

Welcome to the AmeriCorps Budget Development Informational Session. This is the third in a series of 5 webinars that will orient you to 2017-2018 AmeriCorps*State grant funding and the basic concepts and frameworks to help you determine how your organization might seek a partnership.

Housekeeping:

- -I have muted all phone lines to reduce background noise.
- -If you have a question, please use your chat window or hold questions until the Q&A at the end of this session.
- -This presentation will be made available on our website,
- -You'll also find a lot more information regarding this opportunity.

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 provide funding to high-quality programs that demonstrate an evidence-based or evidence-informed approach to strengthening communities and solving community problems by engaging individuals in service as AmeriCorps members.

Grants are awarded to nonprofits, Indian tribes, colleges and universities, and state and local public agencies to address unmet needs in education, economic opportunity, veterans services, disaster services, health, the environment, and more.

A grantee might use AmeriCorps resources to make an existing program more effective, to reach previously underserved communities, or to expand their activities beyond what they were able to do without AmeriCorps.

However, it is important to understand that AmeriCorps funds do not duplicate, displace or supplant resources that currently exist in a community. AmeriCorps members cannot be used to take the place of staff, current volunteers, or existing funding.

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

AmeriCorps grants are awarded on a competitive basis to eligible applicants.

AmeriCorps grants include an allotment of AmeriCorps member positions and associated funding. The funds awarded by CNCS are directly tied to the specific number of members awarded.

AmeriCorps grants are solely for program expenses and cannot be used for general organizational operating expenses.

All AmeriCorps Grants provide partial funding to support AmeriCorps projects and programs. Grant recipients must contribute additional resources to support the project.

BUDGET FUNCTIONS

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

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

The grant budget is an important part of the overall grant application, and it is one of the bases for determining allowable costs for the grant.

BUDGET EFFECTIVENESS

An effective budget:

- Realistic
 - Reflects <u>expected program revenues and expenses</u> 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 <u>adapt to changing</u> financial and operating circumstances

In preparing its budget, an organization must successfully piece together the three individual building blocks that make a budget effective.

An effective budget must be:

Realistic

A **realistic** budget reflects expected program revenues and expenses. Understand the strengths and weaknesses of your organization and its capacity to carry out program activities.

Also, be sure the budget is uniquely tailored to the program and its regulations, and not just a copy of another grant program's budget.

Consistent

The budget must be **consistent** and aligned with organizational goals and objectives. Given the limited resources of most organizations, each dollar the organization spends must impact specific program and organizational outcomes.

Flexible

A budget must also be **flexible**. An organization's financial and operating circumstances can often change. Most organizations must have a budget that can absorb lower than expected revenue and higher than expected program costs.

Think of budgeting as not just an annual process, but an ongoing review of activities and actual cost monitoring as well. This way, shortfalls or unexpected costs can be addressed proactively

Put It All Together...

... and your budget should be a useful tool to aid in program operations. The budget should be continually compared to actual costs, as there are specific guidelines to follow when a budget amendment must be submitted.

The individuals responsible for program operations should be engaged in the budget development process so that they are able to utilize the budget as a tool for effective program implementation.

AMERICORPS GRANT TYPE

Grant Type	Maximum Cost Per MSY
Cost Reimbursement	\$14,932
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)

The first and most common question we get is how much money can I ask for?

The answer to that completely depends on how big of a program you're thinking of and the program type you're applying for.

The funding amount of an AmeriCorps grant is directly related to the amount of MSYs an applicant requests.

The Cost Per MSY is a calculation that we use to determine the overall cost of your program. This cost is calculated by dividing the total funds being requested from AmeriCorps by the total MSYs requested by the program.

The maximum cost per MSY varies depending on the specific type of AmeriCorps grants an organization applies for.

Cost per MSY is considered as an competitive factor during the grant application review process. Meaning, all else being equal, an applicant with a lower cost per MSY may have a competitive advantage.

Grant Type	Brief Description			
Cost Reimbursement	Apply for funds to pay for program costs such as member support, operational costs, and administrative costs.			
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.			

