2017 *Washington* Foster Grandparent Program Competition

Training and Technical Assistance Sessions

- *Thursday, March 30, 9:00am-11:00pm PST*

- *Tuesday, April 18, 9:00am-11:00am PST – webinar and in-person*
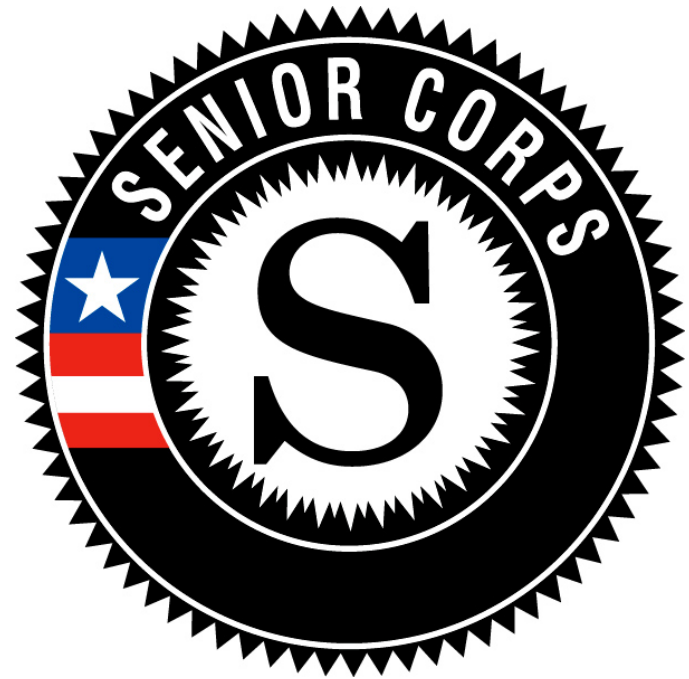
- *Wednesday, May 24, 1:00-3:00pm PST*

Agenda

- Welcome

- CNCS and Senior Corps: Who We Are

- Foster Grandparent Program 101

- Notice of Funding Opportunity

  – Project Overview

  – Budget Overview

  – Performance Measurement Overview

- Questions

Objectives

- To understand how the Foster Grandparent Program (FGP) fits within its federal parent agency CNCS

