

# AmeriCorps\*Texas 2019-2020 Open Forum

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**Elisa Gleeson**  
**March 5, 2019**



## Application Submission

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- Complete applications are due no later than 10:59:59 PM on Thursday, March 21<sup>st</sup>.
  - eGrants submission
  - [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org) Additional Documents submission



## Application Checks

- 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%



## Questions from the Field

- When I log into eGrants I'm seeing NOFAs with a deadline that has passed. Am I in the wrong place?
- No, unfortunately this can be confusing. The due dates listed in eGrants align with the CNCS deadlines for their competition and do not reflect our Texas dates.

**Initial Information**

Please provide the following initial information needed to create an application for this NOFA. If you are creating a sub application, select a state, then a prime application.

**NOFA information**

Please review the NOFA you selected. If this is not the correct NOFA, hit cancel.

**NOFA:** FY 2019 AmeriCorps State and Territory Commission (New and Continuations)  
**Due Date:** 01/30/2019  
**Summary:** This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

Which State are you applying to?

Texas

Select a Prime Application ID

19AC208712 - OneStar - Formula 2



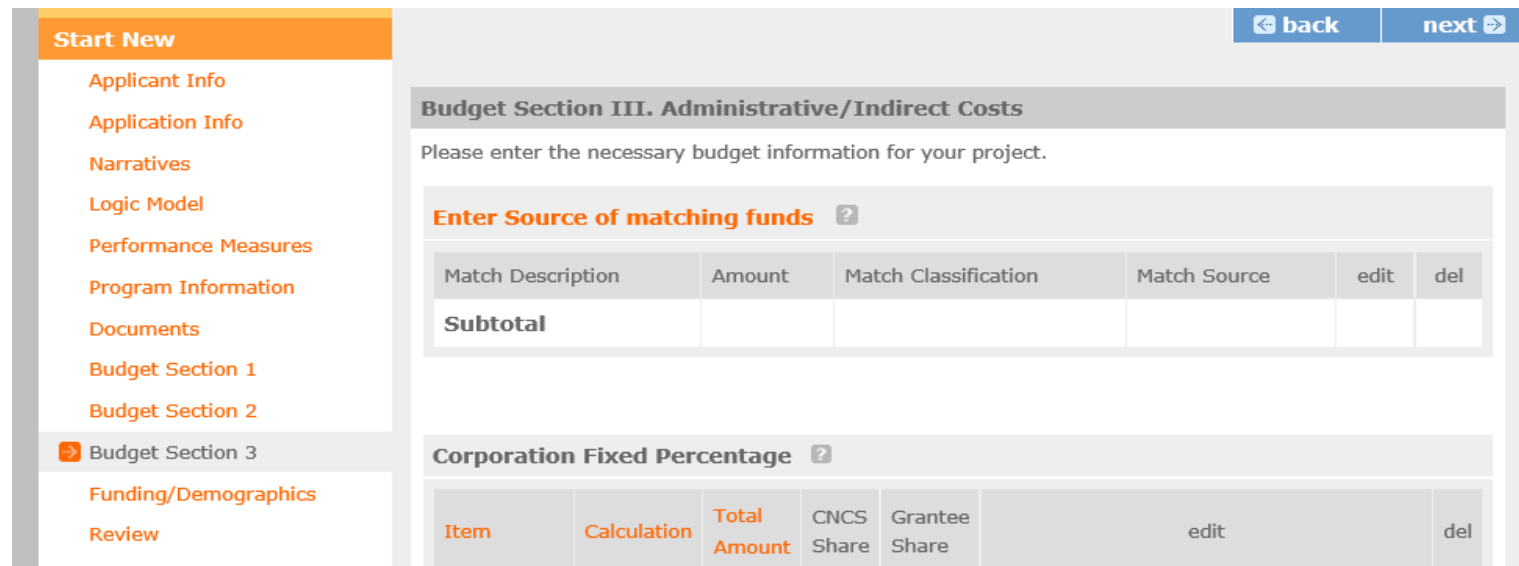
## Questions from the Field

- How many staff should we plan to include in our application and budget?
  - An adequate number of staff positions to support the AmeriCorps program will depend entirely on your program design and structure. Ideally, we'd like to see at least 1 FTE devoted to the program. A title for this may be “Project Director”, “Program Manager”, etc.
  - You may also have staff included who are direct Member Supervisors, you may also have a full or part-time staff person who is responsible for member files (eligibility documentation, timekeeping, etc.)
  - Keep in mind that ALL staff members listed in Section 1.A of the Budget MUST follow the requirements for Timekeeping (a log of ACTUAL time must be kept) and Criminal History Background Checks.



# Questions from the Field

- How do I enter the Source of Matching Funds?
  - In eGrants, Budget Section 3, the very top of the page asks you to “Enter Source of Matching Funds”. Enter each source on a separate line.
  - Be sure to include the word “secured” or “proposed” next to each item.