Organizations may apply for a cost-reimbursement grant or a fixed-amount grant.

Cost reimbursement grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members.

Cost reimbursement grants are available to all applicants regardless of whether or not they have previously received AmeriCorps funding.

AmeriCorps State and National sometimes offers planning grants as well as program grants. The purpose of a planning grant is to support an organization's development of a new AmeriCorps program.

Planning grants are for one year only and do not support AmeriCorps members. During the planning period, the applicant designs an AmeriCorps program which addresses a need in their community or communities.

AmeriCorps funding can also be awarded on a fixed amount basis. There are a few different types of fixed amount grants, however the following information pertains to all fixed amount programs:

Fixed amount grants provide a specific dollar amount per MSY to an organization.

In order to access all of the funds provided, programs must recruit and retain all AmeriCorps members supported under the grant based on the MSY level awarded.

New applicants who have not previously received AmeriCorps funds are not eligible to apply for fixed amount grants.

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

To recap what we just discussed, a Cost reimbursement grant = budget, financial reporting, match requirement, and full access to grant funding

Fixed Amount grants = no match, no budget and no financial reporting, however access to all funding is dependent on enrollment and retention of all AmeriCorps members. New applicants may not apply for fixed amount grants.

No matter which grant type you request, the grant funding will supply only a portion of your program costs. You will need to secure additional resources to support program operations.

AMERICORPS BUDGET STRUCTURE Budget is separated by major categories and divided into **CNCS** and Grantee share Direct **Indirect or Administrative** General or centralized administrative Program Operating Costs and Member Costs directly attributable to meeting the expenses of organization receiving CNCS goals and objectives of the program financial assistance Examples: Examples: Allowable, direct member charges · Accounting, auditing, general legal Costs related to staff who train, services recruit, or supervise members · Internal evaluation Uniforms and special equipment · General liability insurance Independent program evaluations · Salaries and benefits related to Member and staff travel general organizational management and support

Your budget should include all program costs — both direct and indirect — and all expected revenues, including in-kind contributions to your program.

Direct costs are those associated with a particular program and its delivery of services.

Examples of direct costs can include: travel stipends living allowances program personnel, and volunteer expenses

Indirect costs may also be known as administrative costs. Indirect costs are those that are incurred for common or joint objectives and cannot be readily identified with a particular program activity or cost.

Indirect costs can include: accounting and legal services salaries not directly benefiting program activities general liability insurance general office space

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.

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

Personnel Expenses

List each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either CNCS or Grantee share.

Personnel Fringe Benefits

Identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K.

Staff Travel

Describe the purpose for which program staff and members will travel. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff.

CNCS expect all State Commissions and National Direct applicants to include funds in this line item for travel for staff and site staff to attend CNCS-sponsored technical assistance meetings. There are two to three such opportunities per year.

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life

of more than one year AND an acquisition cost of **\$5,000** or more per unit (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E-Supplies

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 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

Supplies

AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the item with the AmeriCorps logo in your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds.

Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H., below.

Staff Training and Member Training

Include the costs associated with staff and member training to support them in carrying out their service activities.

Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses.

Other Program Operating Costs

Criminal history background checks for all members and for all employees or other

individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share).

Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.

Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool.

Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

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	\$13,732	\$27,464
Half Time	N/A	\$14,539
Reduced Half Time	N/A	\$10,905
Quarter Time	N/A	\$7,270
Minimum Time	N/A	\$4,847

Member Costs are identified as "Living Allowance" and "Member Support Costs."

This chart shows the various terms of service or slot types that you can use in designing your program's budget and the minimum and maximum living allowance for that slot type.

You should consider what types of member service terms best support your program design in addressing critical community need and also work within your 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

FICA.

Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when CNCS does not supply the living allowance. If exempted, please note in the narrative.

Worker's Compensation.

Some states require worker's compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker's compensation and at what level.

Health Care. You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements.

Unemployment Insurance and Other Member Support Costs. Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members.

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.

