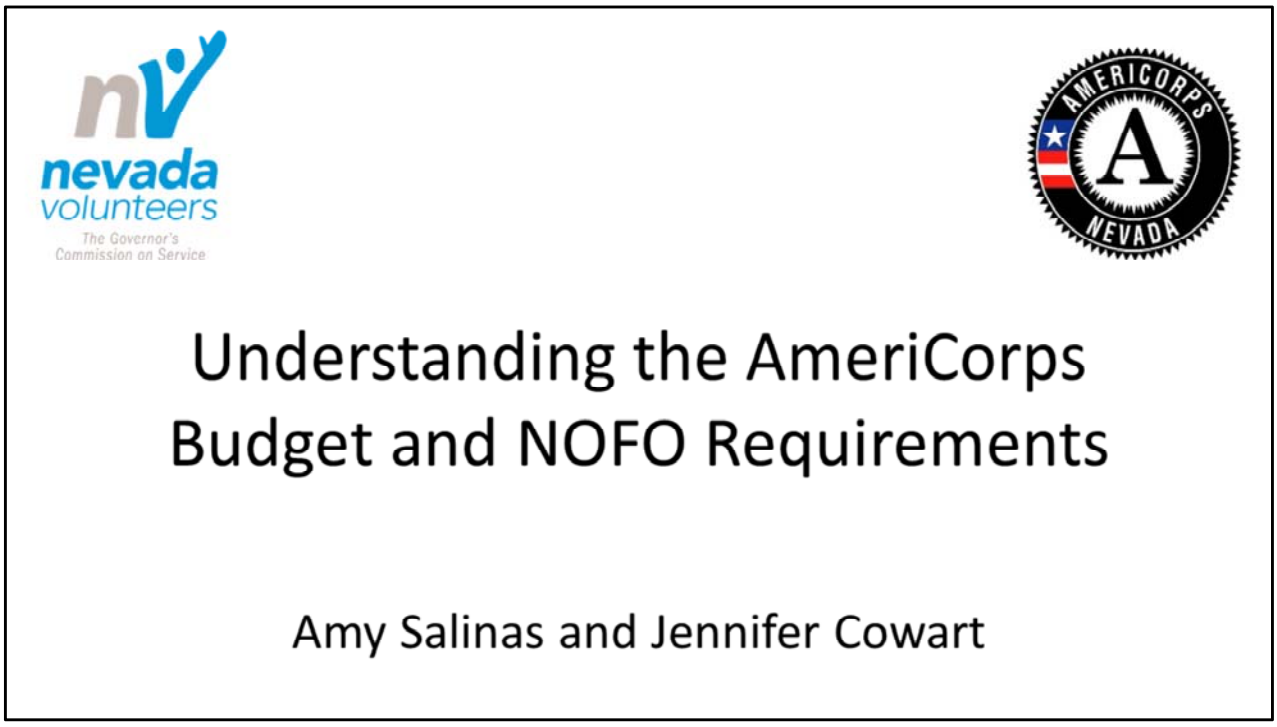


Welcome everyone

Before we get started, let me take a few minutes to go over some basic webinar logistics that can help ensure our time is well spent.

First, all of you were muted upon entry into the webinar so we can eliminate background noise. When we open the webinar to questions, you can raise your hand by clicking the hand icon and we will unmute your phone so you can verbalize your question. There will be distinct times during the webinar and at the end where we will allow for questions.

And finally, during the webinar, if you do have questions that you want to make sure you do not forget, feel free to type them in the question window and send to presenter so we can document the question and respond when we get to a question and answer time or respond to the question in our presentation when appropriate.

We will also document all questions asked during this and the other webinars and post them along with their answers on a frequently asked questions document that will be posted on the Nevada Volunteers website at nevadavolunteers.org.

So again, we would like to welcome you to this fourth webinar in a 4 webinar series.

My name is Jennifer Cowart and I, in partnership with Amy Salinas, will serve as your presenters today. Both Amy and I have a combined 35 years of experience in AmeriCorps and National Service and have served as the presenters for each of the 4 webinars in this AmeriCorps Notice of Funding Opportunity.

We also have the great pleasure or having staff from Nevada Volunteers on the call and would like to give them an opportunity to introduce themselves.

Webinars

ALL webinars are from 10:00 a.m. – 11:30 a.m.

- October 6 – Understanding AmeriCorps and Determining Fit
- October 13 – Program Design and Logic Model
- October 20 – Understanding the NOFO Narrative and Performance Measurement Requirements
- October 27 – Understanding the AmeriCorps Budget and NOFO Requirements

Today's webinar is the 4th and final of 4 webinars that have been delivered regarding the 2017-2018 Nevada Volunteers AmeriCorps Notice of Funding Opportunity.

As a reminder, here is the full list of the 4 webinars – their topic date and time.
Thursday, October 6 – 10:00 a.m – 11:30 a.m. – Understanding AmeriCorps and Determining Organization Fit
Thursday, October 13 – 10:00 a.m. – 11:30 a.m. – Program Design and Logic Models
Thursday, October 20 – 10:00 a.m. – 11:30 a.m. – Understanding the NOFO Narrative and Performance Measurement Requirements
Thursday, October 27 – 10:00 a.m. – 11:30 a.m. – Understanding the AmeriCorps Budget and NOFO requirements

Today's webinar is the last of 4 webinars that will be delivered regarding the 2017-2020 Nevada Volunteers AmeriCorps Notice of Funding Opportunity.

For this webinar, our purpose is to help you understand the various grants types, budget components and budget requirements for the NOFO and to wrap up with a final reminder of the NOFO requirements.

To support this purpose, here is what we will cover today:

- Budget Functions
- Grant Types
- General Budget Information
- Budget Sections
- Grant Application Narrative

Budget Functions

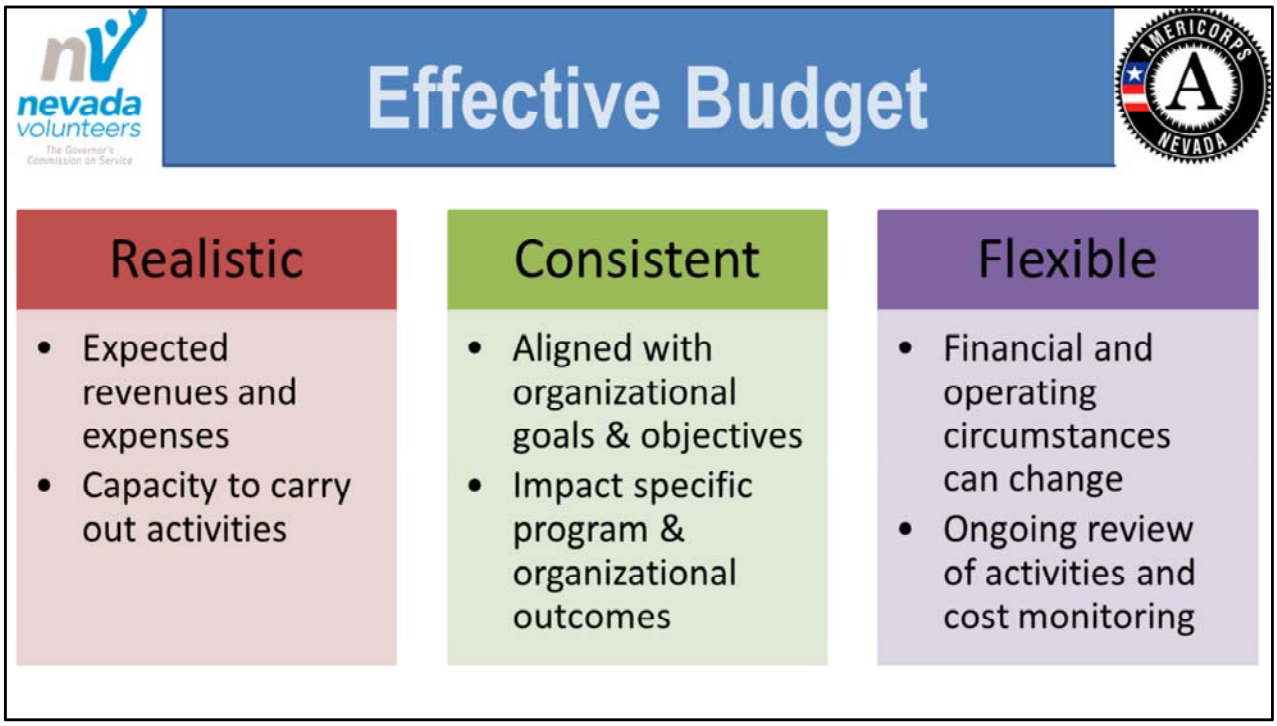
An AmeriCorps program budget:

- Becomes part of the grantee's contractual obligation
- Serves as a blueprint for the grant activities, program goals and objectives
- Helps to ensure compliance to grant terms and conditions and regulatory restrictions
- Serves as a tool to monitor and compare progress against the original program plan and budget to actual expenses

Before we begin talking about the nuts and bolts of the AmeriCorps budget, we are going to spend a few minutes talking about the purpose of an AmeriCorps budget and what makes it effective.

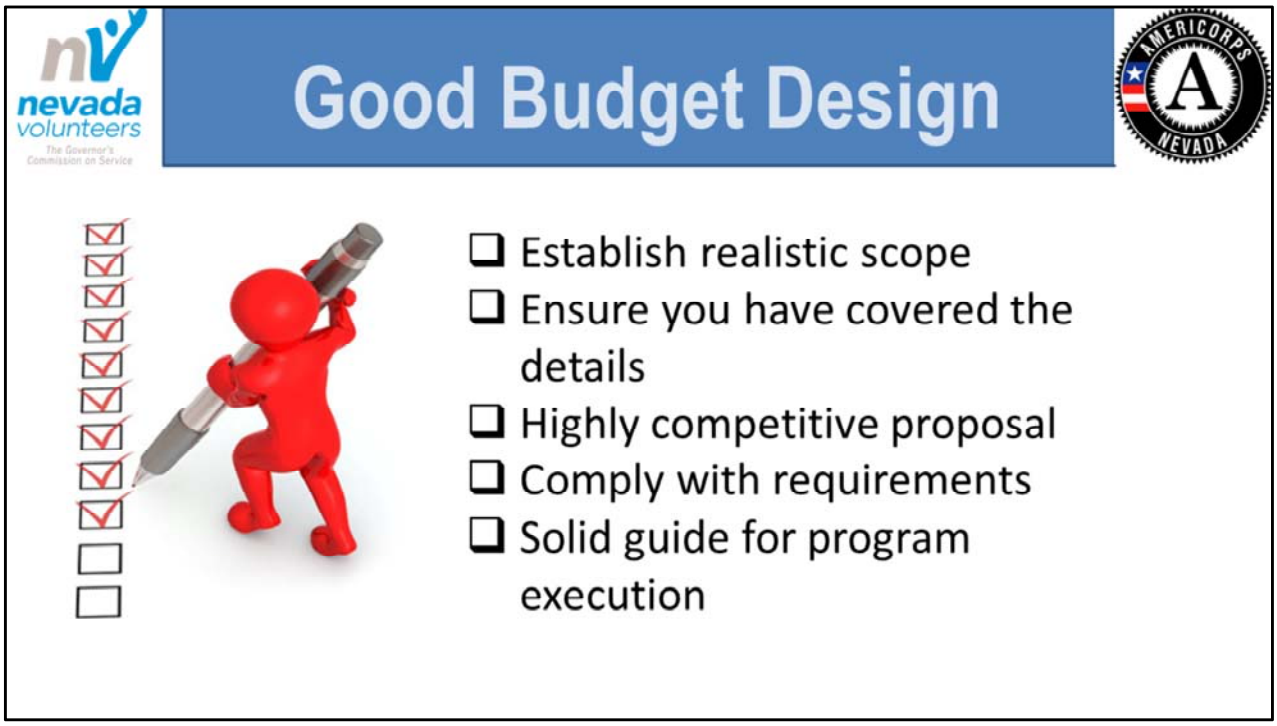
An AmeriCorps program budget:

- Becomes a part of the grantee's contractual obligation;
- Serves as a blueprint for the grant activities, program goals and objectives;
- Helps to ensure compliance to grant terms and conditions and regulatory restrictions (i.e. OMB cost principles); and
- Serves as a tool to monitor and compare progress against the original program plan and budget to actual expenses