- To learn more about how FGP may be an effective solution in your community

- To learn more about how to apply for funding to run a project locally

Senior Corps: Who We Are

CNCS Mission

To improve lives, strengthen communities, and foster civic engagement through service and volunteering.
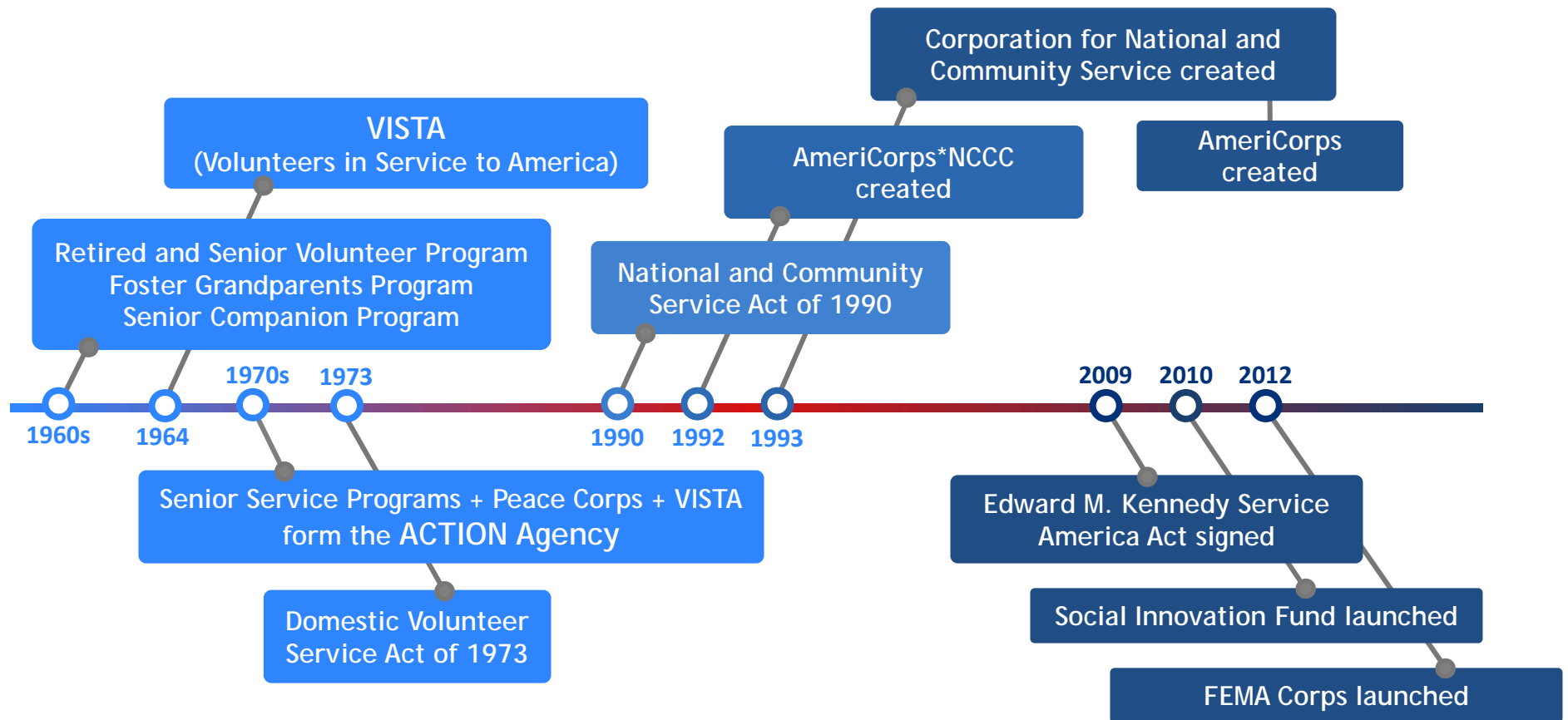
What does CNCS do?

- Provide grants and training and technical assistance to developing and expanding volunteer organizations.

- Explore, develop, and model effective approaches for using volunteers to meet the nation's human needs.

