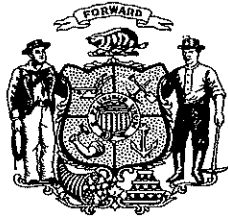


State of Wisconsin

SENATE CHAIR
Howard Marklein

316 East, State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-0703



ASSEMBLY CHAIR
Mark Born

308 East, State Capitol
P.O. Box 8952
Madison, WI 53708-8953
Phone: (608) 266-2540

Joint Committee on Finance

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Howard Marklein
Representative Mark Born

Date: March 16, 2022

Re: s. 16.515/16.505(2), Stats. Request

Attached is a copy of a request from the Department of Administration, received March 16, 2022, pursuant to s. 16.515/16.505(2), Stats., on behalf of the National Community Service Board.

Please review the material and notify **Senator Marklein** or **Representative Born** no later than **Monday, April 4, 2022**, if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.

Attachments

HM:MB:jm



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary-designee

Date: March 16, 2022

To: The Honorable Howard Marklein, Co-Chair
Joint Committee on Finance

MAR 16 2022
J. Finance

The Honorable Mark Born, Co-Chair
Joint Committee on Finance

From: Kathy K. Blumenfeld, Secretary-designee DS
KB
Department of Administration

Subject: s. 16.515/16.505(2) Request(s)

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

AGENCY	DESCRIPTION	2021-22		2022-23	
		AMOUNT	FTE	AMOUNT	FTE
DOA/NCSB 20.505(4)(o)	National and community service board: federal aid for administration	\$45,900	0	\$327,500*	0

* \$228,600 ongoing expenditure authority

As provided in s. 16.515, the request(s) will be approved on April 6, 2022, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Kirsten Grinde at (608) 266-1353, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

CORRESPONDENCE/Memorandum

State of Wisconsin
Department of Administration

Date: March 15, 2022
To: Brian Pahnke
From: Olivia Rice
Subject: Section 16.515 Request

Attached is a s. 16.515 request analysis for your approval and processing. Listed below is a summary of each item:

DOA RECOMMENDATION:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2021-22</u>		<u>2022-23</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DOA/NCSB 20.505(4)(o)	National and community service board; federal aid for administration	\$45,900		\$327,500*	

* \$228,600 ongoing expenditure authority

AGENCY REQUEST:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2021-22</u>		<u>2022-23</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DOA/NCSB 20.505(4)(o)	National and community service board; federal aid for administration	\$45,900		\$327,500	

BP APPROVAL 



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary-designee
Brian Pahnke, Administrator

Date: March 15, 2022

To: Kathy Blumenfeld, Secretary-designee
Department of Administration

From: Olivia Rice
Executive Policy and Budget Analyst

Subject: Request under s. 16.515 from the Department of Administration, on behalf of the National Community Service Board, for increased expenditure authority.

Request:

The Department of Administration, on behalf of the National Community Service Board, requests additional expenditure authority of \$45,900 PR-F in fiscal year 2021-22 and \$327,500 PR-F in fiscal year 2022-23 in the national and community service board; federal aid for administration appropriation under s. 20.505(4)(o). Of the amount requested in fiscal year 2022-23, ongoing expenditure authority of \$228,600 would be required.

Revenue Source for Appropriation:

The program revenue-federal appropriation for federal aid administration in the annual appropriation under s. 20.505(4)(o) is funded from various federal Corporation for National and Community Service grants received by the board.

Background:

The National Community Services Board was established by 1993 Wisconsin Act 437 to oversee various competitive and noncompetitive federal grants aimed at enhancing community service and volunteerism in Wisconsin. The appropriation that receives these funds is within the Department of Administration and is limited to the amounts listed in the Chapter 20 schedule of the statutes.

In September 2021, a s. 16.515 request, submitted by the department on behalf of the board to increase the appropriation authority by \$292,500 PR-F in fiscal year 2021-22 and \$238,500 PR-F in fiscal year 2022-23 and on an ongoing basis, was approved by the Joint Committee on Finance. The increase was supported by additional funding from two federal grants: the Volunteer Generation Fund and the Volunteers in Service to America Support grant.

Analysis:

The board is requesting additional expenditure authority related to three separate components: (a) an extension of a current project position, (b) additional federal funding provided by the American Rescue Plan Act of 2021 and (c) retention of 2 percent of federal funding for state administration.

The Honorable Tony Evers, Governor
Page 2
March 15, 2022

Project Position Extension

Currently, the board has a 1.0 FTE federal program and policy analyst project position that works with the 28 AmeriCorps programs statewide to provide support and technical assistance and to coordinate with board staff to implement grant programs. This position is set to expire on June 30, 2022. The board would like to extend the position via a s. 16.54 request for one additional year to June 30, 2023, to continue the work associated with the growing number of statewide AmeriCorps members; however, additional expenditure authority in the associated appropriation is required to support the position extension. The estimated additional cost for fiscal year 2022-23 is \$98,900 for salary, fringe benefits, and supplies and services related expenses. The position would be funded by the Commission Support grant and the Commission Investment Fund-Training and Technical Assistance grant. The department indicates that the board has sufficient available funding in both programs to support the extension.

American Rescue Plan Act of 2021 Additional Funding

On December 27, 2021, as authorized by the American Rescue Plan Act of 2021, the board was awarded a supplemental allocation to the Commission Support grant administrative award in the amount of \$391,481 for three calendar years, ending December 31, 2024. The supplemental funding carries a 1:1 state match, which the department anticipates will be met with in-kind expenditures related to public service announcements for AmeriCorps activities and recruitments; therefore, no additional state matching funds would be required.

