



NEW MEXICO COMMISSION FOR COMMUNITY VOLUNTEERISM 2017-2018 AMERICORPS FUNDING OPPORTUNITY

AMERICORPS BUDGET DEVELOPMENT

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New Mexico Commission for Community Volunteerism





AMERICORPS GRANTS



Provide funding to high-quality programs that are developed by an applicant who designs a set of activities that demonstrate an evidence-based or evidence-informed approach to creating community impact and solving community problems by engaging individuals in service as AmeriCorps members.

AMERICORPS GRANTS

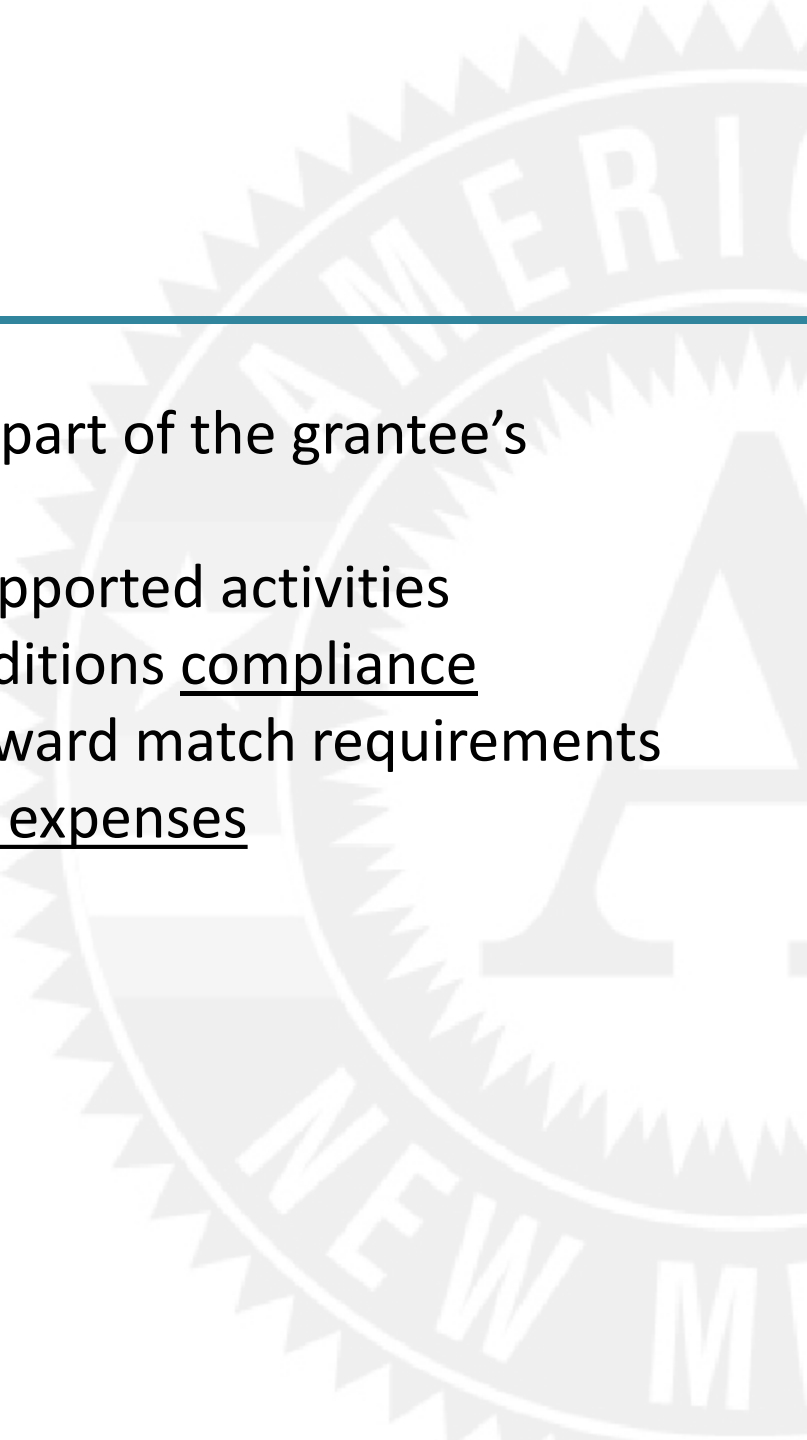


- Include an allotment of AmeriCorps member positions and funds that are directly tied to a specific number of members
- Are solely for program expenses and are not for general organizational expenses
- Provide partial funding to support AmeriCorps projects/programs
- Grant recipients must contribute cash or in-kind match funding to support the project