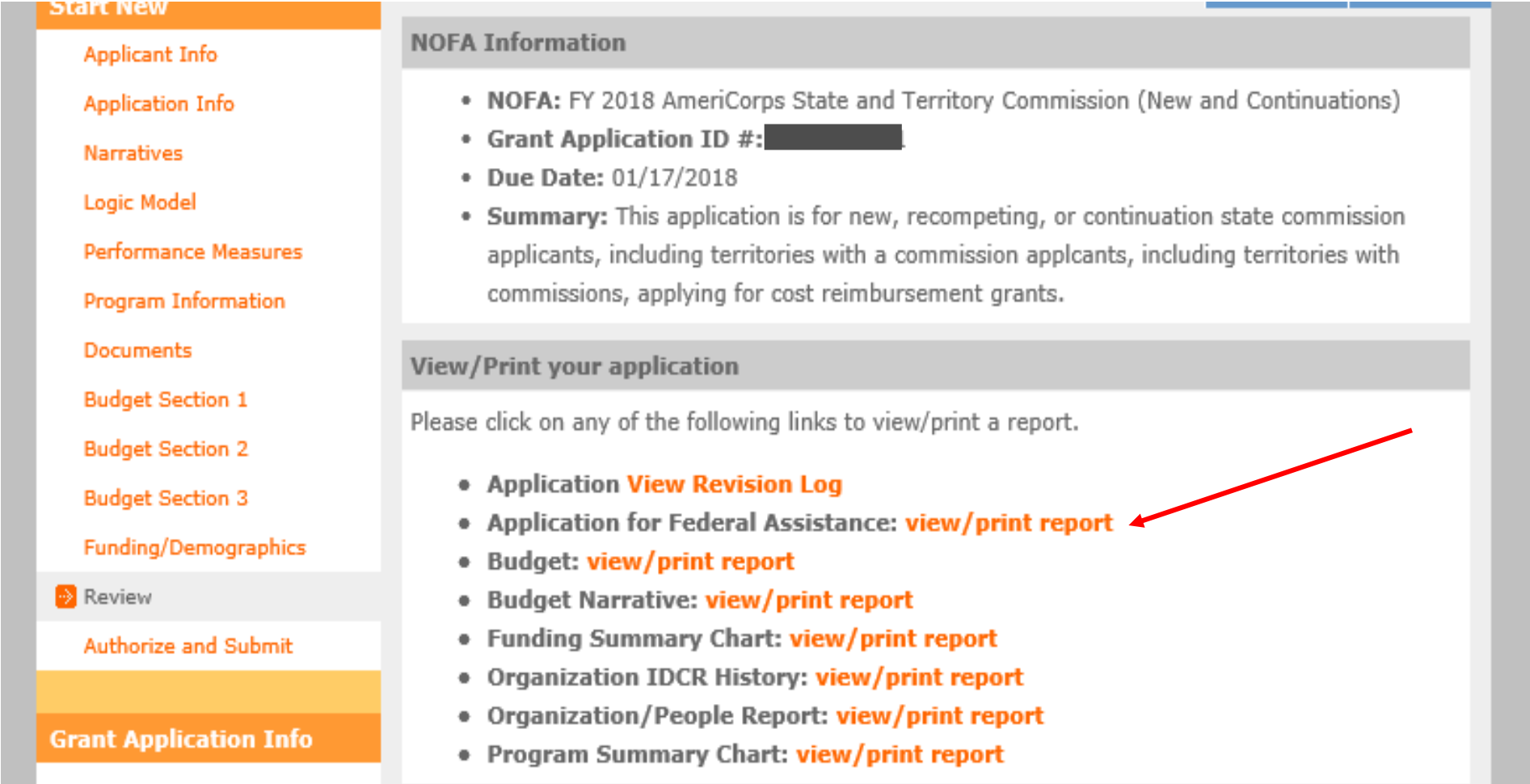


The screenshot shows the eGrants application interface. On the left is a navigation menu with 'Start New' at the top, followed by 'Applicant Info', 'Application Info', 'Narratives', 'Logic Model', 'Performance Measures', 'Program Information', 'Documents', 'Budget Section 1', 'Budget Section 2', 'Budget Section 3' (which is highlighted with an orange bar and a right-pointing arrow), 'Funding/Demographics', and 'Review'. The main content area is titled 'Budget Section III. Administrative/Indirect Costs' and contains the instruction 'Please enter the necessary budget information for your project.' Below this is a section titled 'Enter Source of matching funds' with a help icon. It contains a table with columns: Match Description, Amount, Match Classification, Match Source, edit, and del. The table has one row labeled 'Subtotal'. Below this is another section titled 'Corporation Fixed Percentage' with a help icon. It contains a table with columns: Item, Calculation, Total Amount, CNCS Share, Grantee Share, edit, and del.



# Questions from the Field

## ■ How do I check my page limits?



The screenshot shows a web application interface for NOFA (Notice of Funding Availability) information. On the left is a navigation menu with options like 'Start New', 'Applicant Info', 'Application Info', 'Narratives', 'Logic Model', 'Performance Measures', 'Program Information', 'Documents', 'Budget Section 1', 'Budget Section 2', 'Budget Section 3', 'Funding/Demographics', 'Review', 'Authorize and Submit', and 'Grant Application Info'. The main content area is titled 'NOFA Information' and contains a list of details: 'NOFA: FY 2018 AmeriCorps State and Territory Commission (New and Continuations)', 'Grant Application ID #: [REDACTED]', 'Due Date: 01/17/2018', and a 'Summary' paragraph. Below this is a section titled 'View/Print your application' with the