



**2008-2009  
AMERICORPS\*STATE  
GRANT APPLICATION PROCESS**



**FREQUENTLY ASKED QUESTIONS**

**AS OF FRIDAY, OCTOBER 19, 2007**

**Which NOFA should I select in eGrants?**

The NOFA is for the "Commission AmeriCorps State FY 2008" or "Commission Education Awards Program 2008" if you are applying for an education awards only program. The dates for these are 1/08 though yours is due to us in eGrants (with the required hard copy attachments submitted to our office) by October 17, 2007 no later than 5:00 PM Eastern Time.

**AS OF FRIDAY, OCTOBER 12, 2007**

**Do I need to include anything in the space for the "State Application Identifier?"**

No. You may leave that blank.

**Are there mandatory trainings for AmeriCorps Directors....such as the IADA Director training used in the 2006/2007 budget narrative example? If so, what are these trainings, how often, where are they held and do they require overnight stays?**

IADA membership is not required by OFBCI and not allowed to be charged to the grant. For budgeting for mandatory trainings by our office, please see the first question under "As of Friday, September 7, 2007". Our office does not have any information regarding trainings hosted by IADA. At the RFP session Carey stated that the line regarding IADA should be disregarded.

**I am becoming terribly confused as I try to calculate a budget that will support an AmeriCorps program for our community. Regardless of thinking in terms of 67% with 33% match, the bottom line is that no more than \$126,000 (equivalent of 10 full time members x \$12,600 maximum per member) is the most that can be requested from CNCS in support of the budget. Am I clear in thinking this way?**

You are correct.

**AS OF FRIDAY, OCTOBER 5, 2007**

**Is the 10 member minimum still a requirement when applying for the 3/9 grant? If so, how would you accommodate that?**

Yes. It is not recommended to request FT members because the members would only have the minimum of 9 months to complete service. It is recommended to increase the number of members that are less than full time in order to have 10 MSY (member service year).

**AS OF FRIDAY, SEPTEMBER 28, 2007**

**Could you tell me what your criteria is for determining if an area is rural and therefore possibly eligible for a waiver for the 10 full-time AmeriCorps members requirement?**

Please review [2008-2009 AmeriCorps\\*State Application Instructions](#), page 23, as it deals with rural county and severely economic distressed county. This information refers to the alternative match waiver and is applicable for member waiver. Also see, [2008-2009 Additional Information Forms for Hard Copy Applications](#), Section J: Beale Codes and County-Level Economic Data. The Indiana Business Research Center provides statistics at: <http://www.stats.indiana.edu/>

**I understand that I must request the equivalent of 10 full time members. I intend to request 20 half time members. My question is, does half time for one year mean that all 20 members will work at half time hours for an entire year? Or does it mean that 10 will need to work the first 6 months and the other 10 work the second 6 months, equaling 10 full time members for one year?**

No matter the combination of members you request, you can determine how long they serve during the grant period of one year. They do not have to serve the entire year or split the year. The program design will guide the time frame you would like the members to serve based on the need.

**I understand that I do not have to pay a living allowance to half time members. If I chose to do so, how should I calculate that? Nothing less than half of \$11,400 (full time minimum) and no more than half of \$12,070 (maximum for full time)? Or may I set my own living allowance as long as the CNCS share is no more than \$5,130?**

You noted the maximum for FT is \$12,070, but the maximum for a FT member is \$22,800. The maximum for a half time member is \$12,070. If an organization wishes to extend a living allowance benefit to less than full-time Members, this is how you calculate the maximum CNCS share (85%): *X number of service hours divided by 1,700 multiplied by \$11,400 = Y, or total living allowance for that specific term of service. Take Y and multiply it by the percentage of the share the organization wishes to charge to the federal portion, or CNCS (not to exceed 85%).*

900 hours/1,7000 hours (= .529412) x \$11,400 = \$6,035. \$6,035 x .85 = \$5,130 (maximum CNCS contribution). The sub-grantee is responsible for the remaining 15%, or \$905.

**May I develop my budget request for one year only or do I need to project expenses for a three year grant period?**

AmeriCorps\*State funding is on a three-year cycle. Successful applicants will receive a grant agreement for one year, with the possibility of continuing into a second and then third year. The budget and performance measures in your application should reflect the first year of funding only.