The board intends to use the additional administrative funding for a new 1.0 FTE federal program and policy analyst project position to serve as a program officer who would assist in administering the additional \$3.97 million received in formula assistance funds also authorized by American Rescue Plan Act of 2021. The annual allocation of administrative funding would be approximately \$130,500 and would fully support the position costs of \$39,300 in fiscal year 2021-22 and \$98,900 in fiscal year 2022-23, as well as \$25,700 in fiscal year 2021-22 and \$31,600 in fiscal year 2022-23 to supplement general travel and training-related expenditures and contractual services for the board.

Retention of Two Percent Administration Fee

For federal grants awarded by the Corporation for National and Community Service, state commissions, such as Wisconsin's National Community Service Board, are authorized to retain up to 2 percent of the award to be used for general administration. On March 4, 2021, for the first time, the board members voted to approve a plan to retain 2 percent as an administration fee. The department estimates, based on a five-year average, the annual amount available would be \$98,100. However, without additional budget authority, expenditure of any retained funds would not be possible.

The board intends to utilize the funding to create, via a related s. 16.54 request, a 1.0 FTE federal program and policy analyst-advanced permanent position to work independently to provide complex financial oversight and to ensure programs remain in compliance and grant funds are administered efficiently. With the growing complexity and source of federal funds provided by the Corporation for National and Community Service, the position is necessary for the board to adequately manage, train and monitor the growing portfolio of

The Honorable Tony Evers, Governor
 Page 3
 March 15, 2022

programs. If this request is approved, the board would begin retaining the 2 percent administration fee in fiscal year 2022-23 and thereafter.

In summary, the board is projecting additional expenditures of \$65,000 in fiscal year 2021-22 and \$327,500 in fiscal year 2022-23. After accounting for available, unused expenditure authority in fiscal year 2021-22, the needed additional expenditure authority can be reduced to \$45,900. As one of the project positions will no longer exist in the 2023-25 biennium, only \$228,600 of expenditure authority will be needed on an ongoing basis.

Summary of Requested Authority

	FY22	FY23
Current Budget Authority	\$1,016,700	\$918,300
Projected Expenditures	\$997,600	\$918,300
Additional Requested Expenditures		
Project Position Extension	\$0	\$98,900
ARPA Administrative Expenditures	\$65,000	\$130,500
Retention of 2% Administrative Fee	\$0	\$98,100
Total Additional Authority Required	\$45,900	\$327,500

If the request to provide additional expenditure authority is denied, the board would not be able to leverage the additional federal funding available to adequately support the board in managing its growing portfolio of programs.


Recommendation:

Approve the request.

*CORRESPONDENCE/Memorandum*State of Wisconsin
Department of Administration

Date: February 4, 2022

To: Brian Pahnke, State Budget Director
Division of Executive Budget and Finance

From: Kathy Blumenfeld, Secretary-designee 
Department of Administration

Subject: Request for Expenditure Authority Increase Under s.16.515 from the Department of Administration for the National and Community Service Board

Request

The Department of Administration (Department), on behalf of the National and Community Service Board (NCSB), requests an increase of \$45,900 Program Revenue – Federal (PR-F) expenditure authority in Fiscal Year (FY)2021-22 and \$327,500 in FY2022-23 in the appropriation under s. 20.505 (4) (o), Wis. Stats., *National and community service board; federal aid for administration* (numeric 44400). The amounts requested are necessary to enable expenditures related to the extension of a project Program and Policy Analyst (PPA) position through the end of FY2022-23, the receipt of additional Commission Support Grant (CSG) administrative funds awarded via federal legislation (H.R.1319 - American Rescue Plan Act of 2021) in response to the COVID-19 pandemic, and the institution of a two percent (2.0%) administrative fee retained from assistance funds awarded to subgrantees by NCSB.

Please review the following Attachments 1-5; grant agreements, project budgets, 2.0% administration resolution, organization chart, and position descriptions, respectively, in conjunction with the following information.

Background

1993 Wisconsin Act 437 established NCSB to oversee federal funding from the Corporation for National and Community Service (CNCS) and to enhance community service and volunteerism in Wisconsin. It is supported by various competitive and non-competitive grants, along with 1:1 state match for the CSG, which is the primary, non-competitive grant that NCSB receives under s. 20.505 (4) (o) to administer the duties of the Board.

On September 30, 2021, a s. 16.515, Wis. Stats., request was passively approved by the Joint Committee on Finance (JFC) to increase expenditure authority under s. 20.505 (4) (o) to receive new funding from CNCS for the Volunteers in Service to America (VISTA) Support Grant and the Volunteer Generation Fund (VGF) programs. Subsequent to the submission and approval of this request, NCSB was awarded additional administrative funding by CNCS, to be spent in the current biennium as seen below, and is requiring increased authority for both the retention of administrative funding and extension of the project position in the same appropriation in the second year of the biennium (FY2022-23).

First, a 1.0 FTE PR-F project PPA position (Position Number (PN) 519533), authorized August 23, 2019, is set to expire June 30, 2022. NCSB plans to request an extension of this position through June 30, 2023, within its four-year maximum project position duration, via the s. 16.54 (8), Wis. Stats., process for the creation of PR-F FTE positions. While NCSB projects it will have sufficient budget authority in FY2021-22 to support personnel expenditures related to this position, budget authority in FY2022-23 is currently insufficient to support the additional cost. As such, this request includes an amount in FY2022-23 equal to anticipated expenditures related to this position in the form of salary, fringe benefits, and personnel-variable supplies and service costs. This position would be funded 50% by CSG and 50% by the Commission Investment Fund-Training and Technical Assistance (CIF-TTA) grant program, both federal programs which have sufficiency in their project budgets to support the extension.