instruction 'Please click on any of the following links to view/print a report.' A list of links follows, including 'Application View Revision Log', 'Application for Federal Assistance: view/print report', 'Budget: view/print report', 'Budget Narrative: view/print report', 'Funding Summary Chart: view/print report', 'Organization IDCR History: view/print report', 'Organization/People Report: view/print report', and 'Program Summary Chart: view/print report'. A red arrow points to the 'Application for Federal Assistance: view/print report' link.

**NOFA Information**

- **NOFA:** FY 2018 AmeriCorps State and Territory Commission (New and Continuations)
- **Grant Application ID #:** [REDACTED]
- **Due Date:** 01/17/2018
- **Summary:** This application is for new, re-competing, or continuation state commission applicants, including territories with a commission applicants, including territories with commissions, applying for cost reimbursement grants.

**View/Print your application**

Please click on any of the following links to view/print a report.

- **Application [View Revision Log](#)**
- **Application for Federal Assistance: [view/print report](#)**
- **Budget: [view/print report](#)**
- **Budget Narrative: [view/print report](#)**
- **Funding Summary Chart: [view/print report](#)**
- **Organization IDCR History: [view/print report](#)**
- **Organization/People Report: [view/print report](#)**
- **Program Summary Chart: [view/print report](#)**



## Questions from the Field

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- Can you please clarify the Health Insurance requirement?
  - All AmeriCorps programs must provide health insurance to Full-Time AmeriCorps Members starting on the first day of their service.
  - A Member may choose to waive the health insurance provided by your program, but you must at least offer it and provide documentation that the Member waived it.