BUDGET FUNCTIONS

An approved AmeriCorps budget is part of the grantee's contractual obligation and:

- A financial blueprint for grant-supported activities
 - Helpful to ensure terms and conditions compliance
 - A tool for measuring progress toward match requirements and monitoring budget to actual expenses
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BUDGET EFFECTIVENESS

An effective budget:

- Realistic
 - Reflects expected program revenues and expenses and its capacity to carry out program activities
- Consistent
 - Aligned with program's goals and objectives
- Flexible
 - A project's budget must be able to adapt to changing financial and operating circumstances

AMERICORPS GRANT TYPE

Grant Type	Maximum Cost Per MSY
Cost Reimbursement	\$13,830
• Professional Corps Reimbursement	\$1,000
Full-Time Fixed Amount	\$13,430
• Professional Corps Fixed Amount	\$1,000
Education Award Program	\$800

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. It is based on the number of MSYs that you are requesting.

(Total \$ Requested / Total MSYs Requested)



AMERICORPS GRANT TYPE

Grant Type	Brief Description
Cost Reimbursement	Apply for funds to pay for program costs such as member support, operational costs, and administrative costs.
<ul style="list-style-type: none">Planning Grant	Planning grants are for one year only and <u>do not</u> support AmeriCorps members. During the planning period, the applicant designs an AmeriCorps program which addresses a need in their community or communities.
Full-Time Fixed Amount	Funds paid out based on enrollment AND retention.



QUICK RECAP

- Grant funds can be awarded as Cost Reimbursement or Fixed Amount Grants

Cost Reimbursement	Fixed Amount
Available to new applicants	Not available to new applicants
Budget	No Budget
2 annual financial reports	No financial reports
Match required	No formal match required
Access to funds regardless of member enrollment or retention	Access to all funds depends on member enrollment and/or retention

- Additional resources to support program operations are required for all grant types

AMERICORPS BUDGET STRUCTURE

Budget is separated by major categories and divided into CNCS and Grantee share

Direct	Indirect or Administrative
Program Operating Costs and Member Costs directly attributable to meeting the goals and objectives of the program	General or centralized administrative expenses of organization receiving CNCS financial assistance
Examples: <ul style="list-style-type: none">• Allowable, direct member charges• Costs related to staff who train, recruit, or supervise members• Uniforms and special equipment• Independent program evaluations• Member and staff travel	Examples: <ul style="list-style-type: none">• Accounting, auditing, general legal services• Internal evaluation• General liability insurance• Salaries and benefits related to general organizational management and support

AMERICORPS COST REIMBURSEMENT BUDGET

Budget is 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.



AMERICORPS COST REIMBURSEMENT BUDGET

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

- OPTIONAL: Up to \$2,500 CNCS Share to attend CNCS meetings
- OPTIONAL: Up to \$2,500 CNCS Share to attend NMCCV meetings

D. Equipment

- Must cost at least \$5,000 per unit and have a useful life >1 Year



AMERICORPS COST REIMBURSEMENT BUDGET

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 Re-competing/Continuation applicant 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

AMERICORPS COST REIMBURSEMENT BUDGET

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.

Term of Service	Min. Living Allowance	Max. Living Allowance
Full Time	\$12,630	\$24,930
Half Time	N/A	\$13,199
Reduced Half Time	N/A	\$9,899
Quarter Time	N/A	\$6,599
Minimum Time	N/A	\$4,400



AMERICORPS COST REIMBURSEMENT BUDGET

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



AMERICORPS COST REIMBURSEMENT BUDGET

III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

- CNCS Fixed Amount (CNCS Share Max Amount): **3.00-5.00%**
- CNCS Fixed Amount (Grantee Share Max Amount): **10.00%**

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.*



AMERICORPS FULL TIME FIXED-AMOUNT BUDGET

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.

