AmeriCorps Budget Informational Session
### AmeriCorps Budget

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Maximum Cost per MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Reimbursement</td>
<td>$13,300</td>
</tr>
<tr>
<td>Professional Corps Cost Reimbursement</td>
<td>$2,500</td>
</tr>
<tr>
<td>Full-Time Fixed Amount</td>
<td>$13,000</td>
</tr>
<tr>
<td>Professional Corps Fixed Amount</td>
<td>$2,000</td>
</tr>
<tr>
<td>Education Award Program</td>
<td>$800</td>
</tr>
</tbody>
</table>

**MSY: Member Service Year**
- 1 MSY is equal to 1 Full-time equivalent member

**Cost Per MSY**
- Calculation used to indicate the maximum amount of federal funds that can be requested for your project based on the number of MSYs that you are requesting.
- Total CNCS ÷ Total MSYs
<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Reimbursement</td>
<td>Apply for funds to pay for program costs such as member support, operational costs, and administrative costs.</td>
</tr>
<tr>
<td>Professional Corps</td>
<td>Place qualified professionals in professional positions “in communities with an inadequate number of such professionals”</td>
</tr>
<tr>
<td>Full-Time Fixed Amount</td>
<td>Funds paid out based on enrollment AND retention.</td>
</tr>
<tr>
<td>Professional Corps</td>
<td>Place qualified professionals in professional positions “in communities with an inadequate number of such professionals”</td>
</tr>
<tr>
<td>Education Award Program</td>
<td>Funds paid out based on enrollment.</td>
</tr>
</tbody>
</table>
Completed as part of your eGrants Application.

Comprised of three main sections:

I. Program Operating Costs
II. Member Support Costs
III. Administrative/Indirect Costs

Each section is divided into two parts:

1. **CNCS Share** is the amount of federal funds you are requesting.
2. **Grantee Share** is the amount of funds you are providing as match.
I. Program Operating Costs

A. Personnel Expenses
   • Everyone in this section is required to complete timesheets
   • Everyone in this section is required to have Criminal History Checks

B. Personnel Fringe Benefits
   • Cost >30% must be listed separately and justified

C. Staff Travel and Member Travel
   • Up to $2,500 CNCS Share to attend CNCS meetings
   • Up to $2,500 CNCS Share to attend Commission meetings
   • $500 for Member to attend Texas Leadership Council

D. Equipment
   • Must cost at least $5,000 per unit and have a useful life >1 Year
I. Program Operating Costs

E. Supplies
   • Member Service Gear for all members every service day

F. Contractual and Consultant Services

G. Staff Training and Member Training

H. Evaluation
   • The amount that you include will depend on whether you are a New or Recompeting/Continuation application and if you are required to have an internal or external evaluation conducted.

I. Other Program Operating Costs
   • Criminal History Checks for Staff and Members
II. Member Support Costs

A. Living Allowance

• This is where you will indicate the number of members you are requesting. You will indicate whether your request is for members with living allowance or without allowance.

<table>
<thead>
<tr>
<th>Term of Service</th>
<th>Min. Living Allowance</th>
<th>Max. Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$12,100</td>
<td>$24,200</td>
</tr>
<tr>
<td>Half Time</td>
<td>N/A</td>
<td>$12,800</td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>N/A</td>
<td>$9,600</td>
</tr>
<tr>
<td>Quarter Time</td>
<td>N/A</td>
<td>$6,400</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>N/A</td>
<td>$4,300</td>
</tr>
</tbody>
</table>

• If you are proposing a Professional Corps program then you are not required to adhere to the max living allowance amounts.
II. Member Support Costs

B. Member Support Costs

• FICA
• Workers Compensation or AD & D
• Health Care
• Other Member Support Costs

*Member Support Costs do not include:*

– Education Award
– Child Care Benefit
AmeriCorps Cost Reimbursement Budget

III. Administrative/Indirect Costs

A. Corporation Fixed Percentage
   • CNCS Fixed Amount (CNCS Share Max Amount): 3.00%
   • CNCS Fixed Amount (Grantee Share Max Amount): 10.00%
   • Commission Fixed Amount (CNCS Share Required Amount): 2.00%

B. Federally Approved Indirect Cost Rate
   • CNCS Fixed Amount (CNCS Share Max Amount): 3.00%
   • CNCS Fixed Amount (Grantee Share Max Amount): % Based on your Federally Approved Cost Rate letter. You must submit documentation supporting your approved rate.
   • Commission Fixed Amount (CNCS Share Required Amount): 2.00%
II. Member Support Costs

You will enter the number of Full Time members you are requesting and the cost per MSY to get your total request.