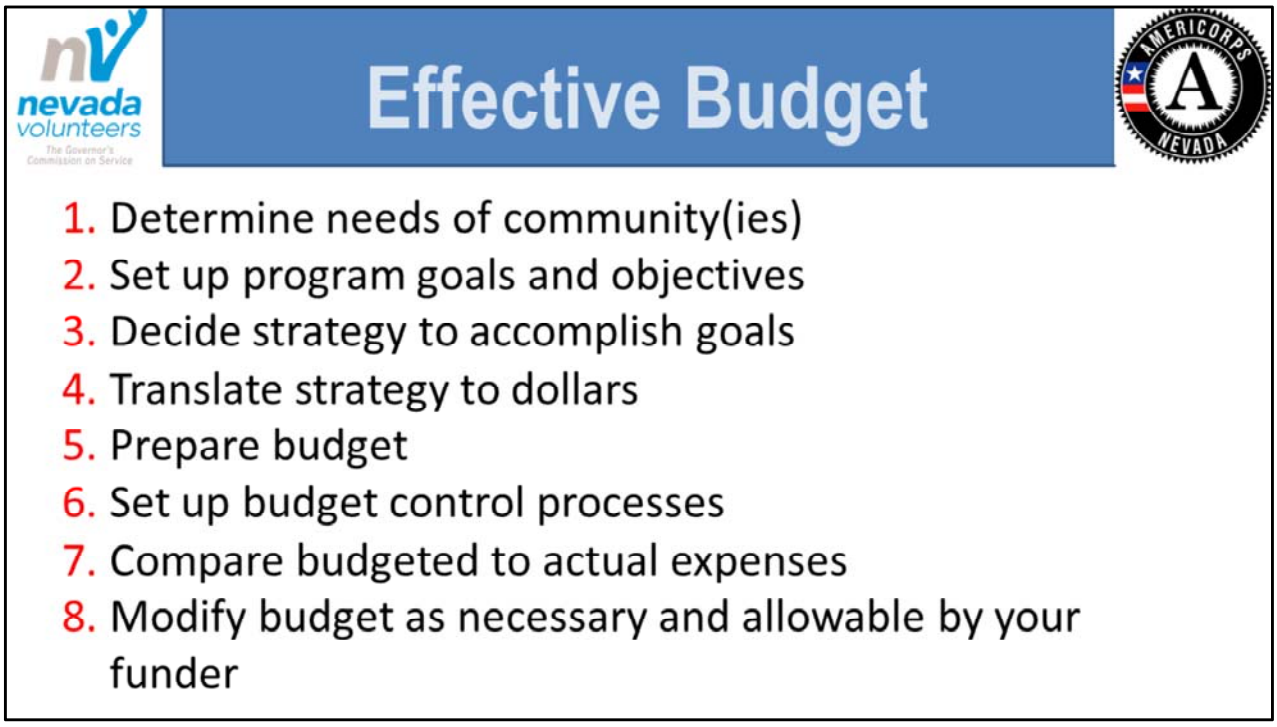
For a budget to be effective, it must be:

1. Realistic – A realistic budget reflects expected program revenues and expenses. It understands the strengths and weaknesses of your organization and its capacity to carry out program activities.
2. 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.
3. 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.



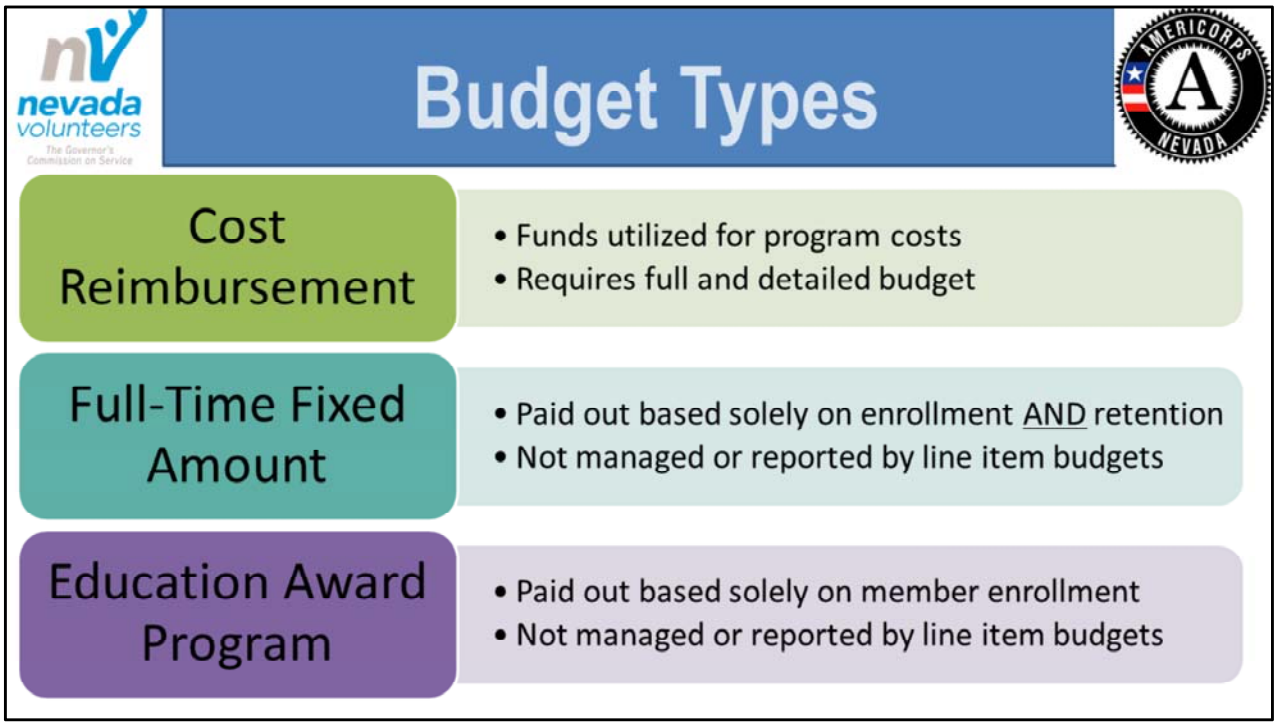
In addition a good budget design should:

- Establish realistic scope – costs that are realistic and reasonable based on the proposed program design
- Ensure you have covered the details – think through all aspects of your program to ensure that all potential costs are outlined in the budget.
- Have a highly competitive proposal which would include the lowest possible cost per Member Service Year to allow your program to function well
- Comply with requirements
- Have a solid guide for program execution



To create an effective budget, you should take the following steps:

1. Determine needs of community being served;
2. Set up program goals and objectives;
3. Decide strategy to accomplish goals;
4. Translate strategy to dollars;
5. Prepare budget;
6. Set up budget control processes;
7. Compare budgeted to actual expenses; and
8. Modify budget as necessary and allowable by your funder.



Now that we have talked about budgets in some general terms, we will talk specifically about some important terms you need to understand.

If you are new to the AmeriCorps grant world, there are lots of various terms in the Notice of Funding Opportunity.

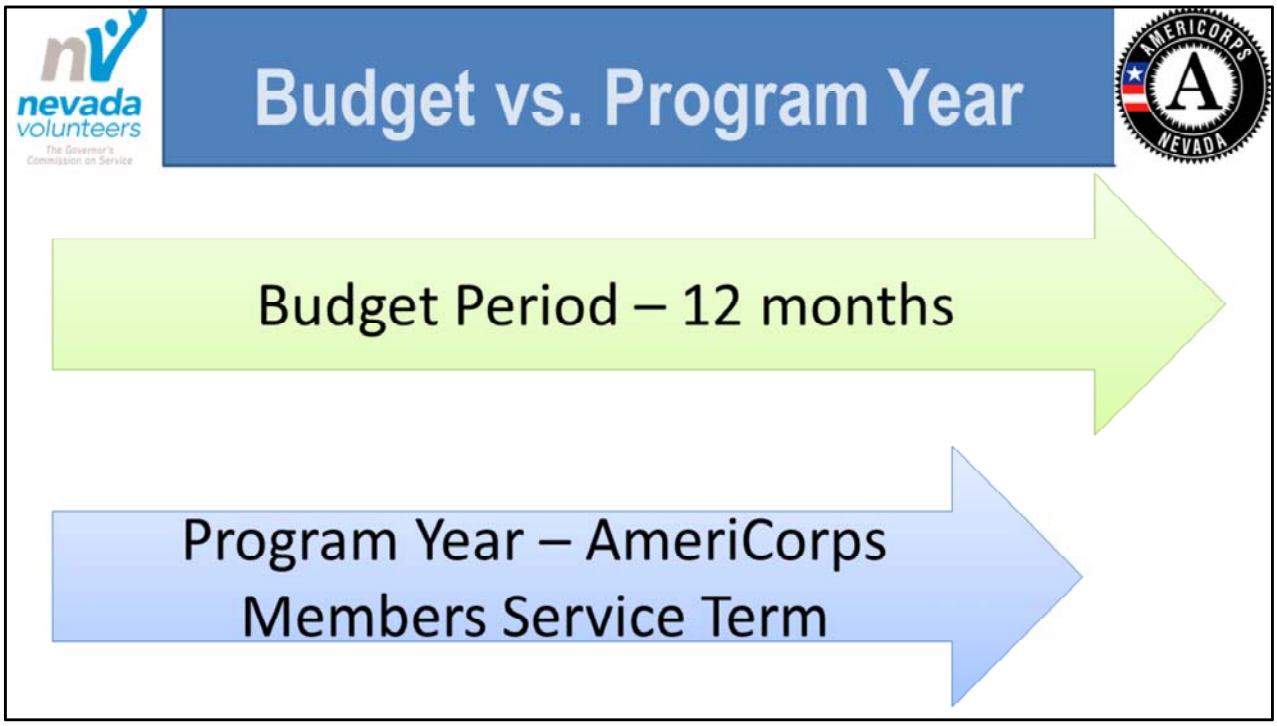
In this webinar, we will review some of the terms related to the budget – the first of which is related to budget types.

There are three main budget types available through the AmeriCorps State funding.

1. The first budget type and most common is cost reimbursement. Through a cost reimbursement grant, the funds are utilized to pay for program costs such as member support, operational costs and administrative costs. A cost reimbursement budget requires a full and detailed budget that outlines CNCS and grantee funds. This grant type allows the flexibility to use all of the funds for allowable costs regardless of whether your program recruits and retains all of their AmeriCorps members.
2. The second budget type is full-time fixed amount. These funds are paid out based

solely on AmeriCorps member enrollment AND retention. This budget type differs from a cost reimbursement budget in the fact that it is not managed or reported by line item budgets. It is important to note that existing grantees/operating sites of fixed amount and cost reimbursement grantees that can demonstrate a successful history and current capacity to manage a fixed amount grant are considered to have AmeriCorps experience and can apply for a full-time fixed amount grant.

3. The last main budget type is the education award program and these funds are paid out based on AmeriCorps member enrollment. This budget type is similar to a full-time fixed amount budget in the fact that it is not managed or reported by line item budgets.



The next term we are going to talk about is years.

We talked briefly about this in webinar 1, but are now going into greater detail – the two periods of time – budget year and program year.

The AmeriCorps State grant has two main periods of time.

The first period of time is the budget year which is a 12-month period of time.

The second period of time is the program year which consists of the time frame in which your AmeriCorps members serve their term.

Organizations design their program with AmeriCorps member terms of service that fall somewhere within the 12-month budget year. It is generally recommended that programs do not have members serve for a full 12 months to allow program staff time to recruit the next corps, evaluate the current program year and prepare for the upcoming program year.

Budget vs. Program Year

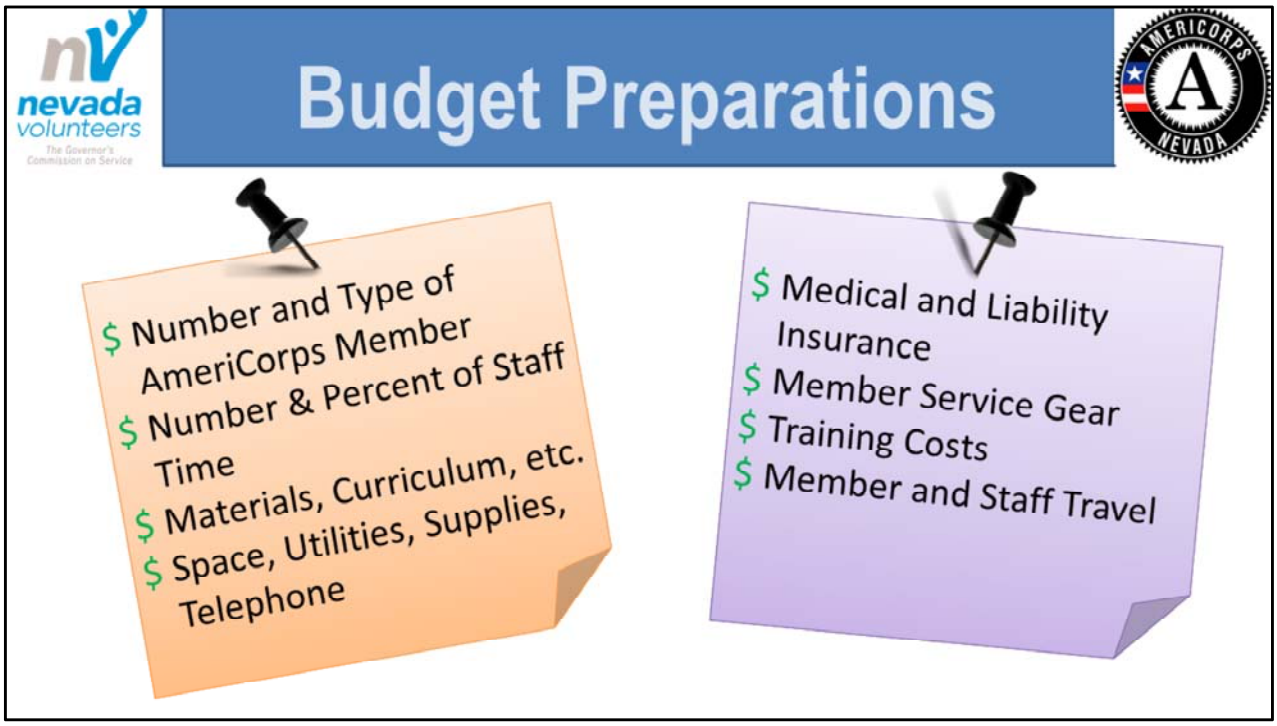
Competitive

Budget and AmeriCorps member term of service cannot start earlier than August 21, 2017

Formula

Budget and AmeriCorps member term of service cannot start earlier than September 1, 2017

Each funding pool that we talked about in the earlier webinars – competitive versus formula - has a set date for the earliest available start date to your 12-month budget year and AmeriCorps member term of service. Programs funded through the competitive funding pool cannot start their budget year and member terms of service earlier than August 21, 2017. Programs funded through the formula funding pool cannot start their budget year and member terms of service earlier than September 1, 2017.