Administrative/Indirect Costs

Administrative costs are general or centralized expenses of the overall administration of an organization that receives CNCS funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Options for Calculating Administrative/Indirect Costs (choose either A OR B)

Applicants choose one of two methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method or a federally approved indirect cost rate method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant.

The CNCS-fixed percentage rate method allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation.

To determine the maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share.

To determine the Grantee share for Section III: Multiply the total (both CNCS and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.

If you have a federally approved indirect cost rate and choose to use it, the rate will constitute documentation of your administrative costs, including the 5% maximum payable by CNCS. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

Fixed-amount Grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-amount applicants are not required to complete a detailed budget or complete the grantee share column

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 \$14,932 then to submit a budget with the full \$380,000 request, you would need to support 25.45MSYs.

	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.

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

Grant matching funds for national service programs can be either cash or in-kind contributions to your project. Because of this, you have some flexibility when developing a strategy to meet matching funds requirements for your grant program.

The greater your organization's capacity to secure in-kind contributions that support your program activities, the lighter the cash burden to meet match requirements will be.

In-kind contributions acceptable for use as matching funds must be costs that are:

Properly documented with the donor's name, date of donation, and a description of the item or service donated

Associated with an appropriate, reasonable, comparable cash value

- 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 x
 12mo. A much more reasonable budget calculation would be \$400 x
 12mo. = \$4,800
- Missing or Incomplete calculations
 - Supplies for \$5,000 without any calculation as to how that amount was determined.
 - \$400 x 12mo = \$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 <u>allowable</u>, <u>reasonable</u>, <u>necessary</u>, and <u>allocable</u> 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 <u>adequate descriptions and calculations</u> 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

The budget narrative is a vital part of your project proposal and financial reports. Your proposal's budget narrative should clearly and succinctly describe and, where necessary, expand upon the numerical budget information in order to justify those figures. A well-written budget narrative should be organized to fit the grant budget categories and provide adequate descriptions and calculations that support budget figures.

Benefits of the Budget Narrative

A clear and comprehensive budget narrative assists the project director and organizational financial management team to more accurately track program funds over time.

Because an organization's expenditure reports (used to calculate expenses and available funds remaining) can often report funds used without the context as to what those expenses were originally planned to be, the budget narrative section of your grant budget serves as a valuable reminder of proposed program activities and anticipated costs.

The Budget Narrative Should Reflect the Original Application

The budget narrative you submit should complement the application you submitted for your program. **For example**: If you explained, in detail, a comprehensive member training plan as part of your AmeriCorps application, then the budget narrative should reflect that plan and be consistent with your application narrative

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.

Reviewers will consider the quality of the application's response to the following criteria below.

Having a low Cost Per Member Service year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 5.C.), it must justify its request. Please note that such requests are rarely approved.

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.

Having a low Cost Per Member Service year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section 5.C.), it must justify its request. Please note that such requests are rarely approved.

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:

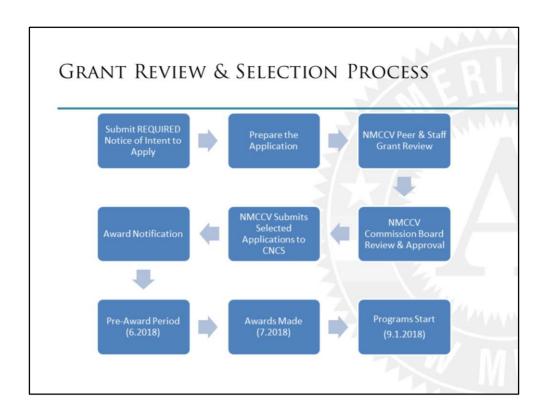
 All programs must designate an individual to serve as the Primary Fiscal Contact on the grant.

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

Be aware of the following Federal Rules and Regulations...you will need to be familiar with these and how they may affect your program.



QUESTIONS?

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This concludes the AmeriCorps Basics Informational Session This is the second of four webinars to assist grant applicants in understanding how to apply for AmeriCorps funding. In addition to these webinars, please review the Notice of Funding Opportunity and other materials posted on our website to help you prepare to apply for an AmeriCorps grant.