

# AmeriCorps\*Texas 2019-2020 Budget

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**Elisa Gleeson**  
**February 12, 2019**



## Cost Effectiveness and Budget Adequacy

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- The budget, which will clearly articulate what is being requested and will provide a breakdown between the federal funds being requested and the match provided by the applicant organization.
- Completed in the eGrants System.
- No written narrative.



## AmeriCorps Funding

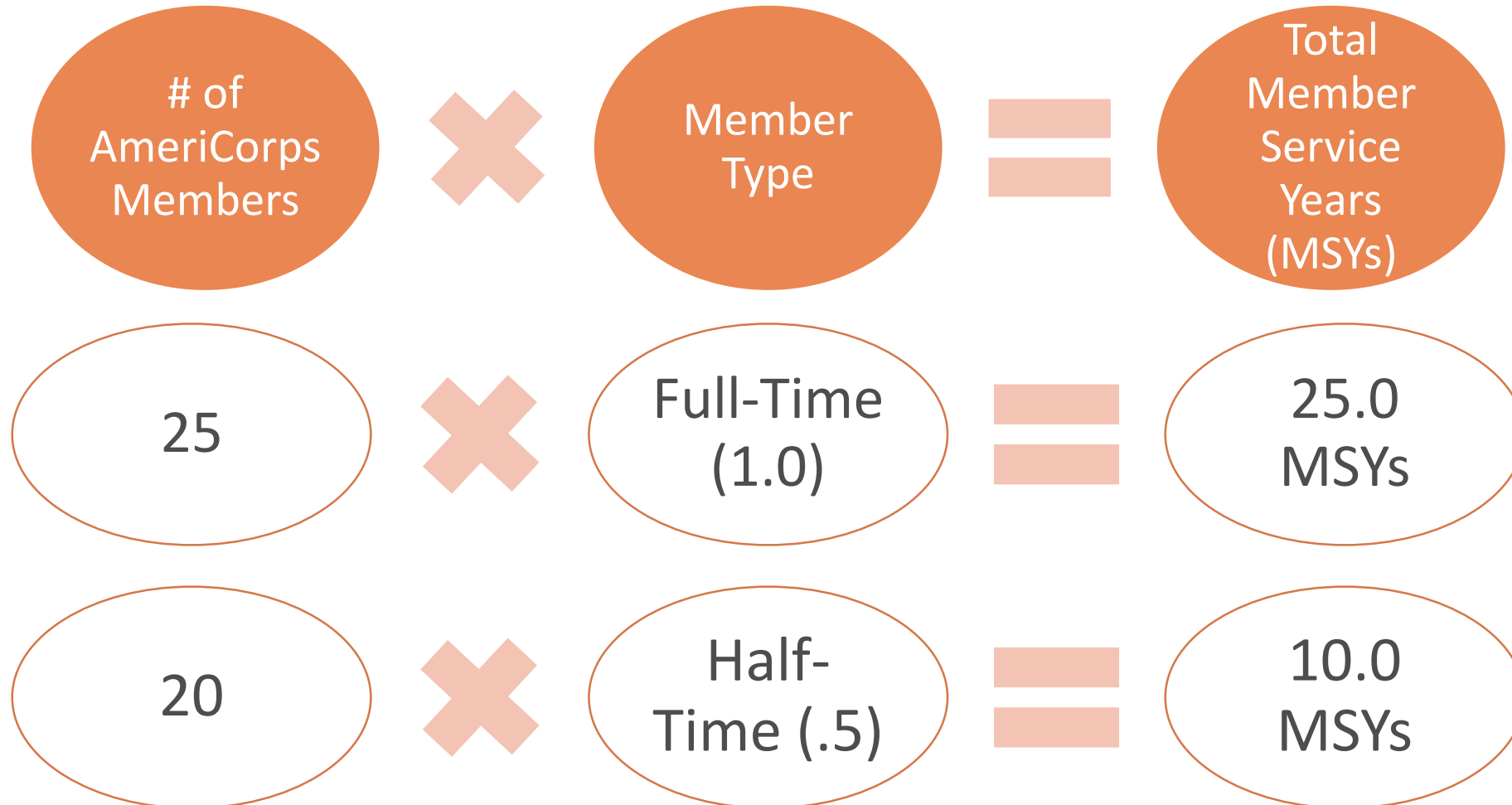
- How much money do you get to run the AmeriCorps program?
  - Step 1: Determine how many AmeriCorps members, and of what type, that you need to accomplish the goals of your program.