Let's talk now about some steps you should take to prepare your budget.

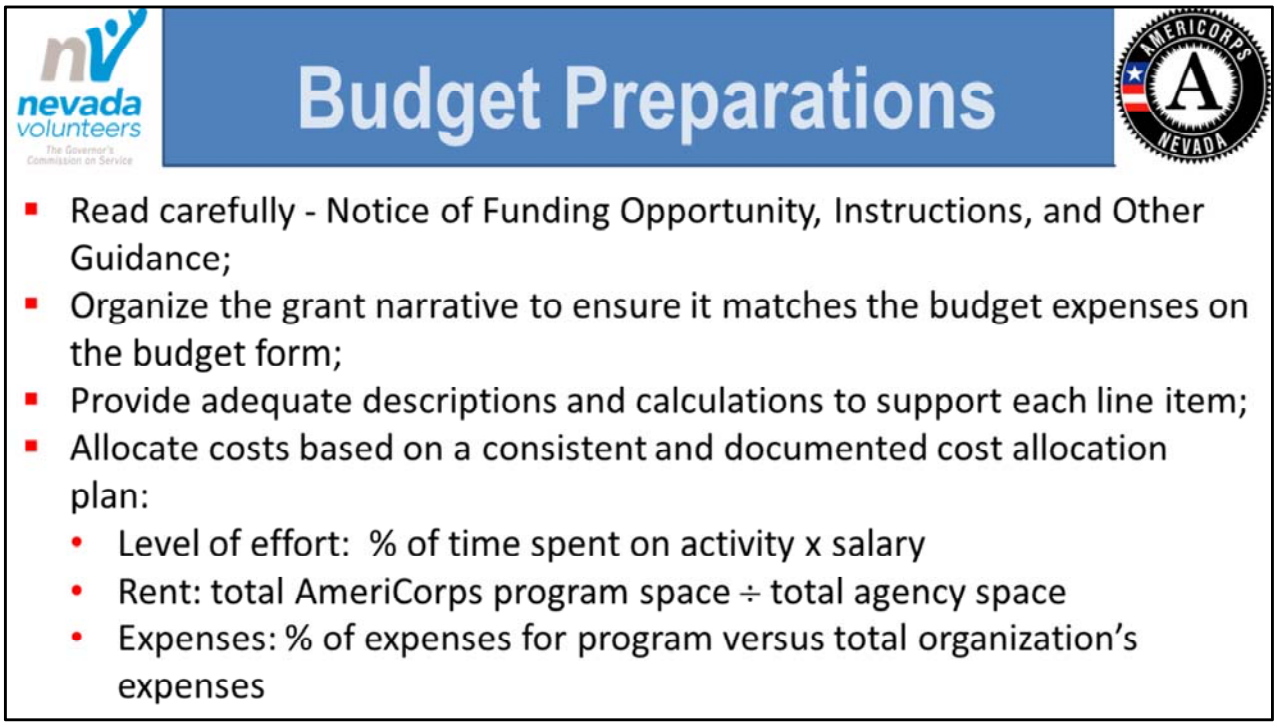
Once you determine the needs of your identified community/ies, establish your program goals and objectives, and finalize the strategy to meet those goals, you are ready to prepare the budget.

To do this, you will need to estimate the resources needed to achieve the project goals you have set including, but not limited to:

- Number and Type of AmeriCorps Members
- Number and percentage of time of staff dedicated to support the programmatic, fiscal, and administrative responsibilities
- Materials, curriculum, etc.
- Space, utilities, supplies, telephone
- Medical and liability insurance
- Member service gear
- Training costs
- Member and staff travel

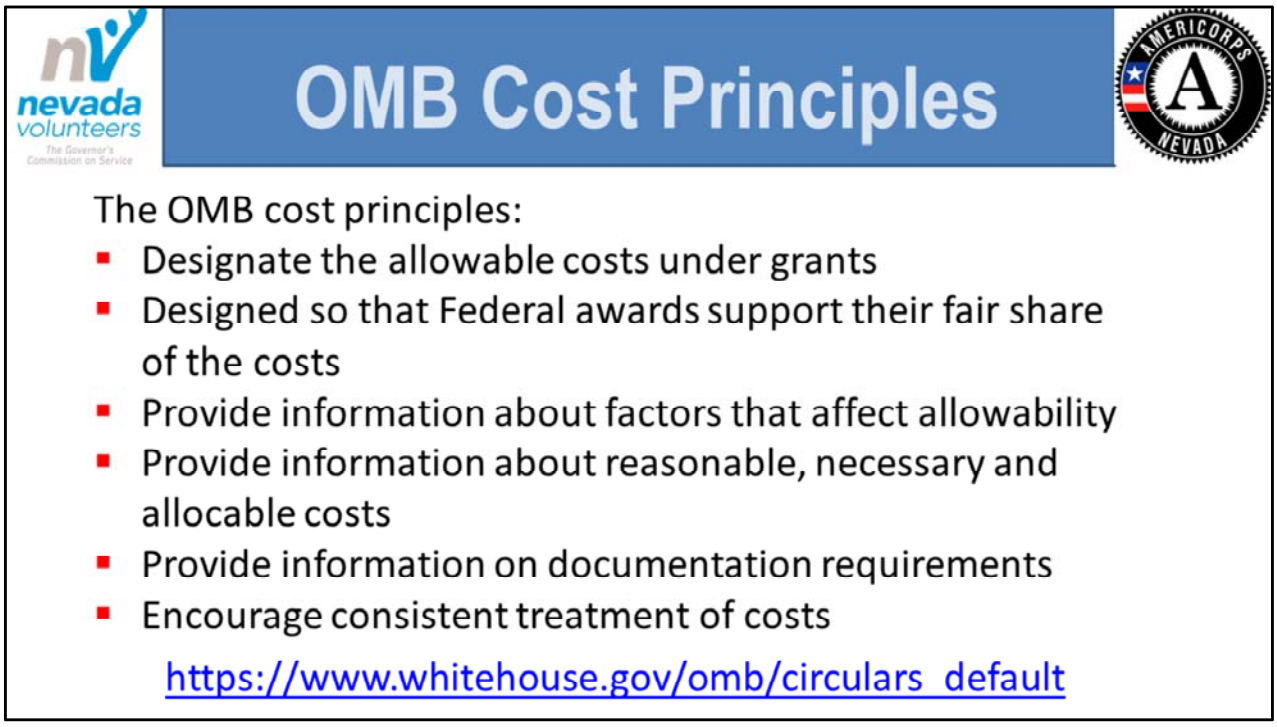
It is important when estimating costs, that you also consider ongoing specific costs, ongoing shared costs and any program start-up costs. We will go into more depth on

each of these categories later in the webinar.



Along with estimating the resources you will need to make this program successful, you also must

- Read carefully the NOFO, instructions, and other guidance provided by Nevada Volunteers;
- Organize the grant narrative to ensure it matches with the budget expenses on the budget form;
- Provide adequate descriptions and calculations to support each line item;
- Allocate costs based on a consistent and documented cost allocation plan. For instance:
    - Level of effort: percentage of time spent on activity x salary
    - Rent: total AmeriCorps program space ÷ total agency space
    - Expenses: percentage of expenses for program versus total organization's expenses

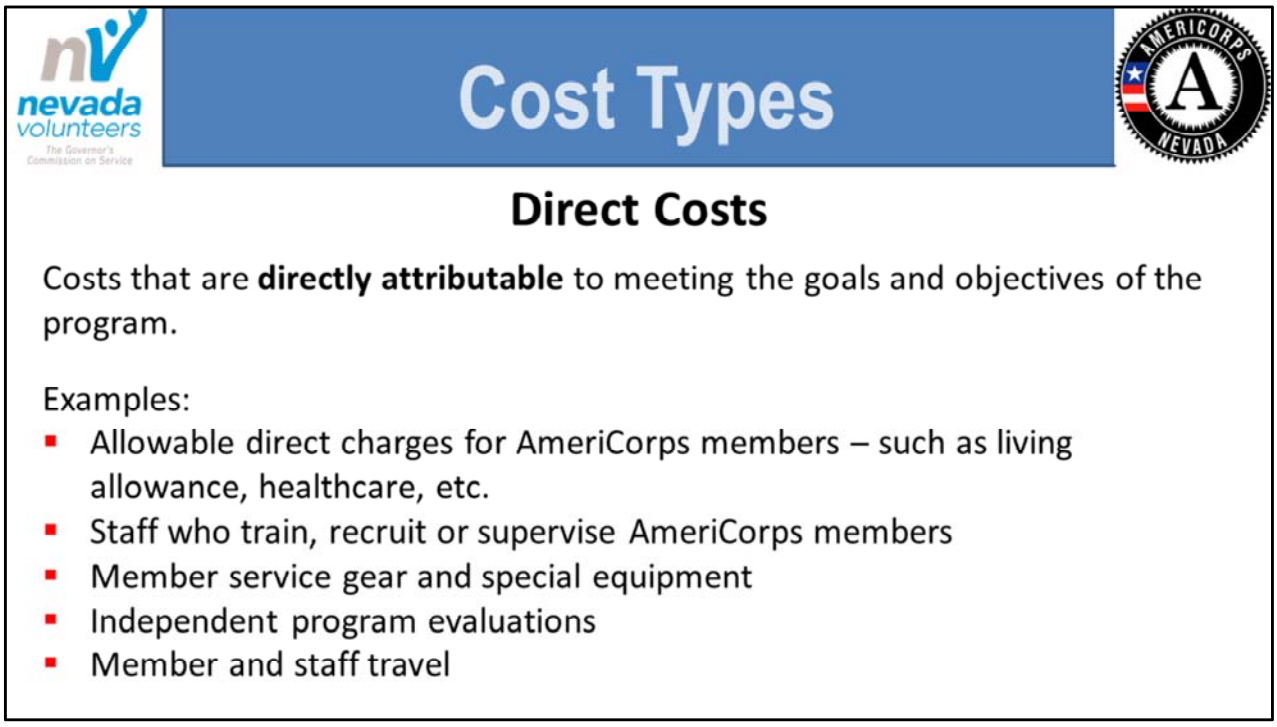


Additionally, it is important that you understand the rules and regulations that guide and regulate AmeriCorps programs.

As you know, AmeriCorps programs are funded by Federal dollars and are therefore subject to the Office of Management and Budget or OMB principles. The OMB cost principles:

- Designate the allowable costs under grants
- Designed so that Federal awards support their fair share of the cost – in other words Federal dollars are not being utilized to support entire organization costs such as rent.
- Provide information about factors that affect allowability
- Provide information about reasonable, necessary and allocable costs
- Provide information on documentation requirements
- Encourage consistent treatment of costs

The OMB cost principles can be found at https://www.whitehouse.gov/omb/circulars_default.



Once you have read and become familiar with the documents, rules and regulations that guide AmeriCorps programs, it is now important that you understand some general terms: 1) cost types; and 2) allowability.

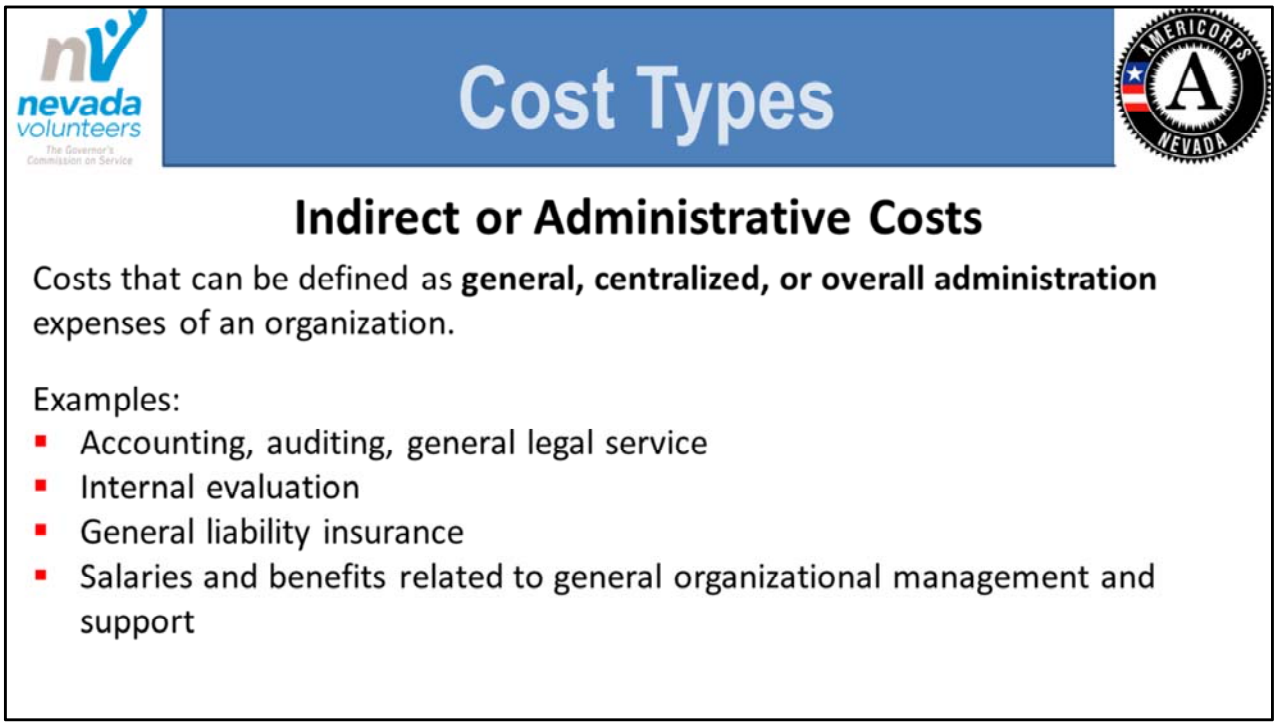
Let's talk first about cost types.