- Conduct and disseminate research that helps develop and cultivate knowledge that will enhance the overall effectiveness of service programs.
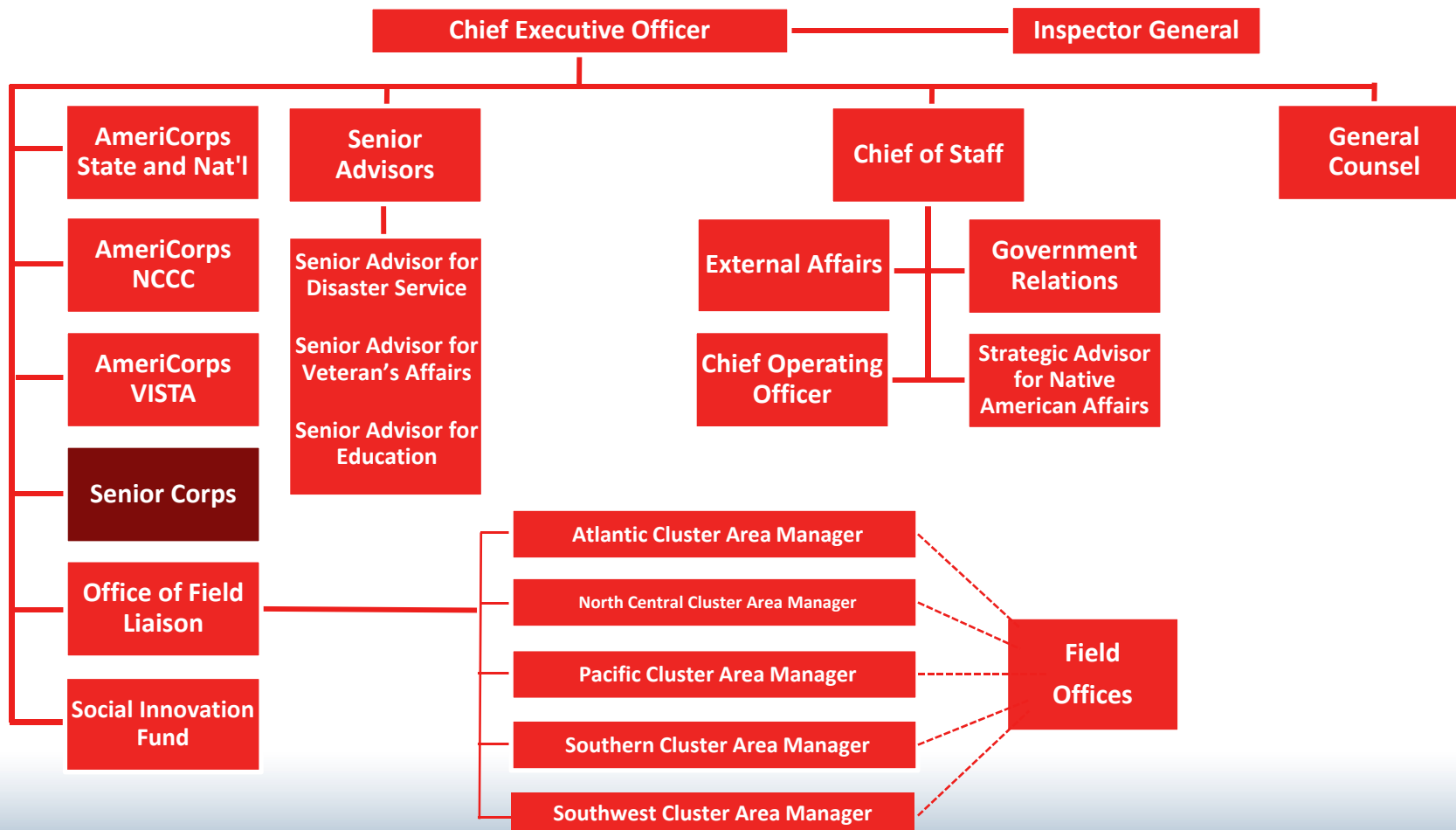
CNCS Programs and Initiatives

- Senior Corps
  - Foster Grandparent Program
  - RSVP
  - Senior Companion Program
- AmeriCorps
  - AmeriCorps State and National
  - AmeriCorps VISTA
  - AmeriCorps NCCC
- Social Innovation Fund
- George H.W. Bush Volunteer Generation Fund
- Special Initiatives
  - Martin Luther King, Jr. Day of Service
  - 9/11 Day of Service and Remembrance
  - Mayor's, County's, and Tribal Day of Recognition

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National Service Timeline

Corporation for National and Community Service created

VISTA
(Volunteers in Service to America)

AmeriCorps*NCCC
created

AmeriCorps
created

Retired and Senior Volunteer Program
Foster Grandparents Program
Senior Companion Program

National and Community
Service Act of 1990

1970s   1973
1960s   1964   1990 1992 1993   2009 2010 2012

Senior Service Programs + Peace Corps + VISTA
form the ACTION Agency

Edward M. Kennedy Service
America Act signed

Domestic Volunteer
Service Act of 1973

Social Innovation Fund launched

FEMA Corps launched

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CNCS Organization

Chief Executive Officer — **Inspector General**

AmeriCorps State and Nat'l

AmeriCorps NCCC

AmeriCorps VISTA

Senior Corps

Office of Field Liaison

Social Innovation Fund

Senior Advisors
- Senior Advisor for Disaster Service
- Senior Advisor for Veteran's Affairs
- Senior Advisor for Education

Chief of Staff
- **External Affairs**
- **Chief Operating Officer**
- **Government Relations**
- **Strategic Advisor for Native American Affairs**

General Counsel

Atlantic Cluster Area Manager

North Central Cluster Area Manager

Pacific Cluster Area Manager

Southern Cluster Area Manager

Southwest Cluster Area Manager

Field Offices

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CNCS Office of Senior Corps

The Office of Senior Corps at HQ is the policy and process arm of National Service for FGP, RSVP, and SCP.