Service Term	MSY Value
Full-Time	1.00
Three-Quarter Time	.700
Half-Time	.500
Reduced Half-Time	.38095
Quarter-Time	.26455
Minimum-Time	.21164



# AmeriCorps Funding

## Step 1:



## AmeriCorps Funding

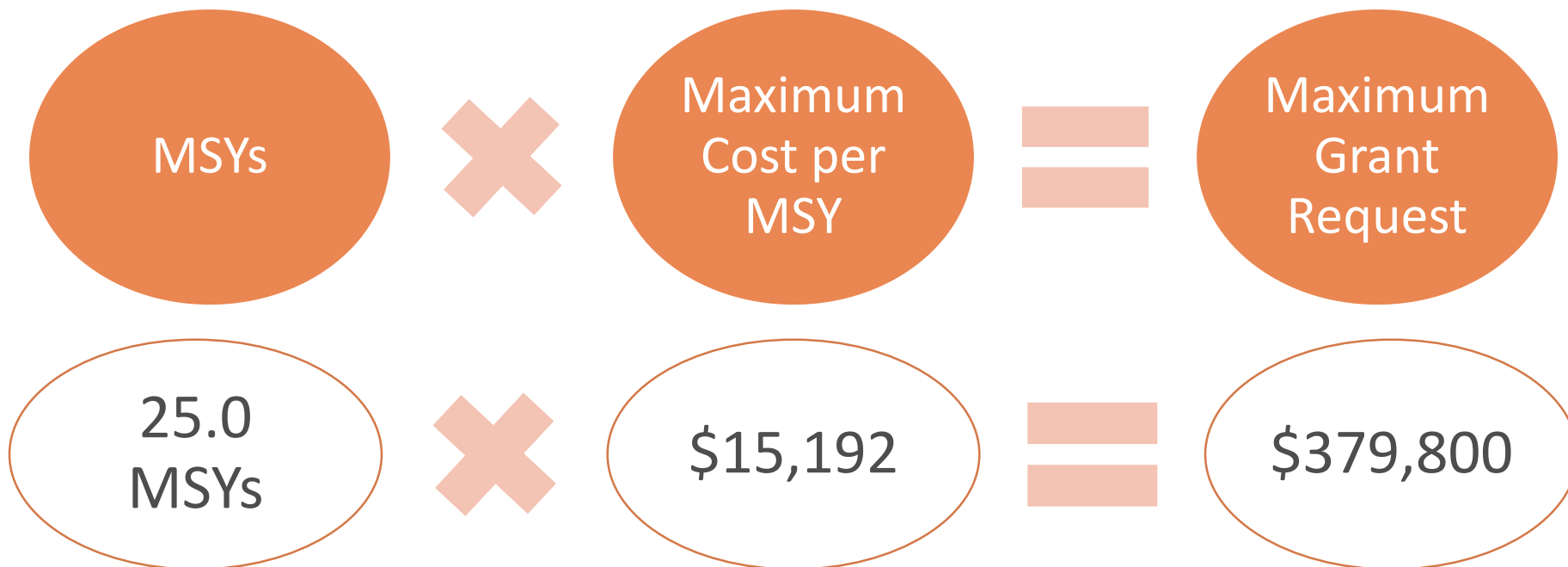
- How much money do you get to run the AmeriCorps program?
  - Step 2: Determine which Grant Type you will apply for.