**How do I find out if Indiana is a state that requires unemployment insurance for members?**

Indiana does NOT require unemployment insurance for members.

**How do you suggest I budget costs for 20 (or 10) AmeriCorps members to attend the Governor's Conference? Are members charged a registration fee? The fee ranges have varied over the past two years. How do I project them?**

You can review "Designing an Effective Budget Narrative" which was provided at the technical assistance session for an example of budgeting the appropriate costs. Yes, there is a registration fee. It is recommended to project the fee based off of previous years. Depending on a programs distance to Indianapolis, accommodations need to be considered and would need to meet the government rate.

**I believe I heard mention on the conference call that costs for AmeriCorps members to attend some type of special workshop/seminar/day conference held in Indy should be factored into the grant. How do I find out about special training/personal and professional development opportunities that are offered to members and the costs associated with those events?**

Make sure to read the [2008-2009 Application Instructions](#), page 29, that addresses Budgeting for AmeriCorps State Events. There is no fee for Opening Ceremonies. The program is required to provide orientation and ongoing professional development training to members; therefore, the program applying would need to come up with what is necessary for their training budget.

**You have stated that staff must attend the 4-6 all day seminars planned over the course of the program year. What other costs should be included in these meetings other than travel? Food provided or an allowable expense? Will all seminars be held in Indianapolis or other sites where more miles may need to be considered?**

Lunch is generally provided for the trainings. Historically, the 4-6 seminars have been in Indianapolis and typically start at 9:00 AM and typically conclude by 4:00 PM, Eastern

Time. Mileage and lodging also need to be considered, depending on your programs distance from location of training, when budgeting for trainings.

**What is Life After AmeriCorps Training? Is this something that is recommended for the members and should be included in the budget? If so, what costs could be connected to this training?**

Life after AmeriCorps is training for members focused on post-service transition. This is a training your program would be required to provide your members; therefore, you would determine the costs necessary to conduct the training. EnCorps provides technical assistance in this area. Information is available at:

[http://encorps.nationalservicerresources.org/life\\_after\\_ameriCorps/moving\\_on/planning\\_a\\_life\\_after\\_training/?search\\_term=life%20after%20americorps](http://encorps.nationalservicerresources.org/life_after_ameriCorps/moving_on/planning_a_life_after_training/?search_term=life%20after%20americorps)

**Note: Relative to the questions concerning travel: Organizations should budget only for those travel expenses permitted by the organization's travel policies and procedures.**

**AS OF FRIDAY, SEPTEMBER 21, 2007**

**If I have an individual who volunteers with my program, can he enroll as an AmeriCorps\*State member and continue with the responsibilities he had as a volunteer but with the addition of new responsibilities?**

No. AmeriCorps\*State members may not displace a volunteer ([45 CFR § 2540.100](#)). In other words, if a volunteer is performing an activity for your organization, you may not give the responsibility of that activity to an AmeriCorps\*State member (even if as a member, the individual will be engaging in additional activities).

**Can state grant funds be used as match?**

Yes, as long as the funding is not federal in nature. You will need to check with the state agency to determine the source of the funds. If the funds are federal in nature, the funds may only be used to match Section I or Section III of the budget, provided you have written permission from the highest authority within the federal agency.

**If the grant is seeking more than \$500,000/per year in funds and therefore must employ an outside evaluator, do we include this in the shared cost or in the grant costs?**

Evaluation-related costs are allowable costs in your budget. It is the program's decision whether they want to include evaluation under shared and/or grant costs.

**Does the September 21, 2007 Technical Assistance Conference Call count as one of the required Technical Assistance Sessions that must be attended in order to apply for 2008-2009 AmeriCorps\*State funding?**

No. Page 9 of the *2008-2009 AmeriCorps\*State Request for Proposals for Indiana Applicants* outlines the dates and locations of the five technical assistance workshops. This information was also widely publicized in OFBCI's Friday Night Facts e-newsletter, [www.ofbc.in.gov](http://www.ofbc.in.gov), and press releases sent to media outlets throughout Indiana.

## **AS OF FRIDAY, SEPTEMBER 14, 2007**

No questions asked this week.