There are 2 different cost types.

The first one is the most familiar and these are direct costs which can be defined as "Costs that are directly attributable to meeting the goals and objectives of the program".

Examples of direct costs include:

- allowable direct charges for AmeriCorps members – such as living allowance, healthcare, etc.
- Staff who train, recruit or supervise AmeriCorps members
- member service gear and special equipment
- independent program evaluations
- member and staff travel



The second type of costs are indirect or administrative costs which can be defined as general, centralized, or overall administration expenses of an organization.

Examples of indirect or administrative costs include:

- Accounting, auditing, general legal service
- Internal evaluation
- General liability insurance
- Salaries and benefits related to general organizational management and support

Within both of these cost types, there exist costs that are both allowable and unallowable.

As in any Federal program there are unallowable costs. The unallowable costs are outlined more completely in the OMB cost principles, but here are a few of them:

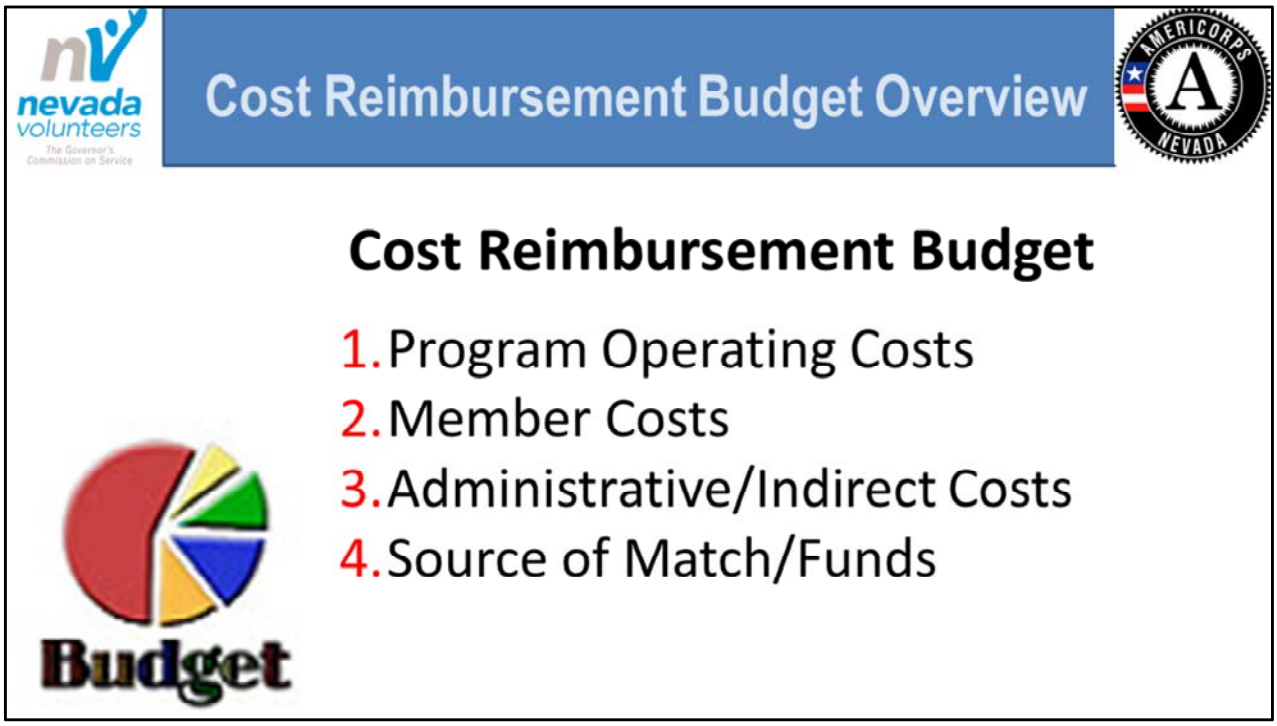
- Lobbying
- Fines and penalties
- Expenses not necessary to meet program objectives
- Entertainment, alcohol
- Costs that would constitute waste, fraud and abuse
- Unreasonable costs from a "prudent person" perspective
- Costs with no logical basis for allocating to your program

Allowable Costs

- Reasonable and allocable
- Conform to grant award limitations and OMB cost principles
- Consistent with policies and procedures that apply to both federally-financed and other activities of your organization
- In accordance with Generally Accepted Accounting Principles (GAAP)
- Not to be included as a cost or used to meet cost-sharing or matching requirements of any other federally-financed program
- Adequately documented

To be allowable under a grant, costs must:

- Be reasonable and allocable for the performance of the award
- Conform to grant award limitations and OMB cost principles
- Be consistent with policies and procedures that apply to both federally-financed and other activities of your organization
- Be given consistent treatment within the entire organization
- Be in accordance with Generally Accepted Accounting Principles (GAAP)
- Not to be included as a cost or used to meet cost-sharing or matching requirements of any other federally-financed program
- Be adequately documented



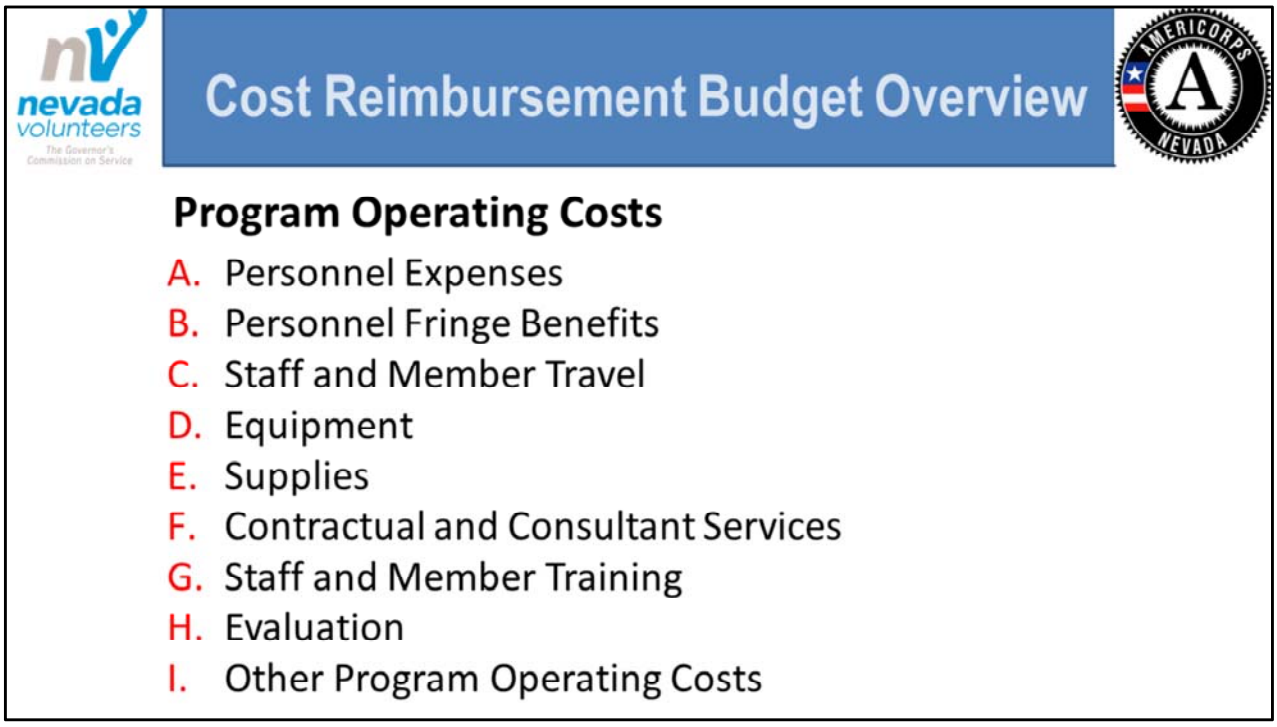
We have provided you with some foundation information about the AmeriCorps budget and guided you in steps you need to take to prepare your budget. We will now spend time talking about the specific AmeriCorps budget sections.

What we will review now are the required budget sections for a cost reimbursement budget. Please note that the budget for a fixed amount and education award budget type will be reviewed later in the webinar as they are more streamlined and the information required to submit is considerably less. However, it is important to note that all of the areas we will review now for a cost reimbursement budget are important for fixed amount and education award budgets to understand and consider.

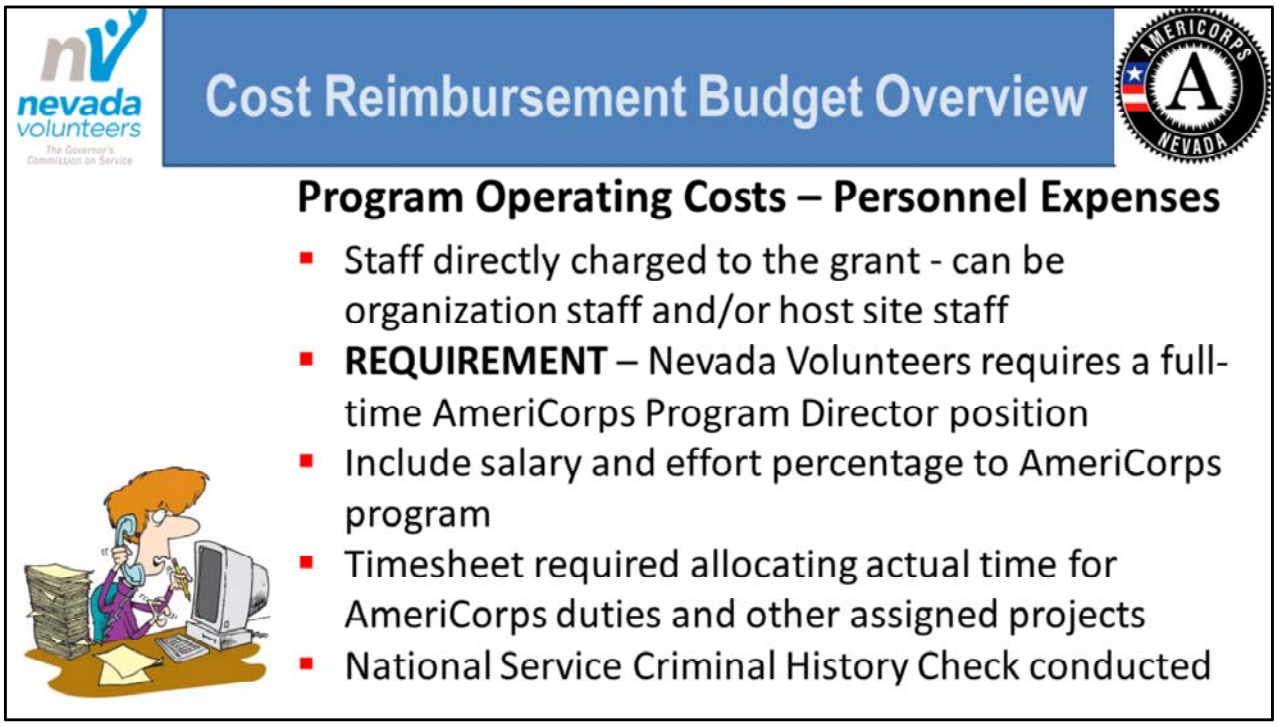
The cost reimbursement budget is completed as a part of your pre-application on attachment B and part of your full AmeriCorps application in eGrants.

It is comprised of four main sections.

1. Program Operating Costs
2. Member Costs
3. Administrative/Indirect Costs
4. Source of Match/Funds



Let's now talk about the first section, Program Operating Costs, which is broken up into 9 sub-sections – Sections A – I.



The first sub-section, Section A, is Personnel Expenses.

As you develop this section of your budget, there are a few important things you need to know:

- This subsection only includes staff that are directly charged to the grant and can be organization staff and/or host site staff.
- REQUIREMENT – Nevada Volunteers requires a full-time AmeriCorps Program Director position. So at a minimum, you must include 1 FT Program Director in this budget section.
- Each staff person must be listed separately and include their salary and percentage of effort as percentage of FTE devoted to the AmeriCorps program.
- Each individual listed in this section is required to complete a timesheet allocating out the actual time spent on AmeriCorps duties and any other projects assigned to them.
- All personnel in this section are required to have the elements of the National Service Criminal History Check conducted.