## Questions from the Field

- When will we know if our application has been selected?
  - OneStar will send an email letter notification to all applicants on June 14<sup>th</sup>. The email will be sent to the individual listed on the Facesheet of the application under “NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION”. If there is someone who you would like for communication to go to in addition to this individual, you must indicate that in the email that is sent to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org) with the additional documents.



## Questions from the Field

- What happens after we're notified that we're selected?
  - The summer months are busy with preparation for the program year starting in September (for New programs). We may come out to visit with your program staff and we will hold a training for New Program Staff.
  - We will have a set of Pre-Award Documents that you are required to prepare and submit before receiving the grant award (both programmatic and fiscal).
  - You will be busy recruiting members for your program. Most programs begin recruitment in the Spring, so once the application is submitted, it would be a good idea to start thinking of your recruitment strategy.



## Questions from the Field

- What does communication with OneStar look like if we're selected?
  - After Notification, OneStar's Kailee Selzer will introduce you to your assigned OneStar Program Officer and Grants Officer. These two folks will become your OneStar primary points of contact throughout the life of your grant. You will identify a Primary Program contact and Primary Fiscal contact for us to direct our communication to as well.
  - Expect to receive a visit during your first year, bi-monthly calls with your Program Officer, bi-monthly webinars with your Grants Officers and with Jaclyn for larger AmeriCorps news and updates. And in addition to the New Staff Orientation, a Spring AmeriCorps\*Symposium for staff.



# Questions?

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## Tips and Reminders

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- Spell AmeriCorps correctly!
- Refer to AmeriCorps Members as “Members” and not “volunteers”, “interns”, or “staff”.
- Respond clearly and concisely to each criteria from the Notice in the order in which it is being asked.
  - Do not deviate from the Executive Summary template.
- Separate sections by typing headings in ALL CAPS.



# Resources

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Use the resources that have been provided to you specifically for this opportunity.

## Resources

- [2019-2020 Application Submission Checklist](#)
- [2019-2020 Administrative Cost Calculator](#)
- [2019-2020 Budget Worksheet](#)
- [Budget Tips: Frequently Miscategorized Budget Items](#)
- [Creating an eGrants Account](#)

## CNCS Resources

- [AmeriCorps Regulations 45 CFR Sections 2520-2550](#)
- [Uniform Guidance Resources](#)
- [AmeriCorps Performance Measures Resources](#)
- [Other AmeriCorps Performance Measure Resources \(including Logic Models and Evaluation\)](#)
- [National Service Criminal History Check Resources](#)
- [How to Develop a Logic Model](#)
- [Evaluation Resources for AmeriCorps State and National](#)



## 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

- Recordings of all previous sessions are available on the OneStar Foundation website:

## Informational Sessions

OneStar will host a series of informational webinar sessions covering a variety of introductory information related to managing an AmeriCorps program. A copy of each session's presentation will be available on this website at the conclusion of the session as well as the audio recording. Time will be allotted at the end of each session for participant questions. You must pre-register to attend the webinar of your choice by clicking on the date/time below. Attendance on the calls is encouraged but not required to submit an application. *All calls will be recorded; the recording and PowerPoint presentation will be available for download after the call.*

- **Introductory Call**  
[VIEW RECORDING](#) | [DOWNLOAD PRESENTATION](#)
- **Program Design**  
[VIEW RECORDING](#) | [DOWNLOAD PRESENTATION](#)
- **Budget**  
[VIEW RECORDING](#) | [DOWNLOAD PRESENTATION](#)
- **Creating the Application**  
[VIEW RECORDING](#) | [DOWNLOAD PRESENTATION](#)
- **Open Forum**  
Tuesday, March 5, 2019 10:00 AM – 11:00 AM CDT | [REGISTER HERE](#)





## For Assistance After this Webinar

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