## **AS OF FRIDAY, SEPTEMBER 7, 2007**

### **How should I budget for Indiana AmeriCorps\*State Events?**

Your budget should include support for staff attendance at OFBCI-sponsored trainings and events in or near Indianapolis, including a program directors' fall orientation (tentatively scheduled for 2 days), Opening Ceremony (tentatively scheduled for 2 days in the fall), Governor's Conference (tentatively scheduled for 2 days in the spring), and 4-6 additional, full-day training dates during the year. You should also plan for travel costs (e.g. mileage, parking) for members to attend two OFBCI-sponsored events (Governor's Conference, Opening Ceremony) in or near Indianapolis during the program year. Please note that these are estimates of the events to be conducted during the 2008-2009 program year.

### **Are individuals with felonies automatically prohibited from enrolling in the AmeriCorps\*State program?**

No. Each sub-grantee will be responsible for developing selection criteria for AmeriCorps\*State paid staff and members relative to criminal histories in accordance with OFBCI Policy 2006-P-09. However, a new rule recently published by the Corporation for National and Community Service goes into effect November 23, 2007. This rule prohibits individuals that appear on the National Sex Offender Public Registry ([www.nsopr.gov](http://www.nsopr.gov)) who, on a recurring basis, have access to children, persons age 60 and older, or individuals with disabilities from working on the AmeriCorps\*State programs as AmeriCorps-funded staff or from enrolling in the program as members.

## **AS OF FRIDAY, AUGUST 31, 2007**

**I have hosted VISTA volunteers before and have a couple questions. Does our agency have to pay any of the costs of the volunteer's assignment to our project? Are there any other costs to the agency, other than normal administrative costs, like mileage reimbursement, etc.?**

The requirements for the AmeriCorps\*VISTA program and AmeriCorps\*State are quite different in many ways. As a recipient of AmeriCorps\*State funds, you are responsible for paying all costs associated with the program (operating expenses (e.g. personnel, fringe, training, travel, member recruitment, etc), member expenses (e.g. member living allowance, FICA, health care if applicable, worker's comp), etc).

There are matching requirements. From page 21 of the *2008-2009 AmeriCorps\*State Application Instructions*:

- Your budget must meet certain minimum match requirements for operating and member support costs:
  - **Sections I & III:** You must match with **cash or in-kind contributions** at least 33% of the project's total Operating (Section I) plus Administrative (Section III) costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
  - **Section II:** You must match at least 15% of all member costs (Section II) with **non-federal cash**. The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. Other federal funds are not an acceptable source of the required 15% cash match for member costs, except for health care.

You may request up to \$12,600 per Member Service Year (comparable to full-time equivalent). So, for example, to request the minimum 10 MSYs, you may request no more than \$126,000 in Corporation funding.

For more information, please review the *NOFO, 2008-2009 AmeriCorps\*State Application Instructions*, and related documents.

**What is an anticipated health care cost per full-time member to use as a 'plug in' for the budget?**

As a benchmark, the Indiana AmeriCorps Directors' Association ([www.indianaamericorps.org/w/](http://www.indianaamericorps.org/w/)) purchases health insurance at a group rate that programs may access through association membership. The 2006-2007 rate per member was approximately \$111 per month.

**Are potential AmeriCorps grants only for organizations that serve a statewide population, or are local programs serving one or more counties eligible to apply?**

Both are able to apply. We have programs that service many counties throughout the state and programs that service their local area (even if it is one county).

**AS OF FRIDAY, AUGUST 17, 2007**

**Where is a list of Indiana organizations that were awarded AmeriCorps grants last year?**

Please visit the OFBCI website at <http://www.in.gov/ofbci/2357.htm> to view a list of 2006-2007 programs. The 2007-2008 programs are not yet posted as the new program year does not begin until September 1, 2007. Please stay tuned as the site will be updated shortly.

**Is this session about monetary grants, or about placing AmeriCorps volunteers with our agency? or both?**

The technical assistance sessions are focused on the grant process to obtain funding to operate an AmeriCorps\*State program, which places AmeriCorps members within your organization to focus on specific service activities. You may propose a multi-site program which places members at various host sites. If you are partnered with an organization that wishes to apply as a multi-site program, that is a way to obtain members without being the applicant organization.

**Are 501c4 organizations eligible for AmeriCorps grants/ volunteers, or are they limited to 501c3 organizations?**

501c(4) organizations are not eligible for AmeriCorps funding, nor are they eligible to host AmeriCorps members.