Senior Corps will:

- Direct policy and issue guidance
- Release Notices of Funding Availability and set funding priorities
- Provide broad training to grantees on policy and procedural change
- Develop and release standard project implementation materials

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CNCS Office of Field Liaison

The Office of Field Liaison has State Office Staff across the country. Field Staff are the face of National Service in each state.

State Program Directors and Program Officers will:

- Administer Senior Corps and AmeriCorps VISTA programs
- Provide specific training and technical assistance to grantees
- Conduct compliance monitoring reviews with grantees
- Assist with special assignments

Senior Corps Programs

Senior Corps
RSVP

RSVP Volunteers:

- are age 55 and older;

- are engaged in a diverse range of volunteer activities;

- have flexibility to choose where they want to serve;

- serve a few hours to more than 40 hours a week;

- provide a wide variety of community services.

Senior Corps
Senior Companion Program

Senior Companions:

- **provide supportive services to adults with physical, emotional, or mental health limitations, especially older persons, in an effort to achieve and maintain their highest level of independent living;**

- **are 55 and older;**

- **serve 15-40 hours/week;**

- **receive a stipend if income-eligible.**

Senior Corps
Foster Grandparents Program

Foster Grandparents:

- are role models, mentors, and friends to children with exceptional needs;

- are 55 and older;

- serve 15 - 40 hours/week;

- receive a stipend if income-eligible.

Foster Grandparent Program: 101
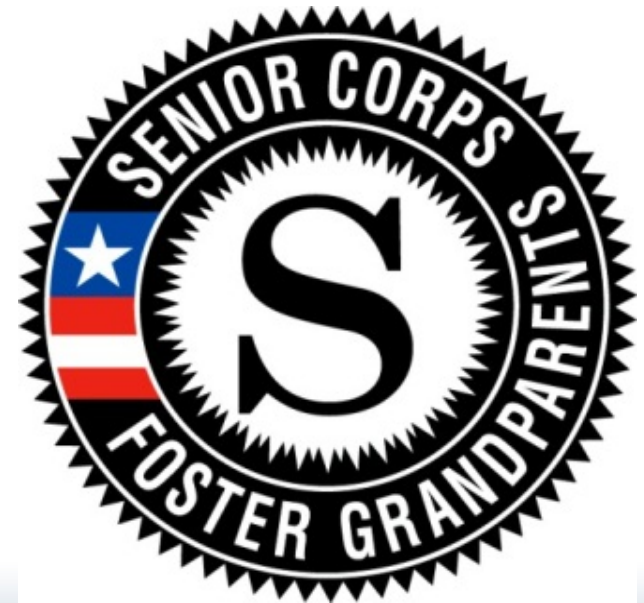
FGP Resources in Washington:

Historically

- $1.1 million in funding
- 11 counties managed by one sponsor
- Set number of VSYs. Roughly $4,500 per VSY

Today

- $1.1 million in funding
- Expanding coverage to all counties in Washington
- Applicants can apply for the entire state or specific counties
- $6,000 per VSY

Purpose

- To provide grants to qualified agencies and organizations for the dual purpose of

  - engaging persons 55 and older, particularly those with limited incomes, in volunteer service to meet critical community needs; and

  - to provide a high quality experience that will enrich the lives of the volunteers.

Goals

- Enable low-income persons 55 and older to remain physically and mentally active and to enhance their self-esteem through continued participation in needed community services.

- Enable children with special or exceptional needs to achieve improved physical, mental, emotional, and social development thereby helping them to reach social, behavioral, developmental, and educational goals.

