

AmeriCorps*Texas 2019-2020

Creating the Application

Elisa Gleeson
February 19, 2019



Creating the AmeriCorps Application

- Before you even begin, ensure that basic eligibility is being met:
 - Organization
 - Program Design
 - Application
- A complete AmeriCorps application is comprised of two pieces:
 - eGrants Application
 - Additionally Submitted Documents



Eligibility | Organization

- Submission of the Notice of Intent to Apply Form
 - *Due March 1*
- Eligible organization type
- DUNS and registered in SAM.gov
- Has and can submit a Single Audit (*if applicable*) or the Independent Financial Audit from 2017 or 2016.
- Has prior experience administering state and/or federal grant funds over the past two years. Or has served as an AmeriCorps VISTA placement site over the past two years.



Eligibility | Program Design

- AmeriCorps Members are not displacing or duplicating existing staff and/or volunteers.
- AmeriCorps Members are not engaged in Prohibited Activities.
- AmeriCorps Members are engaged in service activities that align with one of the CNCS Focus Areas.
- AmeriCorps Members engaged in tutoring programs meet requirements under 45 CFR 2522.920-940.



Eligibility | Application

- Page Limits
 - 10 Pages as the pages print from eGrants
 - The first page is a face sheet, so you're really looking at 9 pages
 - 10 pages in Word does not equal 10 pages in eGrants
 - Logic Model is 3 pages, which includes the headings
- Budget Request under the Maximum Cost per MSY
 - Cost reimbursement applicants: \$15,192
- Minimum number of MSYs being requested
 - New applicants: 10 MSYs
- Minimum match proposed:
 - New applicants: 24%
- All elements submitted no later than 10:59:59 PM on March 21, 2019



Questions?



eGrants Application

- Create your eGrants account early to begin entering text into the application.
- Use the “2019-2020 Formula Submission Instructions” to guide you into the correct eGrants Application.
- Ensure that the “Proposed Project” dates are listed as for exactly one year. As a new program, the date can be no earlier than 9/1/19.
- There is no formatting allowed in eGrants. This includes charts, photos, italics, bold.



eGrants Application

- When you copy and paste text from a Word type document into eGrants the an apostrophe will often turn into ¿. Save time in your review to correct these errors.
- Be aware of extra space in between your paragraphs. Proofread to ensure that extra space is taken out, you'll want all the space you can get so that you exactly meet your page limits.
- Respond to the Criteria in the order in which it is requested. Be very clear on what you are responding to by typing the heading in ALL CAPS.



eGrants Application

- Follow the Executive Summary template exactly as it is written in the Notice.
- Closely follow the Performance Measure instructions to clearly describe interventions, instruments, etc. The content of the Performance Measures should stand alone from the rest of the application.
- When you're finished with the application, be sure to "Validate" it under the "Authorize and Submit" section. This will show any errors that would prevent you from submitting the application.



eGrants Application

- The eGrants system is not administered by OneStar and we are also unable to see the same screen view as you. Therefore, if you run into challenges while working in eGrants, it's likely that our OneStar staff will be unable to assist you.
- Be prepared to provide a screenshot of what you're seeing regarding your issue when you contact OneStar.
- Be prepared to contact the eGrants help desk.



Questions?



Additionally Submitted Documents

- Sent via email to grants@onestarfoundation.org
- Subject line: [legal applicant name]-[application ID number]
- Emails should include:
 - The legal applicant organization name and the point of contact
 - Application ID number
 - List of Documents attached to the email
 - Individually saved files that are clearly labeled
 - Files include organization name and ID number in each document.



Additionally Submitted Documents

- Current indirect cost rate agreement (*if applicable*)
- Evaluation briefs, reports, studies (*if applicable*)
- Member placement chart
- Federal and State Award Schedule
 - *Not necessary if you are submitting a Single Audit*
- Financial Management Survey and supporting documents



Additionally Submitted Documents

- Organizational Chart
 - *Must clearly show where the AmeriCorps program would be within the Organization including the name and/or title of the individual(s) responsible for supervising the AmeriCorps members.*
- Independent Financial Statement Audit from 2016 or 2017
 - *Submit the most recently completed*
 - *Not required for Colleges or Universities*
- Bond Rating report
 - *Only required for Colleges, Universities and School Districts*



Questions?



Common Errors

- Spell AmeriCorps correctly!
- Refer to AmeriCorps Members as “Members” and not “volunteers”, “interns”, or “staff”.
- Inconsistency in Quantity of Members
 - Narrative, Executive Summary, Budget, Performance Measures, Logic Model
- Inconsistency in Budget Amounts
 - Budget, Source of Matching Funds, Executive Summary



Common Errors

- Costs in the budget that are not described in the narrative.
 - Recognition events, consultants, training
- Incorrect Calculations in the budget (*have someone double check your math*)
- Use the Budget Resources provided to correctly calculate Section III Indirect/Administrative Costs.



Common Errors

- Ensure that the “Described Instrument” section of the Performance Measure(s) provides a clear description of what the instrument will measure and the level of improvement that is necessary to be counted as having improved.
- Ensure that the “Described Instrument” section of the Performance Measure(s) provides a clear explanation of how you will ensure that beneficiaries are not double counted.



Resources

The AmeriCorps program is a Federally funded program. As such, the following requirements apply to the program activities and funds expended as part of the program.

- National and Community Service Act of 1990 (amended by Serve America Act)
 - [42 USC 12501 et seq., and 45 CFR 2510 et seq.](#)
- AmeriCorps Regulations
 - [45 CFR 2520-2550](#)
- Uniform Grants Guidance
 - <https://www.ecfr.gov>
- AmeriCorps Terms and Conditions
 - [2018 General Terms and Conditions](#)
 - [2018 Specific Terms and Conditions](#)
 - [2018 OneStar Terms and Conditions](#)



Informational Sessions

- AmeriCorps Open Forum Session
 - Tuesday, March 5, 2019 at 10:00am CST



Questions?



For Assistance After this Webinar

- For questions about this opportunity, contact:
 - Elisa Gleeson
 - Senior Grants Management Specialist
 - OneStar Foundation
 - Email: elisa@onestarfoundation.org
 - Phone consultation available by appointment only. Email Elisa to schedule.