Second, on December 27, 2021, along with its standard three-year administrative CSG award, NCSB was awarded a supplemental allocation of \$391,481 per the American Rescue Plan Act of 2021 (ARPA) from the grantor CNCS. Unlike the typical CSG amount that is awarded incrementally via amendments throughout the three-year performance period, the full amount of the supplemental ARPA funding has been awarded up-front to be expended through the duration of the performance period, ending December 31, 2024. Like the typical award, it carries a 1:1 state match requirement. NCSB anticipates that the supplemental allocation's match requirement will be met, in part with in-kind expenditures related to public service announcements promoting AmeriCorps activities and recruitment, and thus no additional state match funds will be required. It is NCSB's intention to utilize this supplemental allocation to create a 1.0 FTE PR-F project PPA position to serve as a program officer to assist in administering the additional \$3,974,951 in formula assistance funds awarded to NCSB by CNCS from its ARPA allocation. This project position would be requested to be created as soon as practicable, and, as such, 10 pay periods of personnel and other expenditures related to this initiative have been assumed in FY2021-22 and 12 months in FY2022-23 in the analysis below.

Lastly, for all formula, formula-fixed, competitive, competitive-fixed, and planning grants awarded by CNCS, state commissions (e.g., NCSB) and/or subgrantees are authorized under 45 CFR § 2521.95 to retain 5 percent (5.0%) for administrative costs, with up to two-fifths of that 5.0% (i.e., 2.0% of total awards) being allowable for state commissions' use. On March 4, 2021, the board members of NCSB approved the plan to institute the 2.0% administrative fee for the first time. While NCSB is authorized by the federal grantor to do so and the board has approved the plan, without additional budget authority in s. 20.505 (4) (o), expenditure of these funds would not be possible, and NCSB has thus not yet instituted the 2.0% fee. If additional authority were to be granted, NCSB would plan to begin the retention of the fee in FY2022-23. Accordingly, an estimated annual amount to be expended via this allowance in FY2022-23 is included in the requested additional authority detailed below.

These funds would support the creation of an additional 1.0 FTE PR-F permanent Program and Policy Analyst-Advanced (PPA-A). This position would work independently to provide complex financial oversight of organizations receiving AmeriCorps funding, conduct financial desk reviews, provide technical assistance to grant recipients and grant applicants, monitor expenditures and financial reporting, and conduct on-site evaluations for compliance with state and federal regulations, among other duties. With the growing complexity and volume of federal fund sources via CNCS (\$8.2 million in 2021 from \$5.7 million in 2017, which is a 44% increase, in addition to the ARPA funding noted above) and an increasing number of AmeriCorps programs in the State, this position would ensure programs remain in compliance and grant funds are administered efficiently. Were the additional authority for this position not to be approved, NCSB would lack the staff resources to adequately manage, train, and monitor its growing portfolio of programs.

Analysis

NCSB plans to request the extension of a 1.0 FTE PR-F PPA project position (PN 519533) that currently expires June 30, 2022 (end of FY2021-22), through June 30, 2023 (end of FY2022-23), via the s. 16.54 approval process. NCSB projects sufficiency within current authority in FY2021-22 to support the position through the end of FY2021-22. However, sufficiency is not anticipated in FY2022-23 as current projections indicate full expenditure of the FY2022-23 authority in s. 20.505 (4) (o) not inclusive of this project position extension. Table 1. below shows the estimated additional cost associated with the position in both fiscal years.

Table 1. FY2021-22 & FY2022-23 PPA Project Position Extension Anticipated Expenditures

Category	FY2021-22	FY2022-23
FTE Salary (Project)*	\$0	\$64,100
Fringe (38.68%)	0	24,800
Personnel-Variable Supplies & Services	0	10,000
Total	\$0	\$98,900

*Based upon hourly rate of this position (PN 519533) at start of FY2021-22 (\$30.83). Pay Plan Supplements are assumed for the General Wage Adjustment (GWA), and as such, these salary and fringe expenditures are excluded from the projection.

As the currently authorized budget authority in FY2022-23 is projected to be fully expended, the \$98,900 PR-F figure above represents the additional authority needed in the same fiscal year related to this component.

In addition to the extension of the existing project PPA position, NCSB plans to request the creation of an additional 1.0 FTE PR-F project PPA position to be funded by the ARPA allocation, which is supplemental to the three-year CSG administrative award, corresponding to calendar years (CY) 2022 through 2024. The total amount of this supplemental ARPA allocation is \$391,481, or approximately \$130,500 per year for administrative purposes. As demonstrated in Table 2, below, the anticipated cost of this 1.0 FTE PR-F project PPA position is less than the total \$130,500 annual average of the supplemental allocation, and thus NCSB anticipates it will be fully supported in the project budget. The remaining balance of the project budget (equal to approximately \$25,700 in FY2021-22 and \$31,600 in FY2022-23) is intended to be dedicated to supplementing general travel and training-related expenditures and contractual services for NCSB.

Table 2. FY2021-22 and FY2022-23 ARPA-CSG Anticipated Expenditures

Category	FY2021-22 Exp.	FY2022-23 Exp.
FTE Salary (Project)*	\$24,700	\$64,100
Fringe (38.68%)	9,600	24,800
Personnel-Variable Supplies & Services	5,000	10,000
Other Supplies & Services	25,700**	31,600
Total	\$65,000	\$130,500

*Based upon hourly rate of PN 519533 above at start of FY2021-22, given comparable duties and responsibilities (\$30.83/hour); 10 pay periods in FY2021-22, 26 in FY2022-23. Pay Plan Supplements are assumed for the General Wage Adjustment (GWA), and as such, these salary and fringe expenditures are excluded from the projection.

