



AmeriCorps Overview –Continued

Topics Covered in this Section:

Member Eligibility, Prohibited Activities, Drug Free
Workplace, Performance Measures, Budgets,
and Application Timeline

AmeriCorps Members Eligibility Requirements

Statutory

- U.S. Citizen or Permanent Resident Alien
(Note an I-9 Form is not sufficient documentation)
- At least 17 years old (16 if Youth Corps)
- High School diploma or GED or agree to obtain one

Member Selection & Preparation

- Programs must screen members
 - Member application
 - Interviews
 - Criminal Background Checks
- Member contract
- Pre-Service Orientation
- Receive two evaluations per year (one exception is for less than Half Time members which only need a final eval.)

Prohibited Activities

- There are certain activities—including lobbying, political, religious, or advocacy activities—that AmeriCorps members and staff may not perform in the course of their duties, while charging time to the AmeriCorps program, or at the request of program staff. (45 C.F.R. §2520.30)

Drug Free Workplace Act

Programs receiving federal funds must follow the Drug Free Workplace Act and publish a drug-free workplace statement. In addition, the Federal regulations require that you establish an on-going drug free awareness program for employees. Members are required to follow the Drug Free Workplace Act which should be mentioned during orientation and in the member's contract.

Examples of the types of direct service activities AmeriCorps members may perform include, but are not limited to, the following

- (1) Tutoring children in reading;
- (2) Helping to run an after-school program;
- (3) Engaging in community clean-up projects;
- (4) Providing health information to a vulnerable population;
- (5) Teaching as part of a professional corps;
- (6) Providing relief services to a community affected by a disaster; and
- (7) Conducting a neighborhood watch program as part of a public safety effort.

How much time may an AmeriCorps member spend fundraising?

- An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service performing fundraising activities, as described in §2520.40.

How much time may AmeriCorps members spend in education and training activities?

- (a) No more than 20 percent of the aggregate of all AmeriCorps member service hours in your program may be spent in education and training activities.
- (b) Capacity-building activities and direct service activities do not count towards the 20 percent cap on education and training activities.

Performance Measures

- Watch Presentation:
http://www.nationalserviceresources.org/files/legacy/filemanager/download/performanceMeasurement/AC2_3-6-08F.htm
- See Handout (MT Commission Performance Measure Requirements for Sub-Grantees)

Performance Measures

Montana Requirements

- Programs must develop three to five performance measures.
- One performance measure must have a complete set of aligned measures
- One performance measure should reflect a goal related to managing and recruiting volunteers.
- All outputs documented/reported
- At least one outcome per measure documented/reported

Now the Fun stuff...

- Budgets
 - Budget Worksheet(s)
 - Budget Form 424A (See Handout)
 - Budget Narrative (See Handout)
 - Tools
 - Online tools (visit the online course “Preparing the Grant Budget for AmeriCorps Programs” at the Online Learning Center
<http://my.nationalservice.org/learning/>)

Talking Technical: Definitions to Know



**Project
Costs**

Total allowable budget or expenditures incurred to operate the program and accomplish its objectives



**Federal
Share**

Portion of budget or expenditures paid for with Federal funds (CNCS)



**Grantee
Share**
aka: match

Portion of total expenditures not paid for with CNCS funds – Cash and In-Kind Donations

More Technical Talk

Program Income

- Gross income earned by the grantee that is directly generated by a supported activity or earned as a result of the award

In-Kind Contributions

- Value of non-cash contributions provided by non-Federal third parties
- May be in the form of real property, equipment, supplies, services, and other expendable property



New Overall Match Requirements

- As part of the Corporation's 2008 appropriations, Congress changed the requirements for matching AmeriCorps grants.

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Cost PER MSY

- MSY = Member Service Year
 - 1 MSY is equivalent to 1 Full Time member (1700 hours)
 - 1 MSY is equivalent to 2 Half Time members (900 hours)
- Cost Per MSY is calculated by taking the amount of federal funds requested by the number of MYS's.

Questions ?

Montana Commission Application Timeline

- October, 2008 eGrants Training (Dates TBA)
- November 3, 2008 Applications due in eGrants
- December 1-5, 2008 Staff and peer review
- December 8, 2008 Feed back to programs
- December 12, 2008 Revised applications due
- December 18, 2008 Board approval of proposals
- April/May, 2009 Notification of competitive awards
- May/June, 2009 Notification of formula awards

- Thank you for Coming!!!

- Please don't hesitate to call or email if you have any questions. Tony Dean, OCS Grants Officer 444-1809 or tdean@mt.gov