<table>
<thead>
<tr>
<th>Member Positions</th>
<th>Cost Per MSY</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$</td>
<td>= $</td>
</tr>
</tbody>
</table>
II. Member Support Costs

- Identify the number of members you are requesting. Enter this in the “without living allowance" column.

<table>
<thead>
<tr>
<th>Member Positions</th>
<th>Calculation</th>
<th>MSY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>( members x 1.00)</td>
<td></td>
</tr>
<tr>
<td>Half Time</td>
<td>( members x .50)</td>
<td></td>
</tr>
<tr>
<td>Reduced Half Time</td>
<td>( members x .38)</td>
<td></td>
</tr>
<tr>
<td>Quarter Time</td>
<td>( members x .27)</td>
<td></td>
</tr>
<tr>
<td>Minimum Time</td>
<td>( members x .21)</td>
<td></td>
</tr>
<tr>
<td><strong>Total MSYs</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Under “calculation” you will submit your grant request.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Grant Request</td>
<td>45.5 MSYs x $800/MSY</td>
<td>$36,400</td>
<td>$36,400</td>
<td>$0</td>
</tr>
</tbody>
</table>
All cost reimbursement programs are required to cost share or match the funds provided by the federal government with their own funds.

What this means is that if you have designed a program that will cost you $500,000 to administer then your portion, if you are a first year program, is at least 24% or $120,000. This would make the federal portion of your request $380,000.

Keeping in mind that the maximum cost per MSY is $13,300 then to submit a budget with the full $380,000 request, you would need to support 29 MSYs.
### AmeriCorps Grant Match

<table>
<thead>
<tr>
<th>Required Match Rate</th>
<th>Years 1-3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
<tr>
<td>Alternate Match Schedule</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>29%</td>
<td>31%</td>
<td>33%</td>
<td>35%</td>
</tr>
</tbody>
</table>

*Programs must meet specific criteria as outlined in § 2521.60 in order to request an alternate match schedule.*
What can be used as match?

- **Cash**
  - Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction
  - Donations, foundation grants, corporate contributions, leases, sale of goods/services

- **In Kind Resources**
  - Non-cash contributions provided by third-parties
  - May be in the form of real property, equipment, supplies and services
  - Labor, training, equipment, supplies
  - Directly benefitting and specifically identifiable to the project or program
AmeriCorps Grant Match

• You may use other federal funds as match on this grant but you must have approval from that other federal agency to do so. You CAN NOT use AmeriCorps funds as match on other grants.

• You must treat the CNCS share and Grantee share the same:
  – Documentation
  – Allowability
  – Up to Amounts (ex. living allowance, travel to CNCS or Commission events)
• **Items that appear to have costs that you have backed into.**
  – Including $5,000 for supplies and then having a calculation of $416 \times 12\text{mo.}
    A much more reasonable budget calculation would be $400 \times 12\text{mo.} = 4,800$

• **Missing or Incomplete calculations**
  – Supplies for $5,000 without any calculation as to how that amount was determined.
  – $400 \times 12\text{mo} = $5,000 but what will the $400 be paying for?

• **Inconsistency in Quantity**
  – Orientation training for 45 members, service gear for 50 members

• **Staff time in alignment between Salary and Fringe**
  – Jane Doe included under Personnel at 35% time
  – Jane Doe included under Fringe at 20% time
• **Match not ‘matching’ Source of Matching Funds chart**
  – Grantee Share of the budget adds up to $245,590
  – Source of Matching Funds on the budget adds up to $270,000
  – Source of Matching Funds chart adds up to $240,000

• **Costs in the budget that are not described in the narrative.**
  – Recognition events, consultants, training

• **Incorrect Calculations**

<table>
<thead>
<tr>
<th>Item</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies (pens, paper, toner, folders) at $250 per month x 10mo</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
Common Red Flags

Avoid errors by using the budget tools provided to you:

• Detailed Budget Instructions for Cost Reimbursement (CR) Applicants
• Budget Worksheet for Cost Reimbursement (CR) Applicants
• Budget Checklist
• Detailed Budget Instructions Fixed Amount Applicants
Cost Effectiveness

Cost per MSY is assessed.