Member Positions	Cost Per MSY	Total Cost
_____ Full Time x \$ _____		= \$ _____

AMERICORPS GRANT MATCH

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 \$13,830 then to submit a budget with the full \$380,000 request, you would need to support 27.47 MSYs.

AMERICORPS GRANT MATCH

	Years 1-3	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%
Alternate Match Schedule	N/A	N/A	N/A	N/A	29%	31%	33%	35%

Programs must meet specific criteria as outlined in § 2521.60 in order to request an alternate match schedule.



AMERICORPS GRANT MATCH

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 pre-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)

COMMON RED FLAGS

- 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

COMMON RED FLAGS

- 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

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

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



BUDGET NARRATIVE

- Follow instructions in NOFO
- Only includes allowable, reasonable, necessary, and allocable costs, as defined by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- Estimate resources needed to achieve program goals
- Organize narrative to fit budget categories
- Provide adequate descriptions and calculations based on a consistent and documented cost allocation plan
 - Level of effort: % of time on activity X salary
 - Rent: CNCS program space ÷ total host agency space



COST EFFECTIVENESS

Program Criteria:

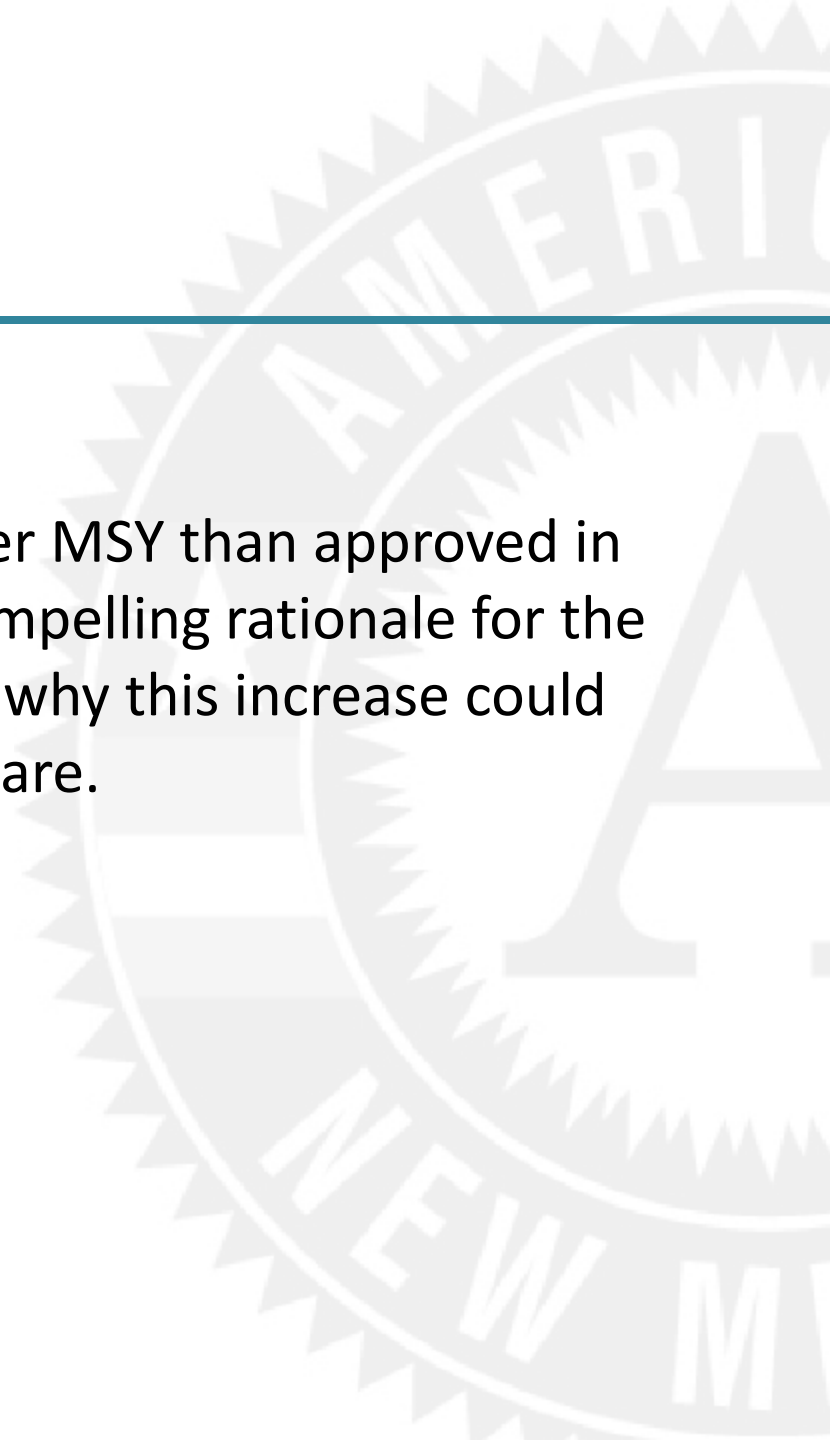
- The budget is sufficient to carry out the program effectively.
- The budget aligns with the application narrative.
- The program design is cost effective and the benefits justify the costs.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
This applies to Fixed Amount, EAP and Cost Reimbursement applicants.



