

AmeriCorps State Funding NOFO Budget Preparation

presented by

Kimberly DuPree

Financial Grant Administrator

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Topics Covered

- ❑ Organizational Capability (25 points)
 - ❑ Organizational background and Staffing (10 points)
 - ❑ Compliance and Accountability (15 points)
- ❑ Cost Effectiveness and Budget Adequacy (25 points)
 - ❑ Cost effectiveness (18 points)
 - ❑ Budget Adequacy (7 points)
- ❑ Preparing your Budget
 - ❑ An Effective Budget
 - ❑ Funding Limits
 - ❑ AmeriCorps Budget Structure



Organizational Capability (25 points)

- Organizational Background and Staffing (10pts)
 - The organization has the experienced staffing, and management structure to plan and implement the proposed program.
 - The organization has adequate experience administering AmeriCorps grants or other federal grants effectively.
 - The organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.



Organizational Capability (25 points)

□ Compliance and Accountability (15pts)

- The applicant's organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
- The applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).
- The AmeriCorps members service will not duplicate, displace, or supplant volunteers, staff and/or interns.



Cost Effectiveness and Budget Adequacy

(25 points)

□ Cost Effectiveness (18pts)

- The budget is sufficient to carry out the program effectively.*
- The program design is cost effective and the benefits justify the cost.
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The budget aligns with the applicant's narrative.*



Cost Effectiveness and Budget Adequacy

(25 points)

□ Budget Adequacy (7pts)

- 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.



Cost Effectiveness and Budget Adequacy



- Having a low cost per Member Service Year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and re-competing 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 funded 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.
- Applicants must complete the budget and ensure the following information is in the budget narrative (requested information in the budget screens):
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.



Budget Narrative



- ❑ Follow detailed application instructions in NOFO
- ❑ Organize narrative to fit budget categories on budget form or proposal
- ❑ Provide adequate descriptions and calculations to support amounts



Preparing your Budget.....

- An Effective Budget
- Funding limits
- AmeriCorps Budget Structure
 - Section I. Program Operating Costs
 - Section II. Member Costs
 - Section III. Administrative/Indirect Costs



An Effective Budget

- Realistic
 - Carrying out the program activities
- Consistent
 - Goals and objectives
- Flexible
 - Adaptable in changing circumstances



Funding Limits

- ❑ It is recommended that new applicants request funds for a minimum of 5 and a maximum of 10 Member Service Years (MSYs).
- ❑ May request a maximum of \$13,830 per MSY, which can be defined as a full-time member who commits to serve a minimum of 1,700 hours during a program year.
- ❑ Members may also commit to serve half-time, reduced half-time, quarter-time, or minimum time.
- ❑ Full-time members may receive living allowances between \$12,630 and \$24,930



AmeriCorps Budget Structure

- ▣ **Budget is broken down by three sections:**
 - ▣ Section I: Program Operating Costs
 - ▣ Section II: Member Costs
 - ▣ Section III: Administrative Costs

- ▣ **Budget is divided into CNCS share and Grantee share. (Grantee Cash and Grantee In-Kind)**



AmeriCorps Budget Structure

□ Section I. Program Operating Costs

□ A. Personnel Expenses

- Position/Title Description of staff positions.

□ B. Fringe Benefits

- Benefits to be covered and costs of benefits for each staff.

□ C. Staff/Member Travel

- Describe for the purpose of any staff or member travel

□ 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 below. Purchases of equipment are limited to 10% of the total CNCS funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.



AmeriCorps Budget Structure

□ E. Supplies

- Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above.

□ F. 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. There is not a maximum daily rate.

□ G. Staff/Member Training

- costs associated with training staff on project requirements and training to enhance the skills staff and member training to support them in carrying out their service activities.

□ H. Evaluation

- costs for project evaluation activities

□ I. Other Operating Costs

- Allowable costs associated with the operation of the organization such as; Postage, criminal background checks, utilities, telephone, office space etc. Please include the cost for these checks for staff and members or explain how your program will be covering the cost.



AmeriCorps Budget Structure

- Section II. Member Costs
 - A. Living Allowances
 - B. Member Support Costs
 - FICA
 - Worker's Compensation
 - Health Care
 - Other Member Support Costs



Living Allowances

Cost reimbursement programs are not required to provide a living allowance for member serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in Table I below and can also be found on page 17 of the NOFO.

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1700	\$12,630	\$24,930
Half-time	900	n/a	\$13,199
Reduced Half-time	675	n/a	\$9,899
Quarter-time	450	n/a	\$6,599
Minimum-time	300	n/a	\$4,400

- Statewide Meetings/Trainings: All project budgets should include funds necessary for Member and Staff Travel to one (1) statewide meetings and/or events to be held in Atlanta. Based on the location of the program, lodging should be considered.
- National or Regional Conference: All budgets should include a minimum of \$1,500 for at least one staff person to attend the Points of Light National Conference on Service and Volunteerism OR the Southern Regional Training events.
- Review detailed Budget Instructions (Attachment C) and the Budget Worksheet (Attachment D) of the CNCS Application Instructions.