- Provide a stipend and other benefits which enable eligible persons to participate as Foster Grandparents without cost to themselves.

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Foster Grandparent Program Video

- http://www.nationalservice.gov/programs/senior-corps/senior-corps-programs/foster-grandparents

Sponsoring a Foster Grandparent Program

Grant Governance and Guidance

Governance

- Domestic Volunteer Service Act of 1973 as amended
- Code of Federal Regulations 45 CFR Part 2552
- OMB Uniform Guidance
- Notice of Grant Award
  - Terms and Conditions
  - Certifications
  - Assurances

Guidance

- **Managing Senior Corps Grants** webpage
- FGP Operations Handbook
- The Knowledge Network webpages
  - Criminal History Check Resource Page
  - Performance Measurement

FGP Grant Lifecycle

Grant Reporting

Semi-Annual

- Federal Financial Report (HHS)
- Federal Financial Report (CNCS)
- Semi-Annual Progress Report Lite

Annual

- Federal Financial Report (HHS)
- Federal Financial Report (CNCS)
- Program Progress Report
- Progress Report Supplement

Sponsor Responsibilities

- Assess community needs and use to inform project

- Develop and engage community Advisory Council

- Keep appropriate records and report timely and accurate data

- Document clear project policies in accordance with FGP statute, regulation, and policy

- Employ FGP Project Director who is staff of the sponsoring organization and is subject to sponsor's personnel policies

Sponsor Responsibilities Continued

- Comply with and ensure volunteer stations comply with applicable civil rights laws and regulations including providing reasonable accommodations

- Promote Senior Corps program, incorporating into mission of agency

- Comply with the Notice of Grant Award, including the Certifications, Assurances and Terms and Conditions of the grant

- Secure maximum and continuing community financial and in-kind support to operate project successfully

Project Operations:
Criminal History Checks

- Certain individuals working or serving in a CNCS-funded program **must** undergo a criminal history check

- That check **must** include specific sources

- Certain parts **must** be complete by certain dates and documented clearly

- Sponsors are required to pass annual online training

- http://www.nationalservice.gov/resources/criminal-history-check

www. nsopw. gov

1. National Sex Offender Public Website

2. State Checks

3. FBI Checks

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Notice of Funding Opportunity

2017 FGP Replacement Sponsors Competition

Washington

Home

2017 Foster Grandparent Program and Senior Companion Program Replacement Sponsor Competition

Table of Contents

What do I need to apply?

- **Foster Grandparent Program (FGP) Replacement Sponsor Competition**

- http://www.nationalservice.gov/node/26390

  – Notice of Funding Opportunity

  – Washington Fact Sheet

  – Grant Application Instructions

  – Performance Measures Instructions

- **Deadline: _June 12, 2017_**

Parameters: Size and Area

Total Annual Funding Available	Total Volunteer Service Years	Geographic Service Area
Up to: $1,156,458	Up to: 193	Statewide: Applicants are not required to cover the entire state. Applicants may select to serve the entire state or select specific municipalities/regions within the state. The following counties are priority areas that are available in the state: Clallam, Clark, King, Kitsap, Kittitas, Pacific, Pierce, Snohomish, Spokane, Thurston, and Yakima.

Application Process

- 3 main components to application
  - Narrative
  - Work Plans
  - Budget

- Page Limits: 15 pages
  - Includes executive summary, project narratives, cover page
  - *Does not include* budget or work plans

- FGP must be included in the project title

Application Process Cont'd.