Grant Type	Maximum Cost per MSY
Cost Reimbursement	\$15,192
Full-Time Fixed-Amount	\$15,192
Education Award Program	\$800
Professional Corps	\$1,000



## AmeriCorps Funding

- Step 3: Once you know how many MSYs you'll be requesting and which Grant Type you will apply for, you can determine the maximum amount of grant funds that can be requested.



## AmeriCorps Funding

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- Do not confuse:
  - “Maximum Cost per MSY”
    - ONLY used to calculate the amount of money you can request as part of this grant.
  - “Minimum Living Allowance”
    - Amount of funds that you are required to pay to AmeriCorps members for their Living Allowance.





# Questions?

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# AmeriCorps Cost Reimbursement Budget

- Comprised of Four Sections:
  - I. Program Operating Costs
  - II. Member Support Cost
  - III. Administrative/Indirect Costs
  - IV. Source of Matching Funds Chart
- Budget sections are divided into three columns:
  - CNCS Share is the amount of federal funds you are requesting.
  - Grantee Share is the amount of funds you are providing as match.
  - Total is the sum of the CNCS Share and Grantee Share



# AmeriCorps Cost Reimbursement Budget

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## I. Program Operating Cost

A. Personnel Expenses

B. Personnel Fringe Benefits

C. 1. Staff Travel

- REQUIRED: Funds to attend OneStar meetings (2-3 meetings, typically held in Austin, typically 2 days in length)

2. Member Travel

D. Equipment

- Must cost at least \$5,000 per unit and have a useful life of more than one year.



# AmeriCorps Cost Reimbursement Budget

## I. Program Operating Cost

### E. Supplies

- Member Service Gear for all members every service day

### F. Contractual and Consultant Services

#### G. 1. Staff Training

#### 2. Member Training

### H. Evaluation

- The amount that you include will depend on whether you are a New or Re compete/Continuation application and if you are required to have an internal or external evaluation conducted.
- This is NOT for Performance Measurement

### I. Other Program Operating Costs

- NSCHC for Staff and Members \$54 each



# AmeriCorps Cost Reimbursement Budget

## II. Member Support Costs

A. Living Allowance. This is where you will enter the number of members you are requesting. You will indicate whether your request is for members with our without living allowance.

Term of Service	Minimum Living Allowance	Maximum Living Allowance
Full-Time	\$13,991	\$27,984
Three-Quarter Time	N/A	\$19,753
Half-Time	N/A	\$14,815
Reduced Half-Time	N/A	\$11,111
Quarter-Time	N/A	\$7,408
Minimum-Time	N/A	\$4,938



# AmeriCorps Cost Reimbursement Budget

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## II. Member Support Costs

### B. Member Support Cost

- 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 Maximum): 3.00%
- CNCS Fixed Amount (Grantee Share Maximum): 10.00%
- Commission Fixed Amount (CNCS Share Required): 2.00%

### B. Federally Approved Indirect Cost Rate

- CNCS Fixed Amount (CNCS Share Maximum): 3.00%
- CNCS Fixed Amount (Grantee Share Maximum): % Based on your State or Federally Approved Cost Rate
  - You MUST submit documentation supporting your approved rate.
- Commission Fixed Amount (CNCS Share Required): 2.00%



# AmeriCorps Cost Reimbursement Budget

## III. Source of Matching Funds

- Ensure that your total match from Sections I, II, and III exactly equals the amount of match that is listed in the Source of Matching Funds Chart. (*As well as the Executive Summary*).
- Next to each item, include whether the amount is “Secured” or “Proposed” in the description of the item.



# Questions?

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## AmeriCorps Grant Match

- All Cost Reimbursement grants are required to cost share or match the funds provided by the federal government with their own funds.
- In the eGrants budget, you will see this listed as the Grantee Share.