Cost Reimbursement Budget Overview

Program Operating Costs – Personnel Fringe Benefits

- FICA, worker's compensation, retirement, SUTA, health and life insurance, IRA and 401K
- Holidays, leave and other vacation benefits are **NOT** included in these rates
- List the type of benefit for each position or calculation for total benefits as a salary percentage
- If calculation is greater than 30% than they must be listed separately and justified

The second sub-section, Section B, is Personnel Fringe Benefits. For each of the staff you list in the previous sub-section, you have the ability to include fringe benefits. Allowable costs include: FICA, worker's compensation, retirement, SUTA, health and life insurance, IRA and 401K. Holidays, leave and other vacation benefits are not included in the fringe benefit rates.

A few things to note:

- List the types of fringe benefits and costs of benefits for each staff position or you can provide a calculation for total benefits as a percentage of the salaries to which they apply.
- If a fringe benefit amount is greater than 30%, than they must be listed separately and justified.

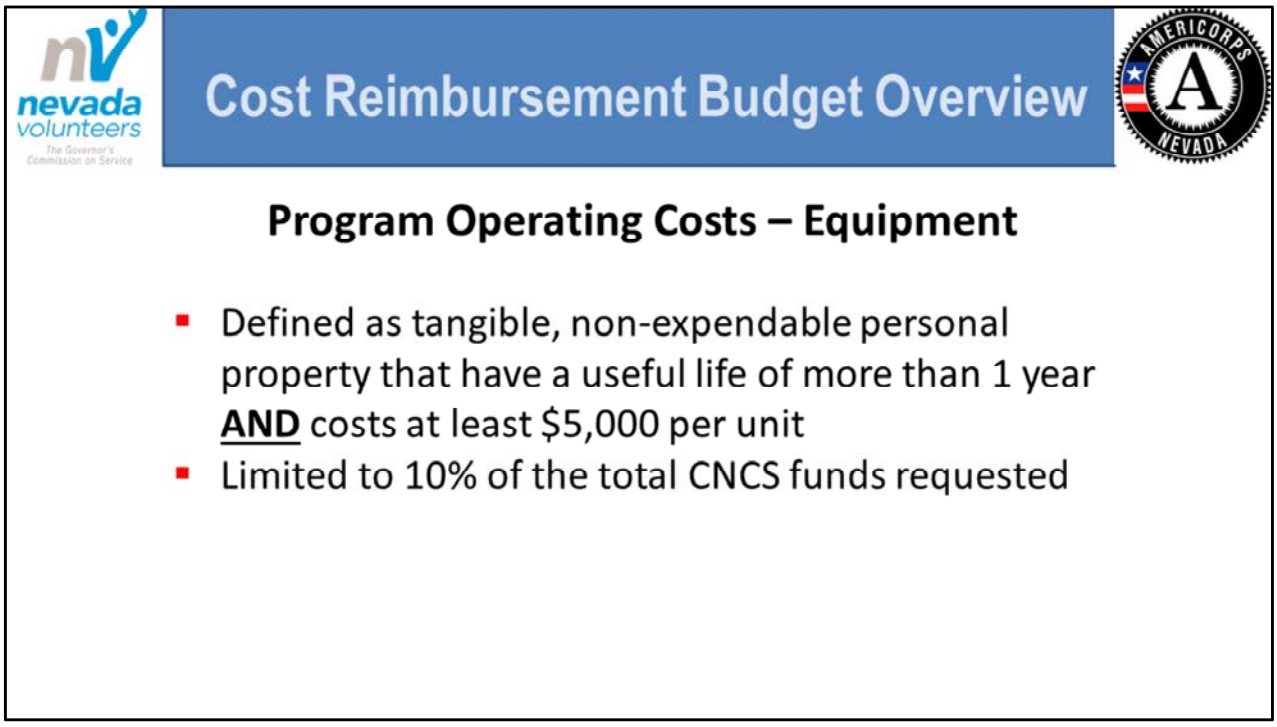
Cost Reimbursement Budget Overview

Program Operating Costs – Staff and Member Travel

- Consider staff mileage to visit member sites, staff conference travel, member mileage for special events, long-distance travel for member training, member conference travel, etc.
- **REQUIRED** – Budget for staff to attend 1 CNCS sponsored technical assistance meeting each year.
- Purpose of the travel along with calculation that includes itemized costs for airfare, transportation, lodging, per diem and other travel-related expenses.
- For mileage and per diem, utilize the current GSA reimbursement rate unless the organization's policy is different than these costs should be treated consistently under the organization's policy.

The third sub-section, Section C, is Staff and Member Travel. In this section, you need to consider staff mileage to visit member sites, staff conference travel, member mileage for special events, long-distance travel for member training, member conference travel, etc. At a minimum, however, all applicants are REQUIRED to budget for staff to attend 1 CNCS sponsored technical assistance meeting each year. There are typically two to three opportunities per year and Nevada Volunteers will determine which meeting(s) are applicable on an annual basis.

- For all travel you put in this section, you need to describe the purpose of the travel along with a calculation that includes itemized costs for airfare, transportation, lodging, per diem and other travel-related expenses.
- For mileage and per diem utilize the current General Services Administration (GSA) reimbursement rate unless the organization's policy is different than these costs should be treated consistently under the organization's policy.



The fourth sub-section, Section D, is Equipment. Equipment is defined as tangible, non-expendable personal property that have a useful life of more than one year **AND** costs at least $5,000 per unit.

- Equipment purchases are limited to 10% of the total CNCS funds requested.

The fifth sub-section, Section E, is Supplies. The supplies section includes consumable supplies and materials including equipment that does not fit the previous definition of equipment.

- REQUIRED – applicants are required to budget for AmeriCorps member service gear such as AmeriCorps branded polos or t-shirts, AmeriCorps lanyards, nametags with the AmeriCorps logo. For more examples or ideas of member service gear visit https://americorps.nationalservicegear.org/store/catalog/ac or gooddeed.org. AmeriCorps members must wear an AmeriCorps logo on a daily basis – preferably clothing.
- Single items costing $1,000 or more must be individually listed.

Cost Reimbursement Budget Overview

Program Operating Costs – Contractual and Consultant Services

- Consultant costs related to the program's operations except for training or evaluation consultants.
- An example is operational program coaching support to assist in the development of forms, systems and processes in the program start-up
- No maximum daily rate

The sixth sub-section, Section F, is Contractual and Consultant Services.

- This sub-section would be utilized for consultant costs related to the project's operations except for training or evaluation consultants which would be listed under sub-section G or H respectively. Examples of costs outlined in this sub-section can include: operational program coaching support to assist in the development of forms, systems and processes in the program start-up.
- There is not a maximum daily rate.

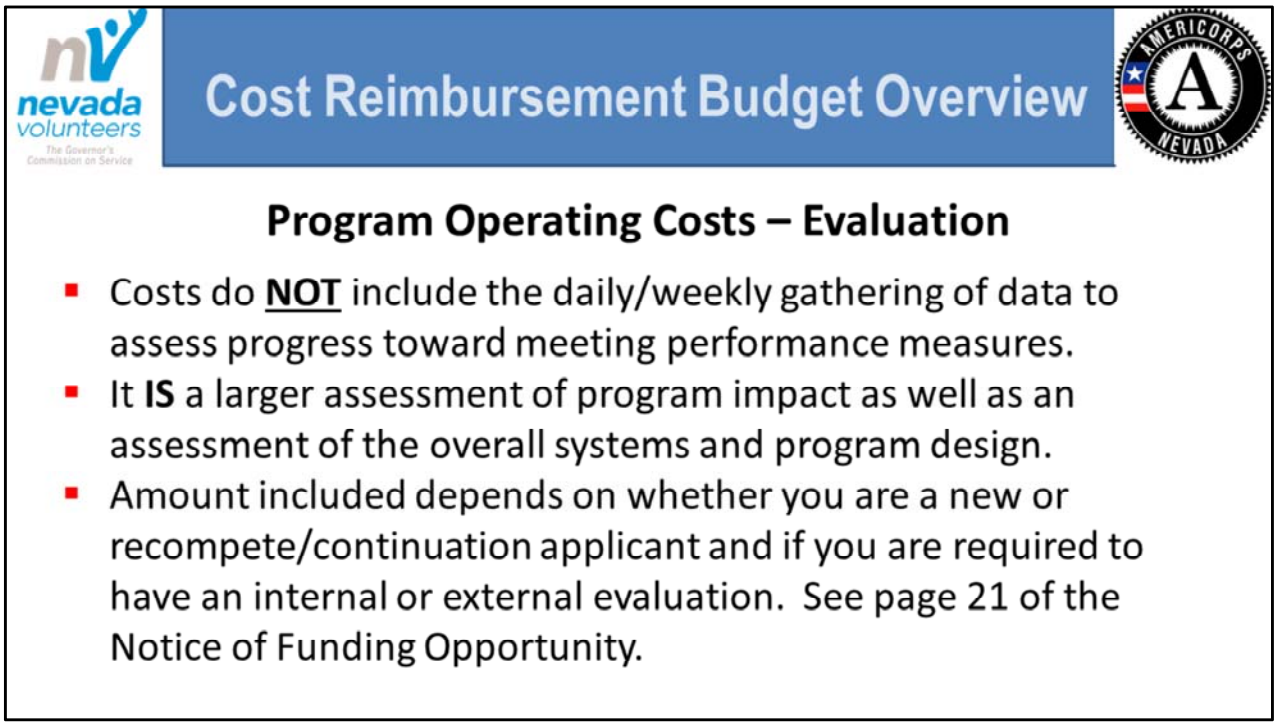
Cost Reimbursement Budget Overview

Program Operating Costs – Staff and Member Training

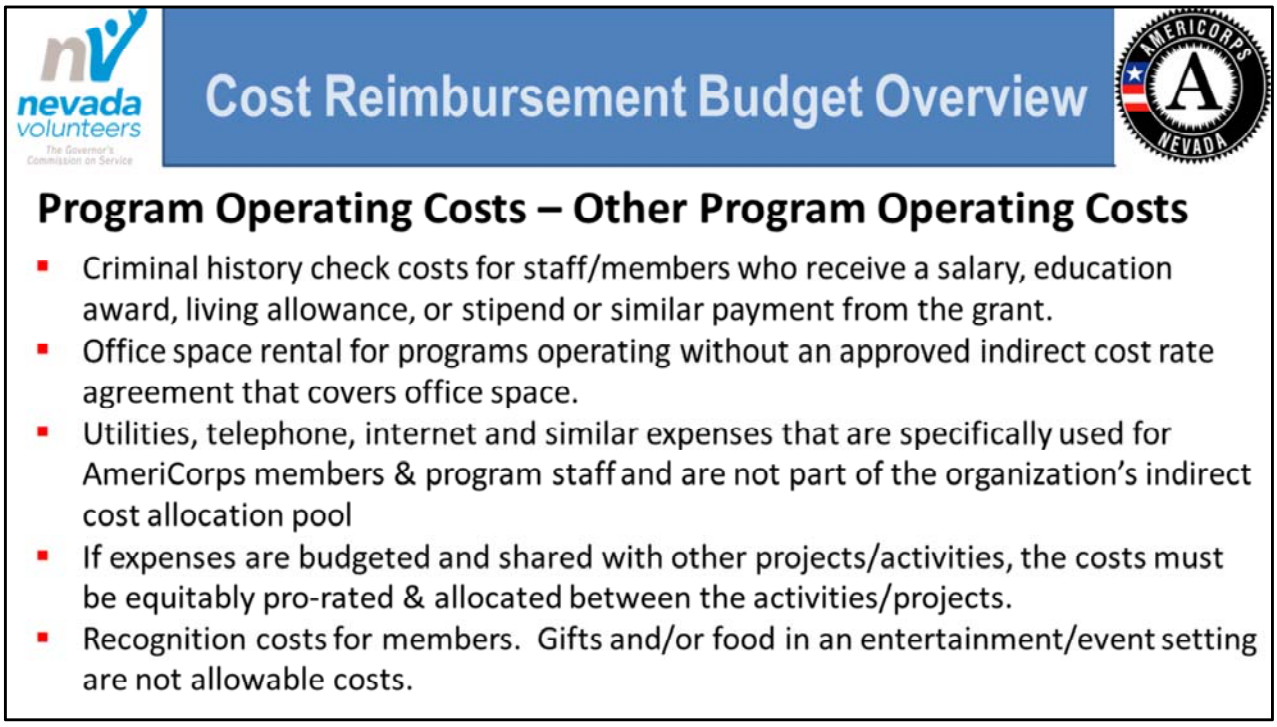
- Staff training costs - training staff on program requirement and training to enhance the skills staff need for effective program implementation such as: program/financial management, team building, etc.
- Member training costs - member training to support them in carrying out their service activities.
- Training registration fees are listed here.

The seventh sub-section, Section G, is Staff and Member Training.

- Staff training items are costs associated with training staff on program requirements and training to enhance the skills staff need for effective program implementation such as: program or financial management, team building, etc.
- Member training items are costs associated with member training to support them in carrying out their service activities.
- Training registration fees will be listed in this category and not member/staff travel.