**Includes \$3,000 for one-time equipment costs related to the new position.

Like the standard CSG award, the ARPA allocation requires a 1:1 match, which NCSB primarily fulfills using state funds via the annual program revenue appropriation account under s. 20.505 (4) (kb), Wis. Stats., *National and community service board; administrative support* (numeric 43800). However, NCSB projects that the match required to expend the annual estimate of \$130,500 in ARPA-related funds would be met with in-kind expenditures related to public service announcements promoting AmeriCorps. As such, no additional authority is anticipated to be required in s. 20.505 (4) (kb) at this time.

As mentioned above, NCSB is allowed by the grantor to utilize up to 2.0% of all formula, formula-fixed, competitive, competitive-fixed, and planning grants awarded for general administration of Commission activities at the state level. Based on a five-year average (Program Years 2016-17 through 2020-21) of awarded amounts and utilization of administrative funds at the subgrantee level, NCSB anticipates approximately \$98,100 PR-F to be made available annually for NCSB retention from this fund source. As the following table demonstrates, this amount is projected to entirely support the creation of a 1.0 FTE PR-F PPA-Advanced position described in the background section above. As the 2.0% would not go into effect until FY2022-23, additional authority related to this component is requested only for the second year of the biennium and onwards.

Table 3. FY2021-22 and FY2022-23 Two Percent Administration Fee Anticipated Expenditures

Category	FY2021-22 Exp.	FY2022-23 Exp.
FTE Salary (Permanent)*	\$0	\$61,400
Fringe (38.68%)	0	23,700
Personnel-Variable Supplies & Services	0	10,000
Other Supplies & Services	0	3,000
Total	\$0	\$98,100

*Based upon average hourly rate of filled, permanent NCSB positions at this classification at start of FY2021-22 (\$29.54/hour).

This final table, Table 4., serves as a summary of the estimated additional expenditures above and demonstrates the difference between total projected expenditures and authority available in each fiscal year.

Table 4. Summary of Requested Authority – s. 20.505 (4) (o), Wis. Stats., in FY2021-22 and FY2022-23

Budget Item	Budget Authority*	Base Projected Expenditure	Total Additional Expenditure	Total Additional Authority Required
FY2021-22				
FTE Salary	\$304,100	\$284,500	\$24,700	\$5,100
LTE Salary	24,700	24,700	0	0
Fringe Benefits	119,500	110,900	9,600	1,000
Supplies & Services	568,400	577,500	30,700	39,800
FY2021-22 Total	1,016,700	997,600	65,000	45,900
FY2022-23				
FTE Salary	272,000	267,200	189,600	184,800
LTE Salary	24,700	24,700	0	0
Fringe Benefits	107,100	105,300	73,300	71,500
Supplies & Services	514,500	521,100	64,600	71,200
FY2022-23 Total	\$918,300	\$918,300	\$327,500	\$327,500

*The budget authority is inclusive of the s. 16.515 request amount provided in September 2021.

Please note that the base projected expenditure by allotment line in the table above differs slightly from the authority requested in the September 2021 s. 16.515 request in both FY2021-22 and FY2022-23 (although FY2022-23 net expenditure amounts are anticipated to be the same), due to several factors, including: later recruitment of the VISTA Program Officer (this analysis assumes a January 3, 2022, start date), the shifting of funding distribution of the 1.0 FTE PR-F PPA project position (PN 519533) from 25%/75% to 50%/50% between CSG and CIF-TTA, respectively, at the start of CY 2022, the inclusion of the Discretionary Merit Compensation (DMC) and Discretionary Equity or Retention Adjustment (DERA) award salary adjustments, and other minimal adjustments to projected supplies and services expenditures. NCSB estimates that approximately \$19,100 PR-F of the \$65,000 PR-F in additional FY2021-22 expenditure seen above in Table 4. will be absorbable under current authority.

With the approval of this s. 16.515 request, there would be sufficient budget authority for the estimated expenditure increases in FY2021-22 and FY2022-23 associated with the three components described in this request.

Summary

The Department of Administration, on behalf of the National and Community Service Board, requests an increase to expenditure authority under s. 20.505 (4) (o), Wis. Stats., in the amount \$45,900 PR-F in FY2021-22 and \$327,500 in FY2022-23, in order to allow expenditure of CSG and CIF-TTA to fund the extended project PPA position (PN 519533), the supplemental ARPA allocation administration in the CSG program, and the two percent administrative fee to be retained under this appropriation.

Thank you for your consideration of the Department's request on behalf of NCSB. Should you have any questions or require additional information, please contact Robert Albrecht at robert.albrecht@wisconsin.gov.

cc: Jana Steinmetz, Administrator, Division of Enterprise Operations
 Jeanne Duffy, Executive Director, NCSB
 Colleen Holtan, Director, Bureau of Financial Management

Attachments: Attachment 1. CIF-TTA and CSG (incl. ARPA allocation) Grant Agreements
 Attachment 2. CIF-TTA and CSG (incl. ARPA allocation) Project Budgets
 Attachment 3. NCSB Resolution to Retain 2% Program Administration Fee
 Attachment 4. Proposed Organizational Chart
 Attachment 5. Position Descriptions

Notice of Grant Award**Corporation for National and Community Service**250 E Street SW, Suite 300
Washington, DC 20525-0001
(202) 606-5000**Training and Technical Assistance****Grantee**Wisconsin Department of Administration
101 E Wilson 10TH Floor Madison WI 53703-3405EIN: 396028867
UEI:
DUNS: 809035728**Award Information**

Agreement No.:	22TAEWI001	Performance Period:	01/01/2022 - 12/31/2024
Amendment No.:	0	Budget Period:	01/01/2022 - 12/31/2024
CFDA No.:	94.008	Grant Year:	1

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

Funding Information

Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$84,305	\$84,305
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$84,305	\$84,305

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$0
Total CNCS Funds Awarded to Date	\$84,305

Funding Source and Amount

2022--OPE1-F67-OPO-23000-4101	\$84,305.00
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Special Conditions

The grantee must submit their final FFR for 18ACHWI001 within 15 days of this award and no later than 1/15/2022.. A manual hold will be placed on funds if the grantee fails to do so.