Respond To:

• Discuss how the program is a cost effective approach for addressing the need(s) identified in the application.

• Document costs and benefits, to the extent possible.

• Compare the cost effectiveness of your program with the costs and benefits of alternative models or approaches, and demonstrate how yours is most cost effective.
For Fixed Amount Grants Only

Respond To:

• Discuss how you will raise the additional resources needed to manage and operate the AmeriCorps program beyond the fixed amount.

• Identify the total amount you’ve budgeted to operate the program and how you determined both CNCS and Grantee shares.
The eGrants Budget is assessed.

Respond To:

• Identify the non-CNCS funding and resources necessary to support the project.
• Discuss the adequacy of the budget to support the program design and objectives.
• Indicate the amount of non-CNCS resource commitments secured to date and the sources of the commitments.
• Describe plans for securing additional resource commitments, potential sources and timeline.
Process:

• Submit request after you incur the cost on Periodic Expense Reports
  – Can be submitted as frequently as twice a month or as infrequently as quarterly.
• You will reimbursed for allowable costs.
  – Must have documentation to support all costs.
Example:

• 20 members at $13,000 cost per MSY, total $260,000. 17 complete their term of service, 3 leave the program early. You would be reimbursed as follows:
  
  – Member A completed 1125 hours: $8,560
  – Member B completed 458 hours: $3,510
  – Member C completed 920 hours: $7,020
  
  » Total Pro-rated amount: $19,090

  – 17 Members completed 1700 hours: $221,000
  
  » Total Completed amount: $221,000
  » Total Grant Earned: $240,090
  » Difference: $19,910

• The “Difference” is not available to the program.
**Note:**

- Programs will have to closely track member hours. The FTFA grant is based on hours served not living allowance paid out; therefore, programs may experience a loss in expected funding if a member is not keeping up with hours.
  - For example: If a program has paid out 2/3 of a member’s total living allowance, but the member only served 1/3 of their hours, then the program will only be reimbursed based on the 1/3 hours served.
Example:

- 20 members at $800 per MSY for a total grant of $16,000.
- Once the program enrolls all 20 members they may request reimbursement in the amount of $16,000.
  - The program will not be able to request reimbursement on any slots that have not been enrolled via My AmeriCorps.
Financial Reporting Requirements and Grant Administration

**Reporting**

- Federal Financial Reports (FFRs) submitted semi-annually and at the conclusion of your budget period.
  
  • FFRs are not required for FTFA or EAP programs.

- Be aware of any Program Income your program may be incurring.

- Periodic Expense Reports (PERs) submitted as often as twice a month and as infrequently as quarterly.

**Grant Administration**

- All programs must designate an individual to serve as the Primary Fiscal Contact on the grant.
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.

- **Administrative Requirements**
  - 2 CFR 215 (A-110), A-102

- **Cost Principles**

- **Audits**
  - A-133

- **National and Community Service Act of 1990 (as amended by Serve America Act**
  - 42 USC 12501 *et seq.*, and 45 CFR 2510 *et seq.*

- **Applicable Federal Policies**

- **AmeriCorps Regulations**
  - 45 CFR 2520-2550

- **AmeriCorps Provisions**
Grant Review and Selection Process

Prepare the Application

Submit Application to OneStar (11.6.2013)

OneStar Grant Review (11-12.2013)

OneStar Board Review and Vote (1.2014)

Notification of Submission for Competitive Consideration (1.2014)

OneStar Submits Applications to CNCS (1.8.2014)

CNCS Grant Review (2-5.2014)

Notification of Funding (5.2014)

Pre-Award Period (6-7.2014)

Notice of Grant Awards Released (7-8.2014)

Programs Start! (8.1.2014 or 9.1.2014)
Please contact the following individual with any questions:

Elisa Gleeson
Grants Management Specialist

Phone: 512-287-2029
Email: elisa@onestarfoundation.org

Availability:
8:00 AM to 3:00 PM CST
Monday through Friday

www.onestarfoundation.org