The eighth sub-section, Section H, is evaluation. The costs included here do not include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of program impact, as well as an assessment of the overall systems and program design. The amount you include will depend on whether you are a new or recompete/continuation application and if you are required to have an internal or external evaluation for which more guidance can be found on Page 21 of the NOFO.



The ninth sub-section, Section I, is Other Program Operating Costs and can include the following costs.

- Criminal history check costs for staff and members who receive a salary, education award, living allowance, or stipend or similar payment from the grant.
- Office space rental for programs operating without an approved indirect cost rate agreement that covers office space.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps program staff, and are not part of the organization's indirect cost allocation pool.
- If office space, utilities, telephone, internet and similar expenses are budgeted and they are shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. Gifts and/or food in an entertainment/event setting are not allowable costs.

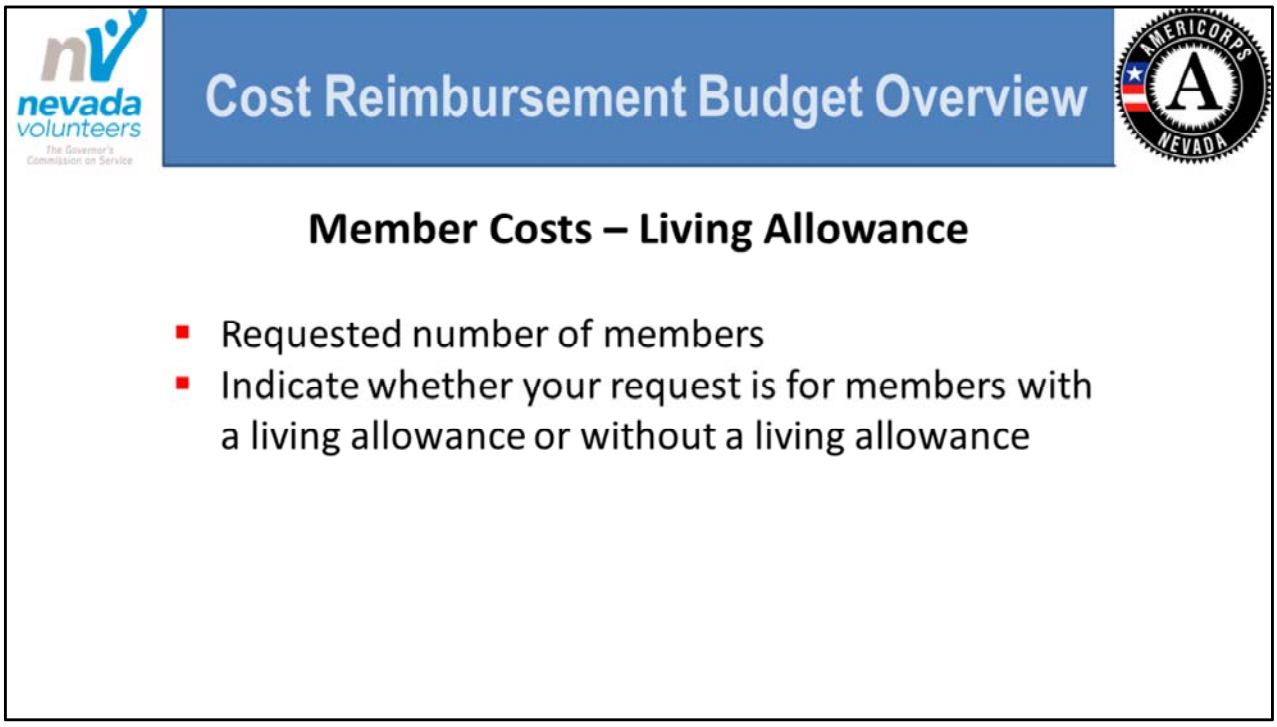
Cost Reimbursement Budget Overview

Member Costs

A. Living Allowance

B. Member Support Costs

Let's now talk about the Member Costs Section of your budget which is broken up into 2 sub-sections – Sections A – B.



The first sub-section, Section A, is Living Allowance. It is in this sub-section that you will indicate the number of members you are requesting and whether your request is for members with a living allowance or without a living allowance.

Cost Reimbursement Budget Overview

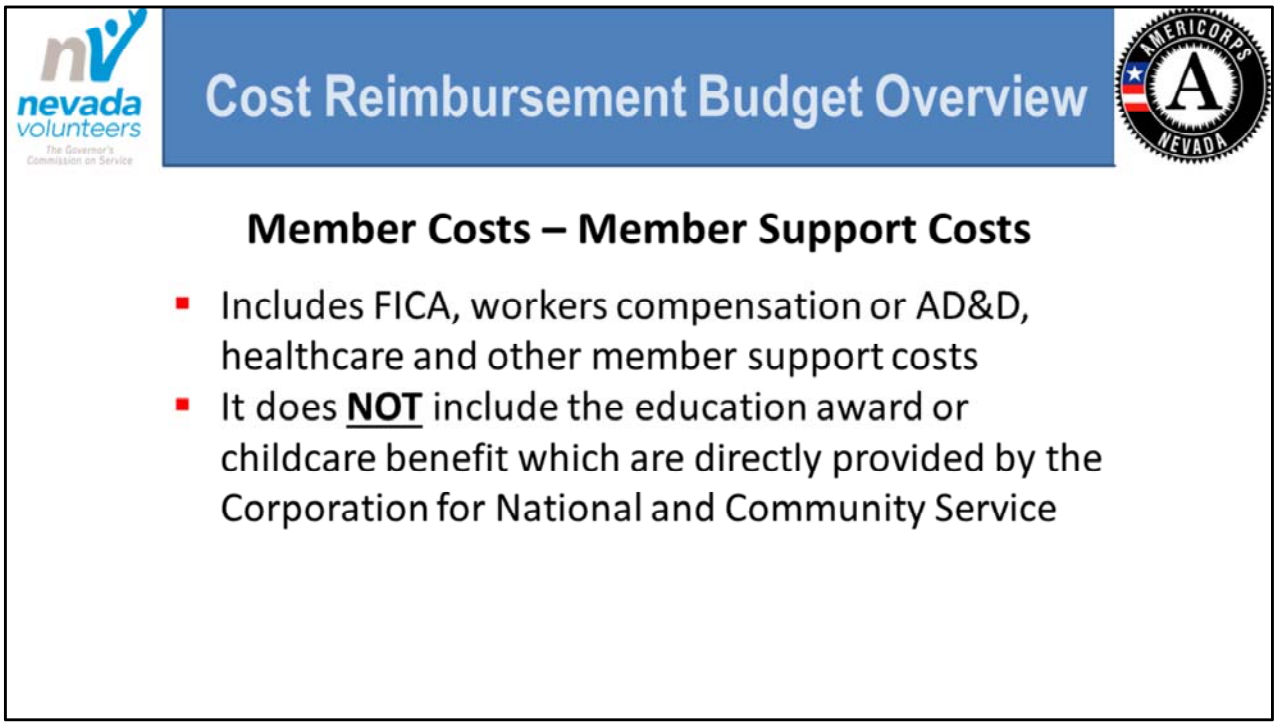
Member Costs – Living Allowance

Service Term	Minimum # of Hours	Minimum Total Living Allowance	Maximum Total Living Allowance
Full Time	1,700	$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

This chart indicates the minimum and maximum total living allowances for each member term. The only term with a minimum living allowance is a full-time member at $12,630. The maximum living allowance amounts are as follows:

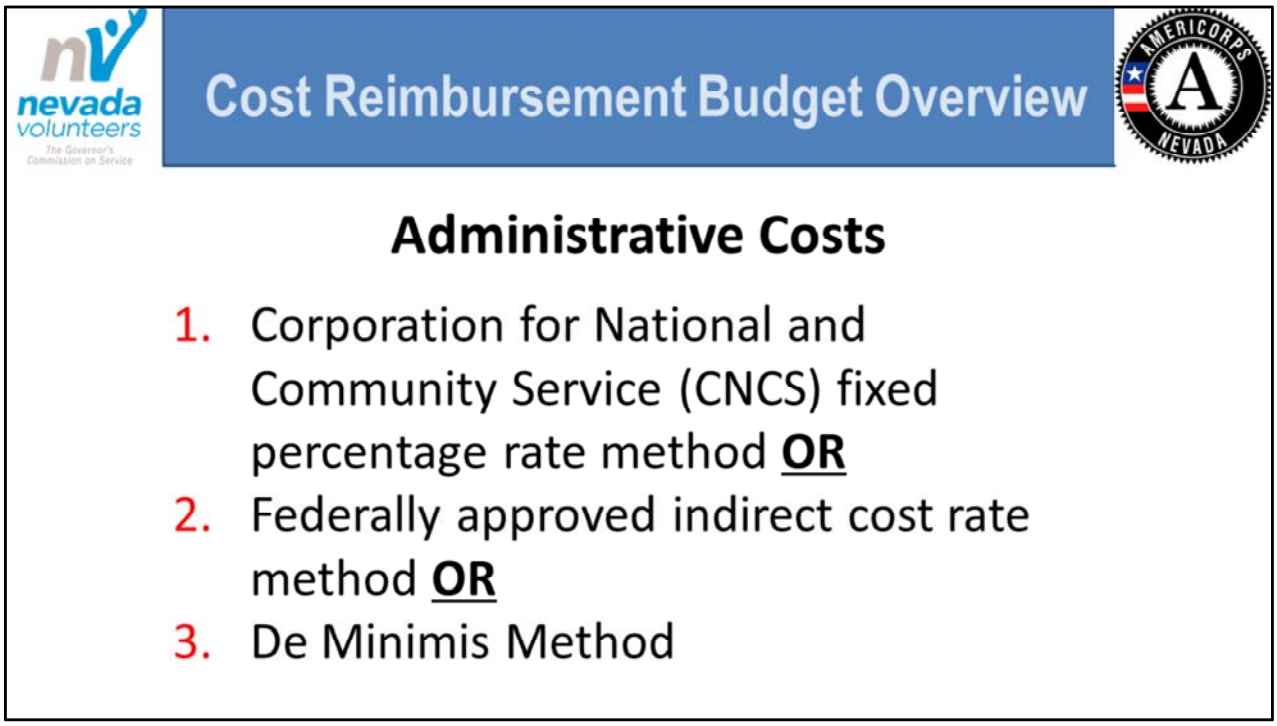
Full-time member equals $24,930
Half-time members equals $13,199
Reduced Half-time equals $9,899
Quarter-time equals $6,599
Minimum-time equals $4,400

Please note that if you are proposing a Professional Corps program then you are not required to adhere to the maximum living allowance amounts. Also, education award programs are also not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements we just discussed.



The second sub-section, Section B, is Member Support Costs. This section includes FICA, Workers Compensation or AD&D, Healthcare, and other member support costs.

- As a reminder from Webinar 1, member support costs do not include the education award or childcare benefit as those are directly provided by the CNCS.

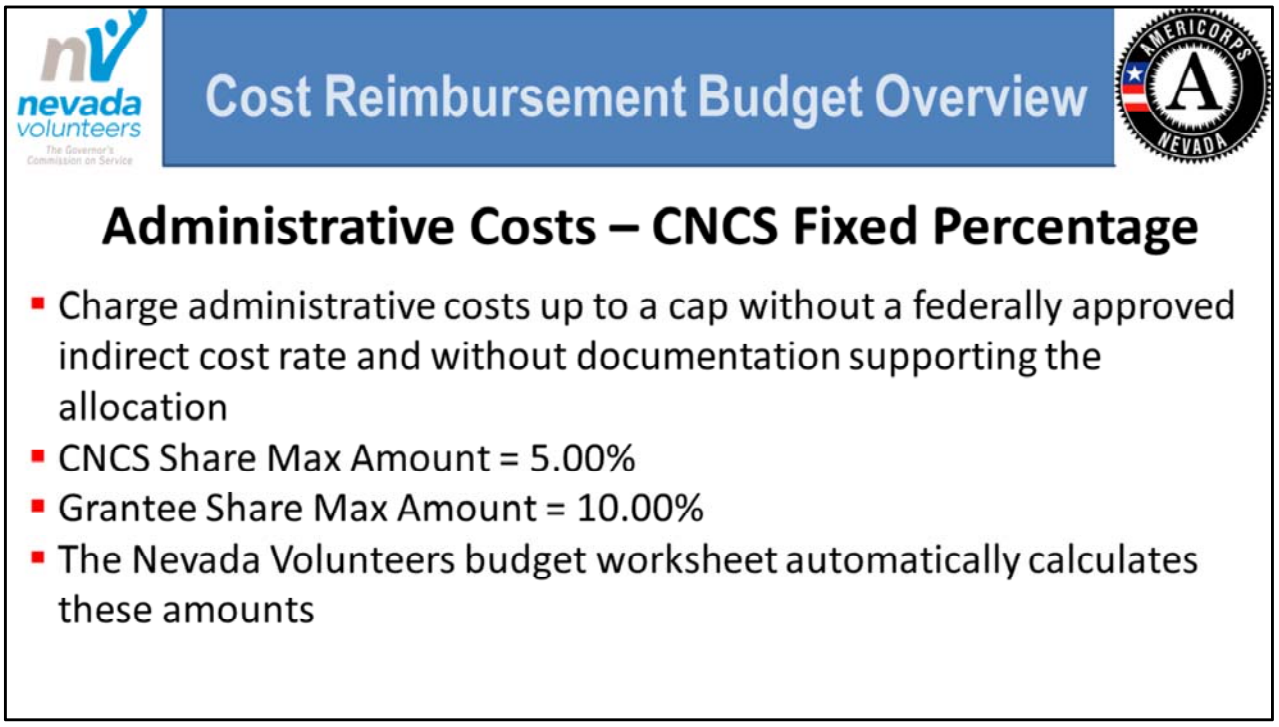


Let's now talk about the third section of your budget, Administrative/Indirect Costs. We have already talked about these costs, but let's briefly discuss them again.