	Years 1, 2, 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Required Match Rate	24%	26%	30%	34%	38%	42%	46%	50%



## AmeriCorps Grant Match

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### ■ Calculating Match:

- Match is required to be 24% of the TOTAL of CNCS Share (federal grant) AND Grantee Share (matching funds).
  - *Not 24% of the CNCS Share*
- .76 CNCS Share
- .24 Grantee Share



## AmeriCorps Grant Match

- Calculating Match:
  - Step 1: How many MSYs are you requesting?
    - 20 MSYs
  - Step 2: What is the maximum federal award you can request?
    - 20 MSYs x \$15,192 = \$303,840 (Total CNCS Share)
  - Step 3: What is your required match?
    - $\$303,840 / .76 = \$399,789$  (Total Project Cost)
    - $\$399,789 - \$303,840 = \$95,949$  (Total Grantee Share)



## AmeriCorps Grant Match

- What can be used as match on this grant?
  - 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

- There is NO competitive advantage to provide more match on the grant than is required.
- 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 may choose how to divide your budget between the items (in whole or in part) that you wish to include as Grantee share or CNCS share.
- 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)



# Questions?

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## Cost Effectiveness and Budget Adequacy

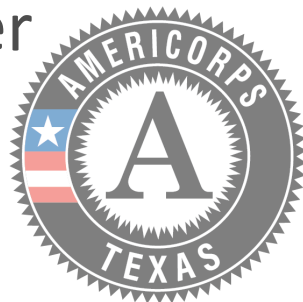
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- This criteria will be assessed based on the budget submitted. No narrative should be entered in the narrative box except “See Budget”.



## Cost Effectiveness and Budget Adequacy

- **Cost Effectiveness and Budget Adequacy (25 points)**
  - Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
  - Budget is submitted with adequate information to assess how each line item is calculated.
  - Budget is in compliance with the budget instructions.
  - Match is submitted with adequate information to support the amount written in the budget.
  - The budgeted match is equal to or more than the required match for the given program year.
  - The cost per MSY is equal to or less than the maximum cost per MSY.





## Cost Effectiveness and Budget Adequacy

- **Cost Effectiveness and Budget Adequacy (25 points)**
  - Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match will be considered unresponsive to the application criteria.
  - Applicants must complete the budget and ensure the following information is in the budget screens:
    - Current indirect cost rate if used to claim indirect/administrative costs.
    - Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
    - Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments and if the commitments are “secured” or “proposed”.



## Common Errors

- 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?
- Confusion between Cost per MSY and the Minimum Living Allowance
- Inconsistency in Quantity
  - Orientation training for 45 members, service gear for 50 members.



## Common Errors

- Staff time not in alignment with 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 eGrants budget adds up to \$270,000
- Not entering information into the Source of Matching Funds chart (leaving it blank).



## Common Errors

- Costs in the budget that are not described in the narrative.
  - Recognition events, consultants, training
- Incorrect Calculations

Item	CNCS Share	Grantee Share
Supplies (pens, paper, toner, folders) at \$250 per month for 10 months	\$2,000	\$1,000



## Common Errors

- Avoid errors by using the budget tools provided to you:
  - Detailed Budget Instructions for Cost Reimbursement (CR) Applicants
    - (pg. 14 and 21 of the Application Instructions)
  - Budget Worksheet for Cost Reimbursement (CR) Applicants
    - (Excel document under 'Resources' on the Available Funding Page)
  - Budget Checklist
    - (pg. 28 of the Application Instructions)
  - Detailed Budget Instructions Fixed Amount Applicants
    - (pg. 26 of the Application Instructions)
  - Budget Tips: Frequently Miscategorized Budget Items
    - (Under 'Resources' on the Available Funding Page)



## 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

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- Creating the Application Informational Session
  - Tuesday, February 19, 2019 at 10:00am CST
- AmeriCorps Open Forum Session
  - Tuesday, March 5, 2019 at 10:00am CST



# Questions?

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## 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.