Award Description

This award provides interim FY 2022 funding for your approved Training and Technical Assistance (TTA) Commission Investment Fund grant budget and activities. The approved budget does not reflect the awarded amount, and a revised budget will be required at a later date. The FY 2022 required match is 0%.

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://americorps.gov/sites/default/files/document/FY2022-General-Terms-Conditions-508-20211119.pdf> and the Program Terms and Conditions found at <https://americorps.gov/sites/default/files/document/2022-TC-CIF-508.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

Corporation for National and Community Service:

Notice of Grant Award

250 E Street SW, Suite 300
Washington, DC 20525-0001
(202) 606-5000

Training and Technical Assistance

Grantee

Wisconsin Department of Administration
101 E Wilson 10TH Floor Madison WI 53703-3405

EIN: 396028867
UEI:
DUNS: 809035728

Award Information

Agreement No.:	22TAEWI001	Performance Period:	01/01/2022 - 12/31/2024
Amendment No.:	0	Budget Period:	01/01/2022 - 12/31/2024
CFDA No.:		Grant Year:	1

Bonnie M. Janicki 12/27/2021

Signature Award Date

Bonnie Janicki
Senior Grants Officer

Yekaterina Tovmenko, 202-815-5513
Grants Officer

Yekaterina Tovmenko, 202-815-5513
Program Officer

Wisconsin Department of Administration
Legal Applicant

Jeanne Duffy
Project Director

Jeanne Duffy
Certifying Official/Executive Officer

Notice of Grant Award**Corporation for National and Community Service**

250 E Street SW, Suite 300

Washington, DC 20525-0001

(202) 606-5000

Commission Administration**Grantee**

Wisconsin Department of Administration
101 E Wilson 10TH Floor Madison WI 53703-3405

EIN: 396028867
UEI:
DUNS: 809035728

Award Information

Agreement No.:	22CAEWI001	Performance Period:	01/01/2022 - 12/31/2024
Amendment No.:	0	Budget Period:	01/01/2022 - 12/31/2024
CFDA No.:	94.003	Grant Year:	1

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.).

Funding Information

Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$573,542	\$573,542
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$573,542	\$573,542

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$0
Total CNCS Funds Awarded to Date	\$573,542

Funding Source and Amount

2022-2024-OP24-D83-OPO-23000-4101	\$391,481.00
2022--OPE1-D83-OPO-23000-4101	\$182,061.00

Special Conditions

The grantee must submit their final FFR for 18ACHWI001 within 15 days of this award and no later than 1/15/2022. A manual hold will be placed on funds if the grantee fails to do so.

Award Description

This award provides interim FY 2022 funding for your approved Commission Support Grant budget and activities required of State Commissions as described in AmeriCorps Regulations at 45 CFR §2550. The awarded amount includes \$260,987 in American Rescue Plan funds. The approved budget does not reflect the awarded amount, and a revised budget will be required at a later date. The FY 2022 required match is 50%, and the budgeted match is 50%.

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://americorps.gov/sites/default/files/document/FY2022-General-Terms-Conditions-508-20211119.pdf> and the Program Terms and Conditions found at <https://americorps.gov/sites/default/files/document/2022-TC-CSG-508.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

Notice of Grant Award

250 E Street SW, Suite 300
Washington, DC 20525-0001
(202) 606-5000

Commission Administration

Grantee

Wisconsin Department of Administration
101 E Wilson 10TH Floor Madison WI 53703-3405

EIN: 396028867
UEI:
DUNS: 809035728

Award Information

Agreement No.:	22CAEWI001	Performance Period:	01/01/2022 - 12/31/2024
Amendment No.:	0	Budget Period:	01/01/2022 - 12/31/2024
CFDA No.:		Grant Year:	1

Corporation for National and Community Service:

Bonnie M. Janicki 12/27/2021

Signature Award Date

Bonnie Janicki
Senior Grants Officer

Yekaterina Tovmenko, 202-815-5513
Grants Officer

Yekaterina Tovmenko, 202-815-5513
Program Officer

Wisconsin Department of Administration
Legal Applicant

Jeanne Duffy
Project Director

Jeanne Duffy
Certifying Official/Executive Officer

Budget Narrative: Serve Wisconsin-- Wisconsin National and Community Service B for Serve Wisconsin-WI National and Community Service Board

Section I. Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Community Engagement Specialist-Outreach to potential programs, social media, government affairs 50% time: - 1 person(s) at 45614 each x 50 % usage	22,807	0	22,807
Monitoring & Training Specialist-monitor AmeriCorps programs and provide training to ensure compliance with rules and regulations: - 1 person(s) at 65409 each x 50 % usage	32,705	0	32,705
Category Totals	55,512	0	55,512

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount
Community Engagement Specialist: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	8,820	0	8,820
Monitoring & Training Specialist: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	12,647	0	12,647
Category Totals	21,467	0	21,467

C. Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
CNCS Symposium: 2 staff x [(flight \$550) + (lodging \$250/night x 2 nights) + (meals \$50 x 4 days) + (incidentals \$20/day x 4 days) + (ground transportation \$20 x 2 trips)]	2,740	0	2,740
New Program Development Boot Camp: (lodging \$82/night x 10 people x 1 night) + (meals @ \$18 x 15 x 2 days) + (200 miles x .545 x 8 people)	2,232	0	2,232
Millage for Disaster Services Response Teams responding to a disaster: 12 members * 79 miles *.545 -\$3 to not exceed 2022 CIF allocation	514	0	514
2022 North Central Regional Training: 2 staff x [(Registration \$150) + (lodging \$163/night x 3 nights) + (meals \$120 per persons) + (Incidentals \$20 per person) + (Transportation \$50)]	1,658	0	1,658
Fiscal Officer Program Boot Camp: (lodging \$82/night x 10 people x 1 night) + (meals @ \$18 x 15 x 2 days) + (200 miles x .545 x 8 people)	2,232	0	2,232
Member Recruitment: attend 5 recruitment fairs: meals(\$20 x 5 days) + (\$68 state car/day * 5 days)	440	0	440
ASC Grant Making Convening: 1 staff x [(flight \$550) + (lodging \$250/night x 3 nights) + (meals \$50 x 4 days) + (incidentals \$20/day x 4 days) + (ground transportation \$20 x 2 trips)]	1,620	0	1,620
ASC Federal Grants Management Training: 2 staff x [(flight \$550) + (lodging \$250/night x 3 nights) + (meals \$50 x 4 days) + (incidentals \$20/day x 4 days) + (ground transportation \$20 x 2 trips)]	3,240	0	3,240
ASC Program Office Convening: 2 staff x [(flight \$550) + (lodging \$250/night x 3 nights) + (meals \$50 x 4 days) + (incidentals \$20/day x 4 days) + (ground	3,240	0	3,240

transportation \$20 x 2 trips}}			
Category Totals	17,916	0	17,916

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Staff Supplies: 50/month for 12 months	600	0	600
AmeriCorps Member Gear: 783 members & program staff x \$10 t-shirt	7,830	0	7,830
Category Totals	8,430	0	8,430

F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Evidence Research, Change Model, PMs, Data collection, & Evaluation TA: \$550/day x 8.5 days includes time for one-on-one program consultation	4,675	0	4,675
New Program Development Boot Camp: (1 trainer \$680/day x 5.5 days + flight \$500 + ground transportation \$100) + IT costs for meeting space @ 435)	4,775	0	4,775
All Member Social Justice Training Series: 11 virtual sessions @1,200 per session	13,200	0	13,200
Fiscal Program Officer Boot Camp: (1 trainer \$680/day x 5.5 days + flight \$500 + ground transportation \$100) + IT costs for meeting space @ 435)	4,775	0	4,775
ASC Regional Training Planning Fee: Cost to support 2022 National Service Regional Training	15,000	0	15,000
Category Totals	42,425	0	42,425

G. Training

Staff Training

Purpose -Calculation -DailyRate	CNCS Share	Grantee Share	Total Amount
Professional Development-staff training in federal grants management either through ASC or Management Concepts: 8 staff x \$500 each- Daily Rate of 500	4,000	0	4,000
ASC Grant Making Convening: Registration \$100 per person- Daily Rate of 100	100	0	100
Federal Grants Management Training: 2 staff at \$1,878 each- Daily Rate of 1878	3,756	0	3,756
ASC Program Officer Convening: 2 staff @\$100 each- Daily Rate of 100	200	0	200
Category Totals	8,056	0	8,056

I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
Member Recruitment - 5 career fairs & conferences @ \$100 a fair/conference:	500	0	500
Celebration of Service: 2 regional events with 100 members at each event @ \$20 per member for food & travel to be funded with supplemental funding if awarded:	4,000	0	4,000
Service Activities (meal packing): \$0.22/meal x 3,861 meals:	0	0	0
Office Rent--\$449 * 12 months:	5,394	0	5,394
State Services, Comp Controller, Audit, these cost vary by transactions pulled so this is an estimate because it depends on number of transactions pulled-funded with carryover:	3,600	0	3,600
Category Totals	13,494	0	13,494

J. Indirect Costs

Description -Cost Type	CNCS Share	Grantee Share	Total Amount
Fed Share Salary & Benefits x 1.7%::	1,309	0	1,309
Category Totals	1,309	0	1,309

K. Other

Item	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0
Section Totals	168,609	0	168,609
PERCENTAGE	100%	0%	

Budget Totals	168,609	0	168,609
PERCENTAGE	100%	0%	

Source of Funds

Section	Description
Section I. Support Expenses	Matching funds not required

Budget Narrative: Serve Wisconsin for Serve Wisconsin-WI National and Community Service Board

Section I. Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCŠ Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 101794 each x 100 % usage	50,897	50,897	101,794
AC Program Officer #1-manage a portfolio of AmeriCorps programs, promote AmeriCorps: - 1 person(s) at 65833 each x 100 % usage	32,917	32,916	65,833
AC Program Officer #2-manage a portfolio of AmeriCorps programs, promote AmeriCorps: - 1 person(s) at 65599 each x 100 % usage	32,800	32,799	65,599
Volunteer & Disaster Response Officer: - 1 person(s) at 57835 each x 100 % usage	28,918	28,917	57,835
AC Fiscal Officer: - 1 person(s) at 64433 each x 100 % usage	32,217	32,216	64,433
LTE Senior Auditor: - 1 person(s) at 16800 each x 100 % usage	8,400	8,400	16,800
Community Engagement Specialist-Outreach to potential programs, social media, government affairs 50% of time: - 1 person(s) at 45614 each x 50 % usage	22,807	0	22,807
Monitoring & Training Specialist-provide program training and monitoring on rules and regs, 50% of time: - 1 person(s) at 65408 each x 50 % usage	32,704	0	32,704
AC Program Officer #3-manage a portfolio of AmeriCorps programs, promote AmeriCorps: - 1 person(s) at 60000 each x 100 % usage	30,000	30,000	60,000
Summer Intern: - 1 person(s) at 7200 each x 100 % usage	3,600	3,600	7,200
Category Totals	275,260	219,745	495,005