As we stated earlier, administrative costs are general or centralized expenses of the overall administration - they do not include particular program costs.

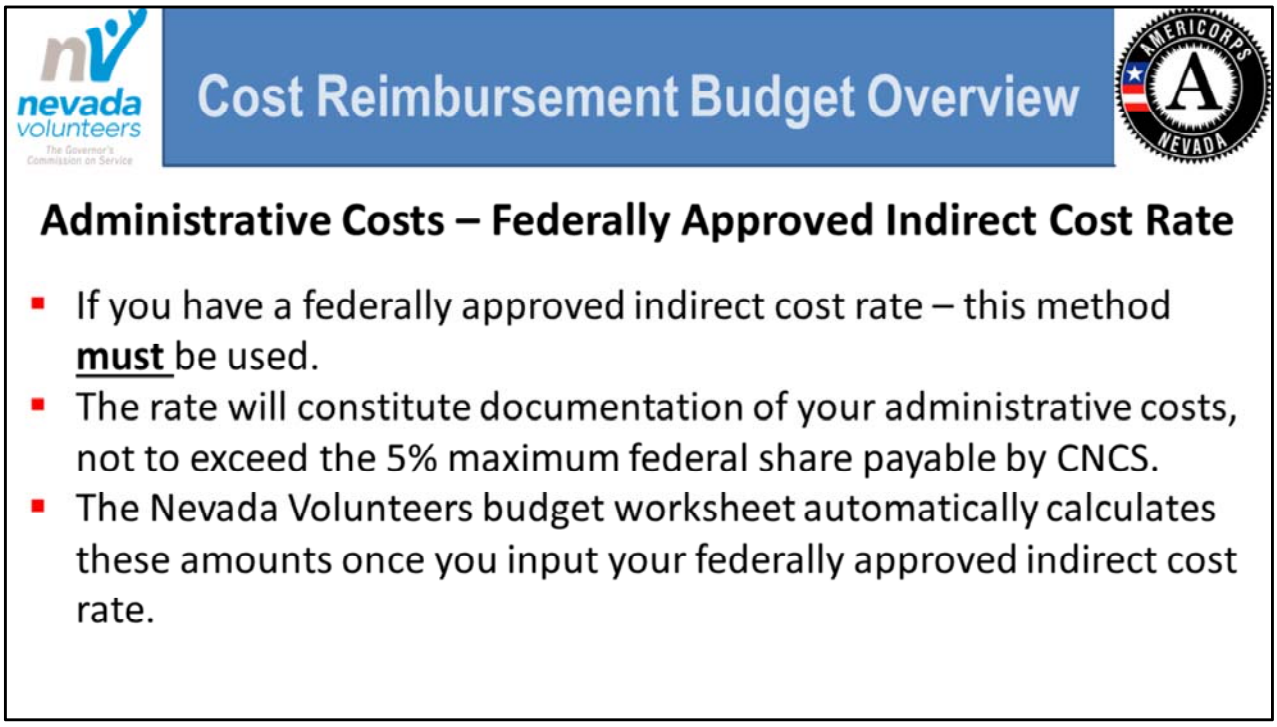
There are three different methods to calculate allowable administrative/indirect costs of which your program will select one: 1) a CNCS fixed percentage rate method, OR 2) federally approved indirect cost rate method, OR a 3) de minimis method.

Now we will discuss each of these methods in a bit more detail.

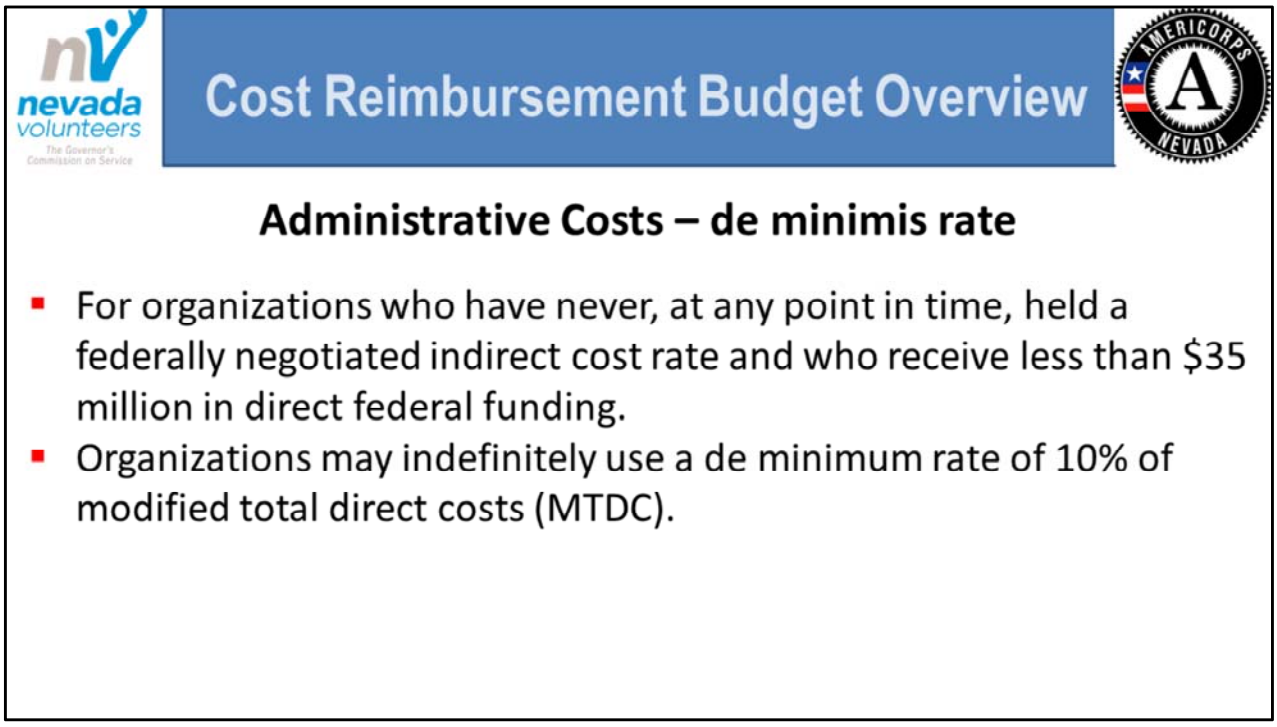


The first method and the most commonly utilized is the CNCS fixed percentage. This rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation.

The CNCS share maximum amount is 5% and the grantee share maximum amount is 10%. The Nevada Volunteers budget worksheet automatically calculates these amounts for you.

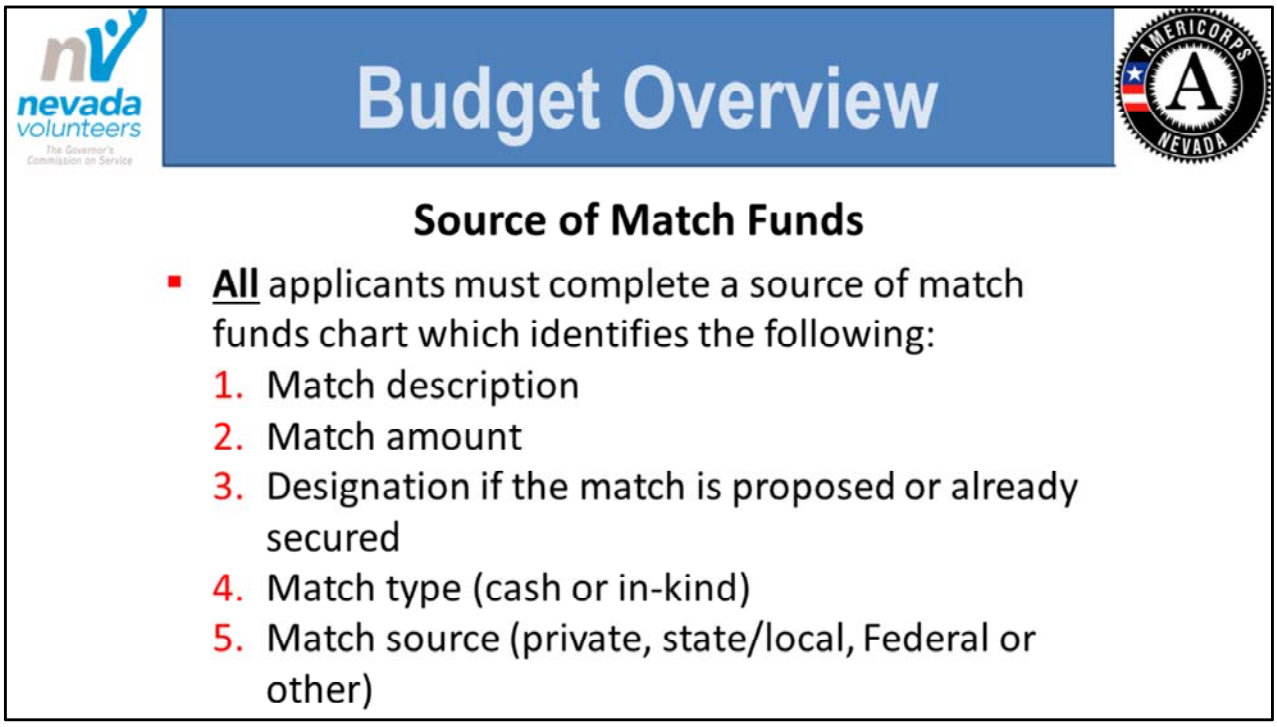


The second method must be utilized if you have a federally approved indirect cost rate. The rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by CNCS. The Nevada Volunteers budget worksheet automatically calculates these amounts once you input your federally approved indirect cost rate.



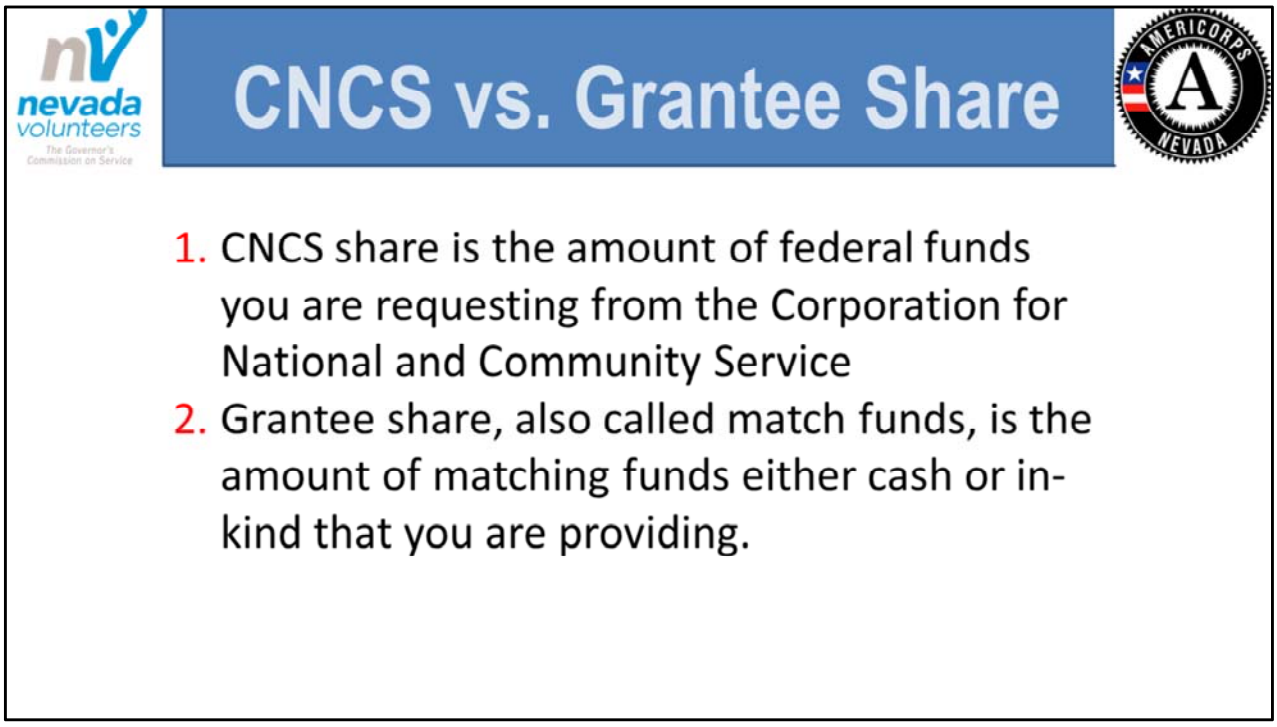
The third method is a de minimis rate and is for organizations that have never, at any point in time, held a federally negotiated indirect cost rate and who receive less than $35 million in direct federal funding. Organizations may indefinitely use a de minimum rate of 10% of modified total direct costs (MTDC). If this option is selected, it must be utilized consistently across all Federal awards.

For each of these methods, more information can be found on the budget worksheet for cost reimbursement grants in the application instructions.