Cost Per MSY

- ❑ Do not confuse Members' Living Allowance with Cost Per MSY
- ❑ Maximum Cost Per MSY = \$13,830
- ❑ FT MSY Living Allowance = \$12,630
- ❑ Difference = \$ 1,200
- ❑ Difference can be used towards Member Support Costs such as: FICA (7.65%), Health Care (if applicable) and Worker's Compensation.
- ❑ Remember: Cost per MSY **does not include** child care or the cost of the education award



Cost Per MSY

□ Example;

Funding request	= \$138,300.00	(10.MSYx13,830 max. Cost Per MSY)
AmeriCorps Members	= 10 FT Members	(max. MSY for new applicants)
MSYs (1FT Member = 1MSY)	= 10.0 MSY	(10 FT Members x 1.000 MSY)
Cost Per MSY	= \$13,830.00	(\$138,300/10.0 MSYs)

The costs to support a full-time AmeriCorps Member

Member's Living Allowance	= \$12,630
FICA 7.65%	= \$ 958
Health Care (Estimate)	= <u>\$ 242</u>
Total Cost Per MSY	<u>\$13,830</u>



Budget

□ Example;

= ****CNCS Funds Only****

Section I Program Operating Expense

Personnel Expense = \$

Benefits = \$

Supplies = \$

Operating Expense = \$

Section II Member Costs

Member's Living Allowance = \$126,300 (\$12,630 x 10 Members)

FICA 7.65% = \$ 9,580 (\$958 x 10 Members)

Health Care (Estimate) = \$ 2,420 (\$242 x 10 Members)

Total Funding Request = \$138,300



Budget Section II. AmeriCorps Member Positions

Member Positions

Identify the number of members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled #w/o Allow (without CNCS-funded living allowance.)

Leave all other columns blank.

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart. The MSY are calculated as follows:

Member Positions	Calculation	MSY
_____ Full-time (1700 hours)	(_____ members x 1.000)	= _____
_____ 1-Year Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____
	Total MSY	_____

Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY).



AmeriCorps Budget Structure

□ Section III. Administrative Costs

□ A. CNCS-Fixed Administrative Cost/Indirect Costs

- 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. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.
- 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.
- $([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.80) = \text{Subgrantee Share}$

□ B. Commission 1% Fixed Cost

- Georgia Commission elects to retain a share of the 1% of federal funds available to programs for administrative costs.
- $([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) = \text{Commission Share}$



Budget

□ Example;

= **CNCS Share**

Grantee Share

Section I Program Operating Expense

Personnel Expense = \$ 30,000

Benefits = \$ 4,000

Supplies = \$ 5,000

Operating Expense = \$ 5,000

Total Section I = \$ 44,000

Section II Member Costs

Member's Living Allowance = \$ 76,300 \$50,000 (10x12,630)

FICA 7.65% = \$ 8,674 (\$958 cost per member x 10 Members) \$906 (9,580-8,674)

Health Care (Estimate) = \$ 2,420 (\$242 cost per member x 10 Members)

Section II Total = \$ 87,394

Section III Administrative Costs/Indirect Costs

Corporation Fixed Percentage = \$ 5,487 [Sec.I+Sec.II]x-0526x.80 Commission Share

Commission Fixed Cost 1% = \$1,372 [Sec.I+Sec.II]x-0526x.20 Subgrantee Share

Total Amount Requested = \$138,253



Match Requirements

An overall match requirement of 24 percent is mandatory for the first 3 years of funding. The match requirement is graduated accordingly after the initial three-year period. Starting with year 4, the match requirement gradually increases every year to 50 percent by year 10. Reference page 5 of the NOFO.

	Year 1-3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Minimum Overall Match	24%	26%	30%	34%	38%	42%	46%	50%

Match may be in the form of cash (non-CNCS federal funds or private sector funds) or documented in-kind contributions.

For professional Corps programs, the living allowances or salaries provided to AmeriCorps Members do not count toward the match requirement.



Match

In-Kind Contributions

What is it?

- Value of non-cash contributions
- Donated goods and services
- Only eligible to be used to fund one federally financed program

May be in the form of:

- Real property
- Equipment
- Supplies
- Services
- Labor
- Space
- Training
- Vehicles



Match

Finding Match Sources:

Cash Contributions

Payments received by:

- Cash
- Check
- Electronic fund transfer
- Credit card
- Payroll deductions

May be in the form of:

- Donations
- Leases
- Sale of goods and services
- State appropriations
- Foundation grants
- Corporate contributions



Financial Management

- All programs must have systems in place that clearly distinguish CNCS funds from other fund sources.
- Programs must also have accounting practices and procedures, internal controls, audit trails, and cost allocation procedures.



Budget Narrative



- Follow detailed application instructions in NOFO
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- Provide adequate descriptions and calculations to support amounts



Grant Guidelines

Federal Grant Guidelines	Educational Institutions	States, Local, Indian Tribal Governments	Non-Profits	Hospitals
Administrative Requirements	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)	§ 45 CFR 2541 OMB A-102	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)	§ 45 CFR 2543 § 2 CFR 215 (formerly A-110)
Cost Principles	§ 2 CFR 220 (formerly A-21)	§ 2 CFR 225 (formerly A-87)	§ 2 CFR 230 (formerly A-122)	§ 45 CFR 74 (HHS regulations)
Audit Requirements *	OMB A-133	OMB A-133	OMB A-133	OMB A-133





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