totals', and 'PERCENTAGE'. The 'Indirect Costs' table has columns for 'SECTION Totals' and 'PERCENTAGE'. The 'Volunteer Expenses' table has columns for 'Description', 'CATEGORY Totals', 'SECTION Totals', and 'PERCENTAGE'. The 'A. Volunteer Costs' table has columns for 'Item -Description', 'CATEGORY Totals', 'SECTION Totals', and 'PERCENTAGE'. The 'Source of Funds' table has columns for 'Section', 'Match Description', 'Amount', and 'Type'. The 'BUDGET Totals' and 'PERCENTAGE' rows show 0% for all categories.

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.**



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 (i.e. Match) MLK Day applications only

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Budget Section III. Administrative/I

Please enter the necessary budget informat

Enter Source of matching funds

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Start Continuation Grant Application

ec

Match Description	Amount
DC Public Schools	\$25,160.00

For each source of matching funds, please enter the information below.

Match Description (max 250 chars):

Amount: \$.00

Match Classification:

Match Source:

Source of Funds – Sample Entries

MLK Day applications only

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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		



- System for Award Management registration or renewal at <https://www.sam.gov/SAM/>
- Operational and Financial Management Survey (OFMS), if required
- Single Audit and 990, as appropriate
- Negotiated Indirect Cost Rate Agreement details in eGrants, when applicable

Don't Forget: Quality Assurance Check



- 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



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eGrants Log in/Create account:

<https://egrants.cns.gov/espan/main/login.jsp>

eGrants technical assistance:

National Service Hotline -- **800-942-2677**

Any Questions?

The image shows a Zoom meeting interface. At the top, there is a header bar with the text "You are viewing CMCS Webinars Support - LSI's screen" and a "View Options" dropdown. Below the header is a grid of video thumbnails showing various participants, including some wearing AmeriCorps and Senior Corps shirts. A dark blue speech bubble with white text is overlaid on the grid, pointing to the "Raise Hand" icon in the Zoom control bar at the bottom. The control bar includes icons for "Audio Settings", "Chat", "Raise Hand" (highlighted with a yellow square), "Closed Caption", and "Leave Meeting".

Use the Raise Hand feature if you would like to ask a verbal question. Our support team from LSI will unmute you so that you can ask your question. You will see a popup for you to accept being unmuted.



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

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