- Applicants submit complete application (including attachments) by deadline
  - Deadline: **June 12, 2017**
- Eligibility Review
- Staff Review
  - Criteria published in NOFO (page 10)
- Clarification
- Award

Award Period

- Awards are made up to three years in duration
- Initial award: *[FIRST YEAR DATES]*
  - *August 1, 2017 – June 30, 2018*
- Subsequent awards: *[SECOND AND THIRD YEAR DATES]*
  - *July 1, 2018-June 30, 2019*
  - *July 1, 2019-June 30, 2020*
  - *Ability to renew the grant for the next three year cycle*

Notice of Funding Opportunity

- **Project Overview**
- Budget Overview
- Performance Measurement Overview

Project Design

The sponsoring organization must:

- Conduct a Community Needs assessment

- Secure maximum and continuing community financial and in-kind support to operate project successfully

- Establish recordkeeping system in compliance with CNCS requirements and to ensure reports are done in timely and accurate way

- Comply with and ensure volunteer stations comply with applicable civil rights laws and regulations including providing reasonable accommodations

- Promote Senior Corps program, incorporating into mission of agency

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Project Design Cont'd.

- When developing a project, make sure to consider:
  - Sponsor Responsibilities
  - Project Staff
  - Volunteer Assignments
  - Volunteer Recruitment
  - Cost Reimbursements including recognition
  - Criminal History Checks
  - Working with Community Partners
  - Community Participation Group or Advisory Council

Developing Narratives

From the Grant Application Instructions

- Part II – Project Narratives

  – Define plans to recruit volunteers, manage the FGP project, and explain the organization's capability to support the FGP project

- Tips:

  – Respond to each prompt;

  – Write outside of grants system;

  – Review Grant Application Review Information in NOFO;

  – Start early and save often.

Notice of Funding Opportunity

- Project Overview
- **Budget Overview**
- Performance Measurement Overview

Parameters: Budget Requirements

From the NOFO and Grant Application Instructions

- Per Federal VSY costs: Applicants may request up to $6,000 per VSY. This is a ceiling. There is no floor.

- Budget Requirements: 10% non-CNCS share

- Budget Rule: Direct Benefit Ratio (80/20 Rule)

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Federal Budgeting Rules

Budgeted costs must be **allowable**, **allocable,** and **reasonable**. They must directly support your project's operation.

- **Allowable**: A cost that meets the criteria for authorized expenditures specified in the cost principle. For example, gambling debts are not an allowable expense, neither are paying parking tickets for volunteer drivers.

- **Allocable**: A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.

- **Reasonable**: A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person. A cost can be allowable (long distance travel)

Budget & Narrative Preparation

- Review your program/projects goals and objectives

- Estimate the resources needed to achieve program/project goal, for example:
  - ❖ Staff positions
  - ❖ Space, utilities, supplies, telephone
  - ❖ Participants – members or volunteers
  - ❖ Uniforms, training, Transportation

- Follow <u>instructions</u> in NOFO/NOFA or other guidance received from CNCS

- Organize narrative to fit <u>budget categories</u> on budget form or proposal

- Provide adequate <u>descriptions and calculations</u> to support amounts

- <u>Allocate costs</u> based on a consistent and documented cost allocation plan.

Budget Structure

The Foster Grandparent Program budget is comprised of two sections:

- **Section I – Volunteer Support Expenses**. This section of the budget contains the administrative cost to operate the program.

- **Section II – Volunteer Expenses.** This section of the budget contain costs that are a direct benefit to the volunteer (paid to or on behalf of the volunteer)

Budget Structure Cont'd

Budget has 5 columns:

Narrative, CNCS Share, Grantee Share, Total Amount, Excess Amount

Item/Purpose _ Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
CATEGORY Totals	0	0	0	0

Cost Categories

Cost Categories	
Direct	**Indirect or Administrative**
Grant Operating Costs and Volunteer Costs directly attributable to meeting the goals and objectives of the program	General or centralized administrative expenses of organization receiving CNCS financial assistance
Examples: • Allowable, direct Senior Corps volunteer charges • Costs related to staff who train, recruit or supervise Senior Corps volunteers • Uniforms; special equipment • Independent program evaluations • Senior Corps volunteer and staff travel	Examples: • Accounting, auditing, general legal services • Internal evaluation • General liability insurance • Salaries and benefits related to general organizational management and support

Section I. Volunteer Support Expenses (Program Administrative Costs)