B. Personnel Fringe Benefits

Item -Description	CNCŠ Share	Grantee Share	Total Amount
Executive Director: ED: 19.56% (FICA/Medicare 7.65%, Wis retire 7%, Life Ins. & other 4.91%)	9,956	9,955	19,911
AC Program Officer 1: AC PO #1: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	12,729	12,729	25,458
AC Program Officer 2: AC-PO #2: 19.56% (FICA/Medicare 7.65%, Wis retire 7%, Life Ins. & other 4.91%)	6,416	6,415	12,831
Volunteer & Disaster Response Officer: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	11,182	11,183	22,365
AC Fiscal Officer: AC-FO: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	12,458	12,458	24,916
LTE Senior Auditor: LTE Senior Auditor @ 7.65% x salary	643	642	1,285
Community Engagement Specialist: Community Engagement Specialist: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	8,820	0	8,820
Monitoring & Training Specialist: Monitoring & Training Specialist: 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	12,647	0	12,647

AC Program Officer 3: AC Program Officer #3 - 38.67% of salary (FICA/Medicare 7.65%, Wis retire 7%, Health Ins. Life Ins. & other 24.02%)	11,601	11,601	23,202
Summer Intern: Summer Intern--LTE @ 7.65% x salary	275	276	551
Category Totals	86,727	65,259	151,986

C. Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Staff In State Travel - Monitoring & Site Visits: [(\$82 lodging/night) + (\$38 state car/day) + (meals \$40/day)] x 10 days Meal reimbursement is provided according to the State of Wisconsin travel policy	800	800	1,600
Commission Meetings: 4 mtgs 3 virtual + 1 Mtg in person x [(lodging \$82/room x 2 nights x 1 person) + (meals \$18 x 20 people) + (mileage \$0.51 x 250 miles x 7 people)] SW provides food for participants at mandatory meetings and trainings that fall over mealtimes	708	709	1,417
Program Evaluation & Development Cmte Mtg: 2 mtg, 1 virtual and 1 in person. In person mtg: [(lodging \$82/night x 2 nights x 1 person) + (meals \$10 x 15 people) + (mileage \$0.51 x 250 miles x 5 people)] SW provides food for participants at mandatory mtgs and trainings that fall over mealtimes	476	476	952
AC Program Director Meeting: (lodging \$82/night x 15 Person x 1 night) + (meals @ \$10 x 40 x 2 meals) + (200 miles x .51 x 5 people) + (materials \$10 x 30) SW provides food for participants at mandatory meetings and trainings that fall over mealtimes	1,420	1,420	2,840
2021 North Central Regional Training: 5 staff x [(Registration \$150) + (lodging \$163/night x 3 nights) + (meals \$120 per persons) + (Incidentals \$20 per person) + (Transportation \$50)]Meal reimbursement is provided according to the State of Wisconsin travel policy	1,370	1,370	2,740
AmeriCorps Symposium: 5 staff x [(flight \$550) + (lodging \$250/night x 3 nights) + (meals \$50 x 4 days) + (incidentals \$20/day x 4 days) + (ground transportation \$20 x 2 trips)] Meal reimbursement is provided according to the State of Wisconsin travel policy	6,912	1,188	8,100
ASC Leadership Summit: 2 people registration fee [(\$175*2) + 2 x(flight \$600) + (lodging \$250 x 3 nights) + (meals \$50 x 4 days) + (ground transportation \$20 x 2 trips) + (airport parking/incidentals \$20/day x 3 days)] Meal reimbursement according to State of WI policy	2,175	1,475	3,650
Category Totals	13,861	7,438	21,299

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
Category Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Operating Supplies: includes office supplies, prohibited activities cards, and other supplies for trainings & events: \$200/month x 12 months	1,200	1,200	2,400
DOA Printing, Publishing & Distribution: RFP Notification Postcards (\$0.56 x 1,500) brochures & posters (573*3.68)	1,471	1,478	2,949
Outreach Supplies: promotional materials with new AC logo \$2 x 1,023	2,046	0	2,046
3 Laptops: 3 laptops with docking station @ 2,000 each	3,000	3,000	6,000

Category Totals	7,717	5,678	13,395
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F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
OnCorps Archiving: (SW 65years at \$300/year = \$1,500) + Development (\$150/hour x 10 hours = \$1,500)	1,500	1,500	3,000
Opening/Closing Event 2 Keynote Speakers: Opening/Closing Event 2 Keynote Speakers @ \$1,500 each	3,000	0	3,000
Web Designer--Improve and Maintain Serve Wisconsin's Website: 2 days @\$550 a day	1,100	0	1,100
Program Director Training 1 trainer: 1 trainer (\$750/day x 1 day)	750	0	750
Salesforce licenses: 10 Salesforce licenses @ \$842 each	4,210	4,210	8,420
Member Recruitment: Member Recruitment - 1 consultant to answer emails and phone calls of prospective members 40 hours x \$75	1,500	1,500	3,000
Meltwater Media Reporting & Analytics Service via ASC: Meltwater Media Reporting & Analytics Service via ASC	1,250	0	1,250
Internal Procedures, Review, Recommendations & Draft: Consultant rate of \$1,000 per day for 10 days	10,000	0	10,000
Category Totals	23,310	7,210	30,520