COST EFFECTIVENESS

If ReCompeting, Respond To:

- The applicant has a lower Cost per MSY than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.



BUDGET ADEQUACY

Program Criteria:

- Budget is submitted without mathematical errors.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.

Applicants must fill out the budget and ensure the following information is in the budget narrative:

- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments, and the source.

METHOD OF PAYMENT-COST REIMBURSEMENT

Process:

- Submit request after you incur the cost on Periodic Expense Reports
 - Must be submitted once a month.
- You will be reimbursed for allowable costs.
 - Must have documentation to support all costs.

METHOD OF PAYMENT-COST REIMBURSEMENT

Note:

- Programs will have to closely track member hours as well as staff time allocated to their work on the grant. 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.

FINANCIAL REPORTING REQUIREMENTS & GRANT ADMINISTRATION

Reporting:

- Federal Financial Reports (FFRs) submitted quarterly 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 once a month.

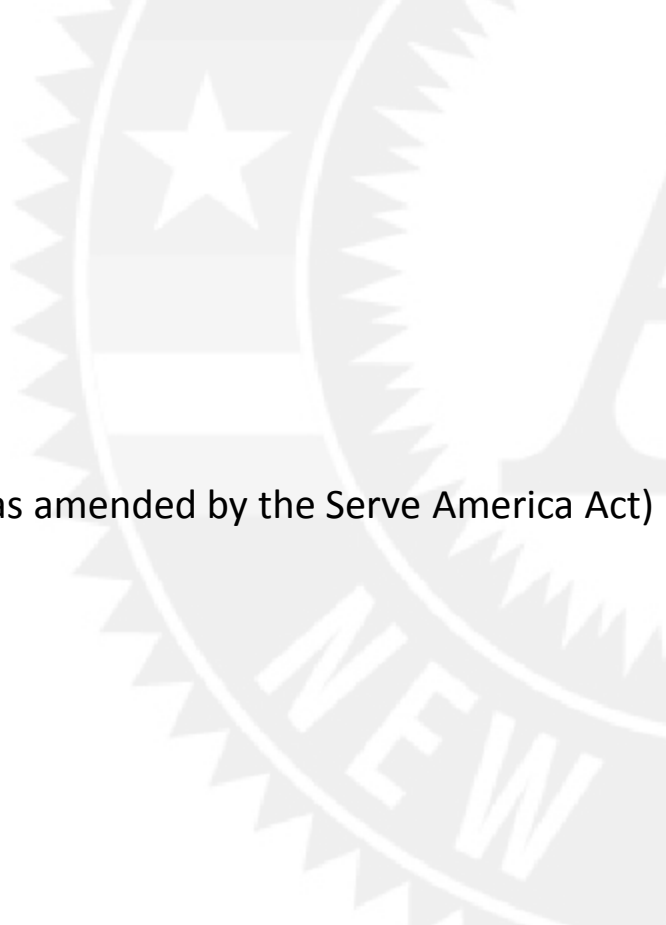
Grant Administration:

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

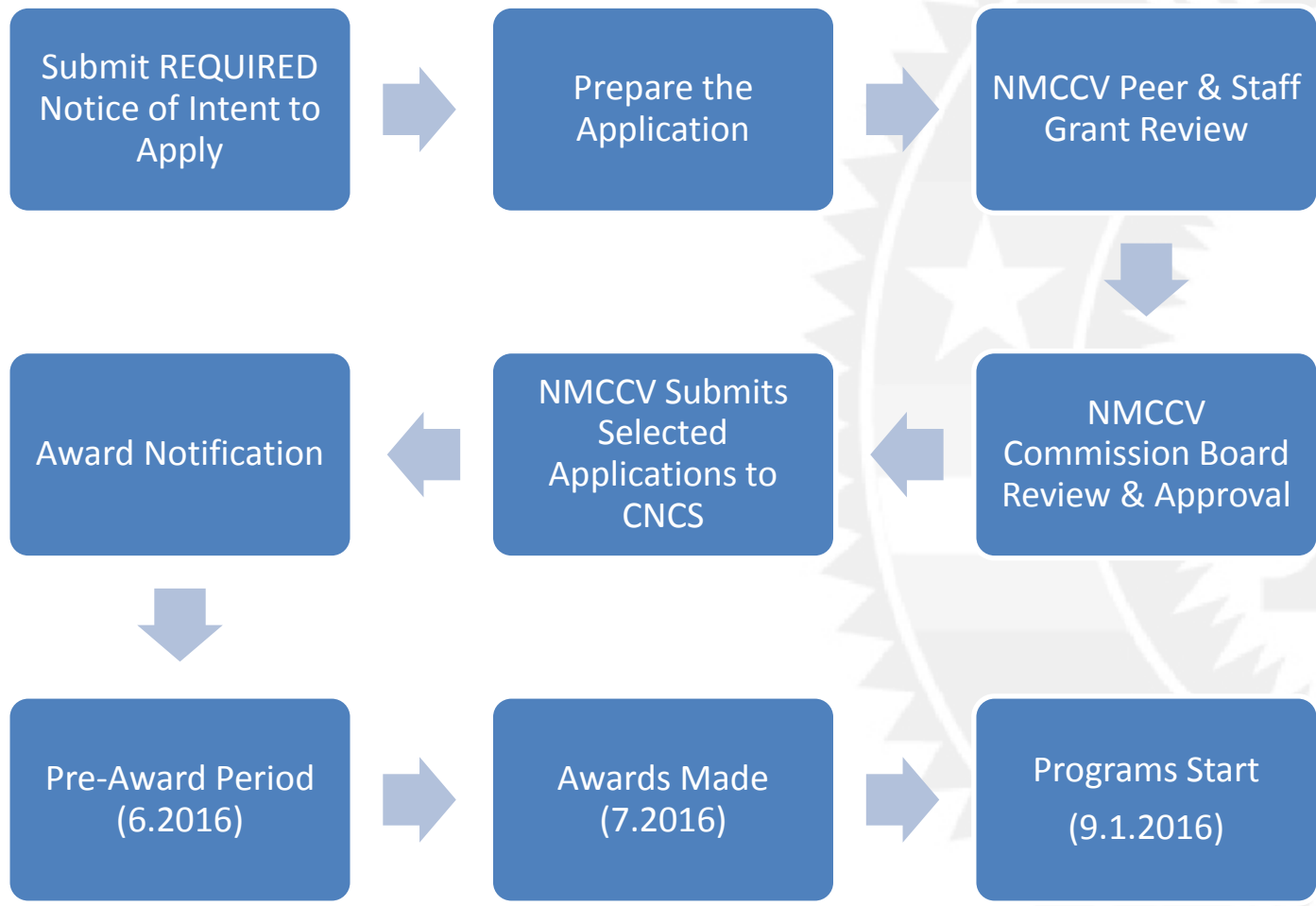


AMERICORPS PROGRAM REQUIREMENTS

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 200
 - Cost Principles
 - 2 CFR 200
 - Audits
 - Single Audit (see 2 CFR 200)
 - National and Community Service Act of 1990 (as amended by the 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
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GRANT REVIEW & SELECTION PROCESS





QUESTIONS?

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