A. Project Personnel Expenses
B. Personnel Fringe Benefits
C. Project Staff Travel
   – Local Travel
   – Long Distance Travel
D. Equipment
E. Supplies
F. Contractual and Consultant Services
I. Other Volunteer Support Costs
J. Indirect Costs

Section II: Volunteer Expenses (Cost Reimbursements to Volunteers)

- Reimbursements provided directly to volunteers:
  - Stipends ($2.65/hour)
  - Transportation
  - Meals
  - Accident and Liability Insurance
  - Physical Exams
  - Uniforms when appropriate
  - Recognition activities

Examples of Unallowable Costs

Lobbying

Fines and penalties

Expenses not necessary to meet program objectives

Entertainment, alcohol

Costs that would constitute waste,

Unreasonable costs from a "prudent person"

Volunteer Service Year

- is a budget term which equals 1044 hours
  - Based on an average of 20 hours per week annually, plus 4 hours
- is calculated on the budget by multiplying 1044 by the current stipend cost per hour ($2.65)
  - 1044 x $2.65 per hour = $2767
  - Therefore, currently 1 VSY = $2767
- Multiple volunteers may contribute hours to equal 1 VSY

FGP Budget Requirements

- 10% Match
  - Anticipated match does not need to be secured prior to application, but it should be included.

- Direct Benefit Ratio
  - Total amount of volunteer expenses (Section II) must be equal to at least 80% of the CNCS Share of the grant award.
  - CNCS and Grantee Share can contribute to this

Notice of Funding Opportunity

- Project Overview
- Budget Overview
- **Performance Measurement Overview**

Parameters: Performance Requirements

From the Notice of Funding Opportunity (NOFO)

- For every **$6,000 in annual base federal funding**, at least one Volunteer Service Year (VSY) worth of service must be placed in work plans that result in:

  1. National Performance Measure **outcomes** in the Education focus area, or

  2. National Performance Measure outputs in Inclusion of people with disabilities for grantees that have historically supported programming in this area.

Performance Measurement Basics

- What are:

  - **National Performance Measures?**

    - Measures (outputs and outcomes) that have common definitions and data collection methods which allow CNCS to tell a common story of national service across all programs

  - **Performance Measures Requirements**?

    - The amount of service that must be programmed in national performance measures

  - **Performance Measures Instructions**?

    - A list all available measures for FGP, key definitions, and guidance on how to collect or measure that data

National Performance Measure Requirement

How many Volunteer Service Years (VSYs) do I need in order to meet the requirements?

- Calculate: Total Federal Funding Level divided by $6,000 = the number of VSYs

National Performance Measures Example

For Example:

- Annual Federal Funding Level = $360,000

- $360,000/$6,000 = **60 VSYs** in work plans with outcomes in Education
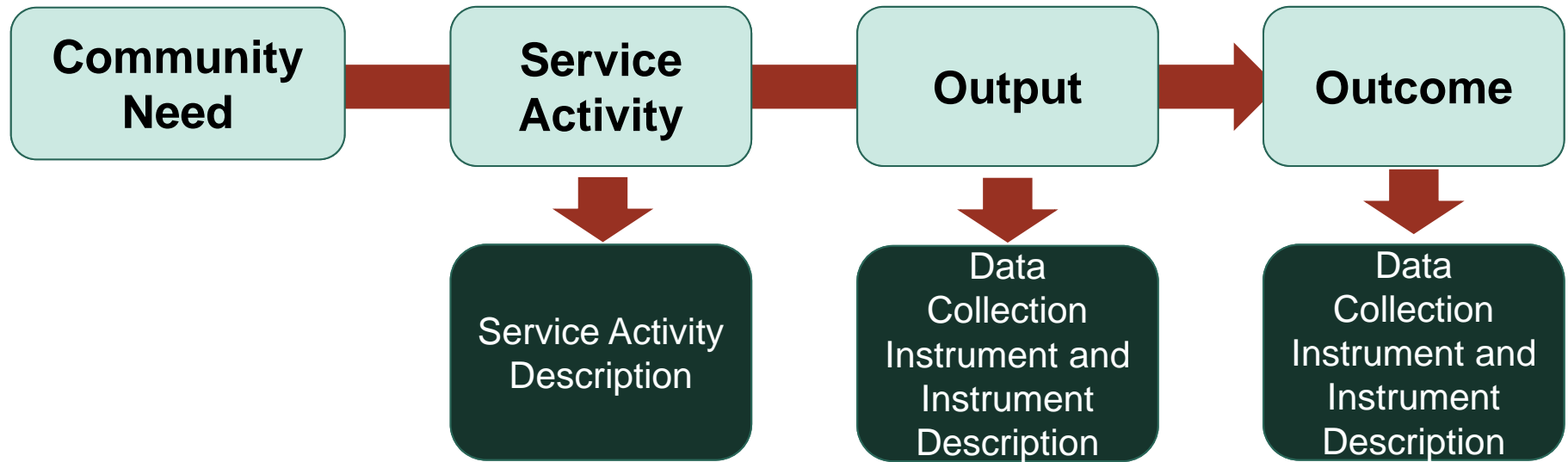
National Performance Measures Example