I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
9/11 Remembrance and 20th Anniversary Service Activities:	0	0	0
ASC Annual Fee 2% of CNCS Share of Budget + ASC Member Meeting Registration fee: 5 staff + 1 Board Member @ \$75 each:	10,342	0	10,342
The Corps Network--annual fee for subgrantee member health insurance:	850	0	850
Governor's Service Recognition Event (10 recognition plaques @ \$100 each for honorees) + light refreshments, coffee, rolls for attendees and award winners @ \$7 per person x 150 peo:	3,700	0	3,700
AC Opening or Closing Event - Online--\$468 in materials:	468	0	468
AmeriCorps Recruitment Ad Campaign inkind match from AmeriCorps PSA campaign:	0	161,216	161,216
Mental Health Support for Members/Employee Assistance Plan (500 members x \$18.60 per member):	9,300	0	9,300
Space -\$1,881 x 12 months:	11,286	11,286	22,572
State Services, Comp Controller, Audit, these cost vary by transactions pulled so this is an estimate because it depends on number of transactions pulled:	21,700	0	21,700
DOA and Infrastructure Support-- (Includes IT support, phones, mobile devices, & postage) \$2,563/month x 12 months:	22,291	8,465	30,756
VISTA Member Training- (member orientation & member 1/2 year training_ 2 trainings with 20 members at each training @\$58 each for rooms, travel, & materials and \$17 each for food-:	0	2,320	2,320

VISTA Member Training-4 trainers at @1,500 per day @ 1 day each:	0	6,000	6,000
Years 2 & 3 ARPA Funding:	260,987	0	260,987
Expected PSA inkind match for future ARPA Funding:	0	260,987	260,987
Subscription Services: Survey Monkey (\$300) + Constant Contact (\$750) + Zoom (600):	1,650	0	1,650
Category Totals	342,574	450,274	792,848

J. Indirect Costs

Description	CNCS Share	Grantee Share	Total Amount
DOA Indirect Cost Rate 1.7% of federal salaries & benefits:	6,154	0	6,154
Category Totals	6,154	0	6,154
Section Totals	755,603	755,604	1,511,207
PERCENTAGE	50%	50%	

Budget Totals	755,603	755,604	1,511,207
PERCENTAGE	50%	50%	

Source of Funds

Section	Description
Section I. Support Expenses	\$333,400 in State of Wisconsin GPR -secured \$422,204 in inkind PSA revenue - proposed

Tony Evers
Governor

Christine Beatty
Board Chair

Jeanne Duffy
Executive Director
608-261-2716



101 East Wilson St., 6th Floor
Madison, WI 53703

ServeWisconsin@wisconsin.gov

www.servewisconsin.wi.gov

SERVE WISCONSIN

Board Resolution: Serve Wisconsin staff are requesting permission to retain 2% of the 5% of federal funds available to programs for administrative costs. Serve Wisconsin will use the funding to increase staff capacity for program development, monitoring and compliance.

Background: AmeriCorps programs and planning grants administered by Serve Wisconsin Staff have increased 29% since 2017, from 20 programs and four planning grants to 27 programs plus four planning grants. This growth is enabling us to broaden the positive impact AmeriCorps members have in the State of Wisconsin. The increase in programs is correspondingly increasing the workload of Serve Wisconsin program officers. New programs require increased guidance and oversight from the program and fiscal staff to be successful.

Serve Wisconsin has also launched three new initiatives:

1. Volunteer Generation Fund project to increase the capacity of volunteer organizations to prepare and respond to disasters.
2. VISTA – Serve Wisconsin will place AmeriCorps VISTA Members in nonprofits, schools, and government agencies statewide, working to increase racial equity in the state of Wisconsin. VISTA Members will help organizations with resource development, volunteer engagement, program design, and more.
3. AmeriCorps Disaster Response Teams (A-DRT) train and prepare AmeriCorps members to respond to disasters.

Need: Serve Wisconsin needs increased funding to increase our staff capacity to continue expanding the number of AmeriCorps programs and volunteers to meet our communities and neighbors' needs.

Solution: Serve Wisconsin is allowed by AmeriCorps (the Corporation for National and Community Service) to retain 2% of the 5% of federal funds available to programs for administrative (indirect) costs. Serve Wisconsin is seeking board permission to retain 2% of the federal administrative/indirect funding. This funding will allow Serve Wisconsin to hire an additional staff person to continue providing the required program oversight, support, and monitoring and continue increasing the number of AmeriCorps programs in the State of Wisconsin.

	2018-2019	2019-2020	2020-2021
Funding Awarded	6,264,093	7,089,841	7,350,139
Total Unspent	\$981,473	\$797,099	
Total Funding Expended	\$5,282,620	\$6,292,742	\$7,350,139
90% of Expended Funding (estimated direct costs)	\$4,754,357.61	\$5,663,467.91	\$6,615,125.10
5% of Direct Program Funding Eligible for Federal Admin/Indirect Costs	\$237,717.88	\$283,173.40	\$330,756.26
Program Share of Admin/Indirect Costs (3%)	\$142,630.73	\$169,904.04	\$198,453.75
Serve Wisconsin Share of Admin/Indirect Costs (2%)	\$95,087.15	\$113,269.36	\$132,302.50



Serve Wisconsin Organizational Chart

December 6, 2021

Division of Enterprise Operations
Division Administrator

Wisconsin National and Community
Service Board (Serve Wisconsin)
Appointed by Governor

NCSB Executive Director
326264

All below report to Executive Director

Program & Policy
Analyst-Adv
314303

Grants
Specialist-Adv
326265

Program &
Policy Analyst
327436

Program & Policy
Analyst-Adv
328003

Grants
Specialist-Adv
(LTE)
519501

Comm.
Specialist
521683

Program and
Policy Analyst
(Project)
519533

Program and Policy
Analyst
(Project)
TBD - Approved 10/13

Program and
Policy Analyst
(ARPA - Project)
Proposed

Program and
Policy Analyst
(2 Percent Fee)
Proposed