For Example:

- Annual Federal Funding Level = $360,000

- $360,000/$6,000 = 60 VSYs in work plans with outcomes in Education

- Desired number of VSYs = **100**

National Performance Measures Example

For Example:

- Annual Federal Funding Level = $360,000
- $360,000/$6,000 = 60 VSYs in Education outcomes
- Desired number of VSYs = 100
- Options:
  - **60 VSYs in Education outcomes**
  - **40 VSYs in any available measures** (Listed in FGP Performance Measure Instructions)

Work Plan Structure

```
Community          Service          Output    →    Outcome
  Need      →      Activity   →
                      ↓                ↓              ↓
               Service Activity    Data           Data
                 Description       Collection     Collection
                                   Instrument and Instrument and
                                   Instrument     Instrument
                                   Description    Description
```
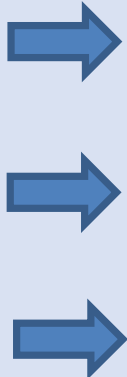
Definitions

Outputs ◁ Amount of service provided (i.e. people served).
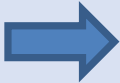
Outcomes ◁ Reflect the changes or benefits that occur.

Education: School Readiness

Objective	Output		Outcomes
School Readiness	ED21. Number of children that completed participation in CNCS-supported early childhood education programs.	→ → →	ED23. Number of children demonstrating gains in school readiness in terms of social and/or emotional development. ED24. Number of children demonstrating gains in school readiness in terms of literacy skills. ED25. Number of children demonstrating gains in school readiness in terms of numeracy (math) skills.

Education: K-12 Success

Objective	Output		Outcomes
K-12 Success	ED2. Number of students that completed participation in CNCS-supported K-12 education programs.	→	ED5. Number of students with improved academic performance in literacy and/or math.
		→	ED27. Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS- supported service learning, who demonstrated improved academic engagement.
		→	ED6. Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student.

Education: K-12 Success

Objective	Output		Outcomes
K-12 Success	ED4A. Number of disadvantaged youth/mentor matches or children with special or exceptional needs/mentor matches that were sustained by the CNCS-supported program for at least the required time period.	→	ED5. Number of students with improved academic performance in literacy and/or math.
		→	ED27. Number of students in grades K-12 that participated in the mentoring or tutoring or other education program, including CNCS- supported service learning, who demonstrated improved academic engagement.
		→	ED6. Number of students that improved their school attendance over the course of the CNCS-supported program's involvement with the student.

Tools and Resources

- Performance Measures Instructions
- Performance Measures <u>Worksheets</u>
- <u>Core Curriculum</u> Courses

Additional Training Opportunities

- The Washington State Office is scheduling additional training webinars for:

- *Tuesday, April 18, 9:00am-11:00am PST – webinar and in-person*

- *Wednesday, May 24, 1:00-3:00pm PST*

- Contact WA@cns.gov

Questions?