The final and fourth section of the budget is Source of Match Funds. All applicants must complete a source of match funds chart which identifies the following:

1. Match Description
2. Match Amount
3. Designation if the match is Proposed or already Secured
4. Match Type (cash or in-kind)
5. Match Source (private, state/local, Federal, or other)



We have talked about the different sections within the AmeriCorps budget and now will talk briefly about the 2 columns you will find within the AmeriCorps budget.
For cost reimbursement budgets, there are two columns marked CNCS share and grantee share. Let's talk briefly about what these mean.

1. The CNCS Share is the amount of federal funds you are requesting from the Corporation for National and Community Service.
2. The grantee share or what we also call match funds is the amount of matching funds either cash or in-kind that you are providing. For the grantee share, CNCS has outlined what can be utilized as matching funds and we will discuss that shortly.

And so for each of the line items within the sections and sub-sections we just discussed, you need to determine how much you are requesting from CNCS and how much you will provide in match dollars or in-kind resources.

Match Percentage

Matching Funds Chart

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Cost Sharing/ Matching Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Match percentage = TOTAL of CNCS share (federal funds) **AND** Grantee share (matching funds).

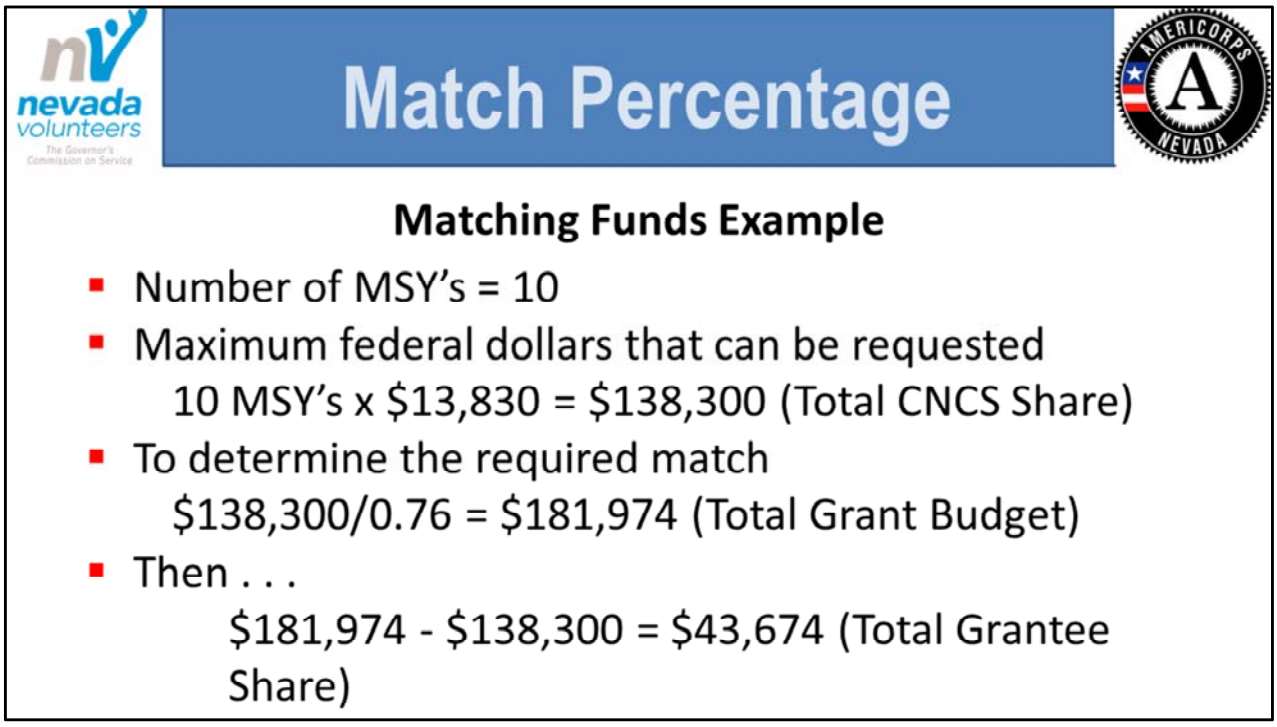
As we just discussed, all cost reimbursement budgets are required to include grantee share or match funds.

The CNCS requires that applicants of this budget type match at a specific rate depending on how many years you have had an AmeriCorps program.

The match percentage for a new program is 24% through year 3. Beginning in year 4 the match increases annually until year 10 where it reaches a maximum of 50%.

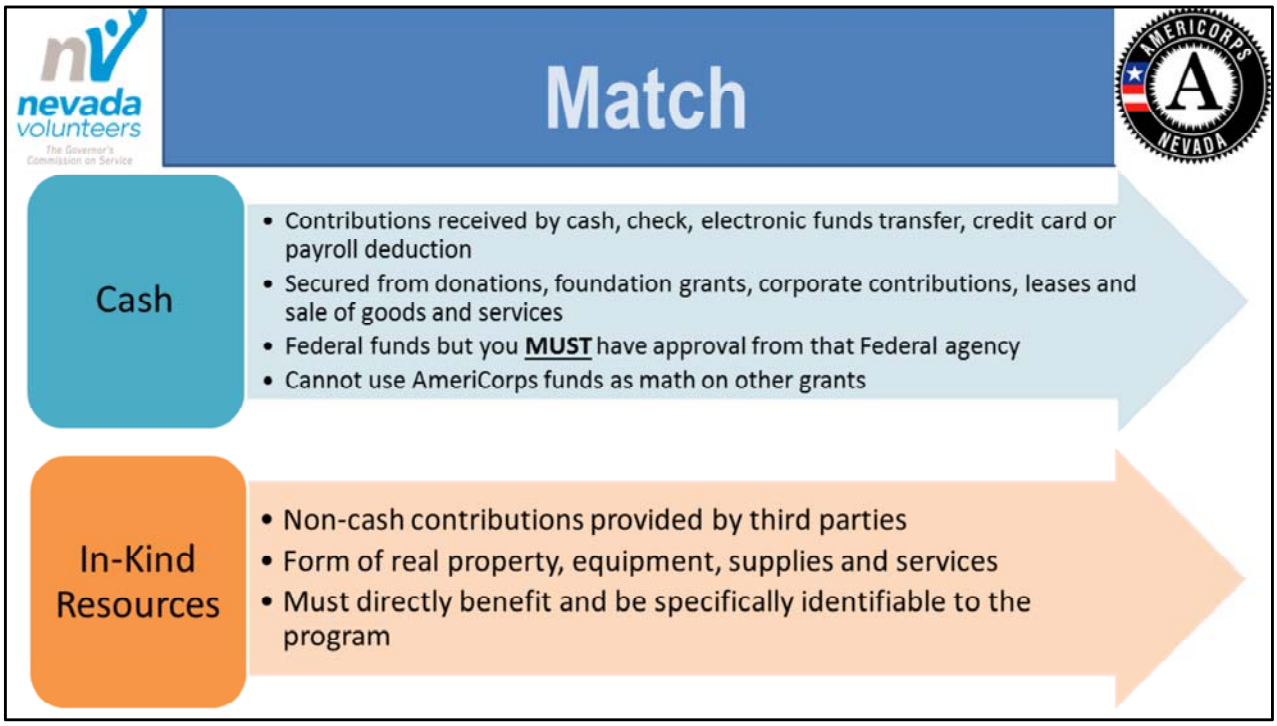
Under certain circumstances, applicants may qualify to meet an alternative matching requirement that increases over the years to a maximum of 35% instead of 50%. To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as outlined in the application instructions.

Match is calculated by taking the percentage of grantee funds compared to the **total** of CNCS share (federal funds) **AND** grantee share (matching funds).



So let's look at an example of a new program where 76% of the budget can be CNCS share and 24% can be grantee share.

As we previously discussed, if you are requesting 10 MSY's (minimum for formula funding), the maximum federal dollars you can request is 10 MSY's x $13,830 = $138,300. If you are requesting the maximum of $138,830, to determine the required match, you take the $138,300 divided by 0.76 = $181,974 which is the total grant budget. Then you take $181,974 - $138,300 = $43,674 which is the total grantee share.



Now that we have discussed the match percentage requirements, the next question is what can be utilized as match. As previously stated there are 2 kinds of match – cash and in-kind resources.

For cash match you can utilize contributions received by cash, check, electronic funds transfer, credit card or payroll deduction. Cash Match can be secured from donations, foundation grants, corporate contributions, leases, and sale of goods and services. You may use other federal funds as match on this grant but you MUST have approval from that other federal agency to do so and You CANNOT use AmeriCorps funds as match on other grants.

In-kind resources are defined as non-cash contributions provided by third parties. In-kind resources may be in the form of real property, equipment, supplies and services. To be allowable, the in-kind resource must directly benefit and be specifically identifiable to the project or program.

In addition, you must treat the CNCS share and grantee share the same in terms of documentation, allowability, and up to amounts (i.e. living allowance, supplies, etc.).

Slots and MSYs

1 slot

1 AmeriCorps Member

Service Term	MSY Value	Minimum # of Hours
Full Time	1.00	1,700
Half Time	.500	900
Reduced Half Time	.3809524	675
Quarter Time	.26455027	450
Minimum Time	.21164022	300

In webinar 1, we discussed member service terms and briefly touched on the concept of member slots versus member service years or MSYs.

As we stated then and will talk about now, the member service year is directly related to the creation of your AmeriCorps program budget.

So to review, a member service year, often referred to as MSY, is a basic equation where 1 MSY is equal to 1 full-time equivalent member. As we discussed in webinar 1, each member service term has been assigned an MSY value by the CNCS and they are as follows:
Full-time - 1.0, 1,700
Half-time – 0.500, 900
Reduced Half-Time – 0.3809524, 675
Quarter-Time – 0.26455027, 450
Minimum-Time –0.21164022, 300

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 CNCS ÷ total MSYs)

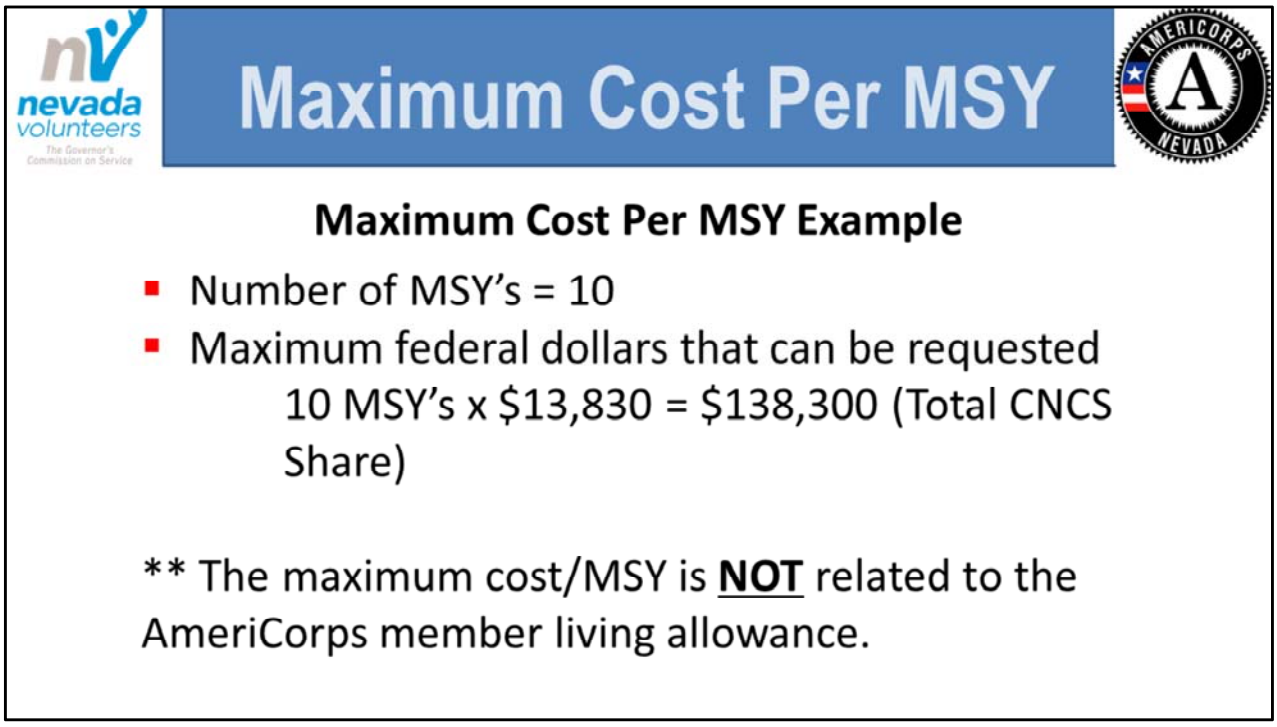
Grant Program	Maximum Cost Per MSY
Cost Reimbursement	$13,830
Full-Time Fixed Amount	$13,430
Education Award Program	$800
Professional Corps	$1,000

In your budget, regardless of what budget and program type, there is a maximum cost per MSY that you can request. This is a strict maximum and if you submit a budget over the maximum there is a chance that you will not be considered for funding. And an important note – it can be to your advantage to request a lower cost per MSY than the maximum, but also note that over time . . . you are expected to request a lower cost per MSY.

The maximum costs per MSY for each grant type are as follows:

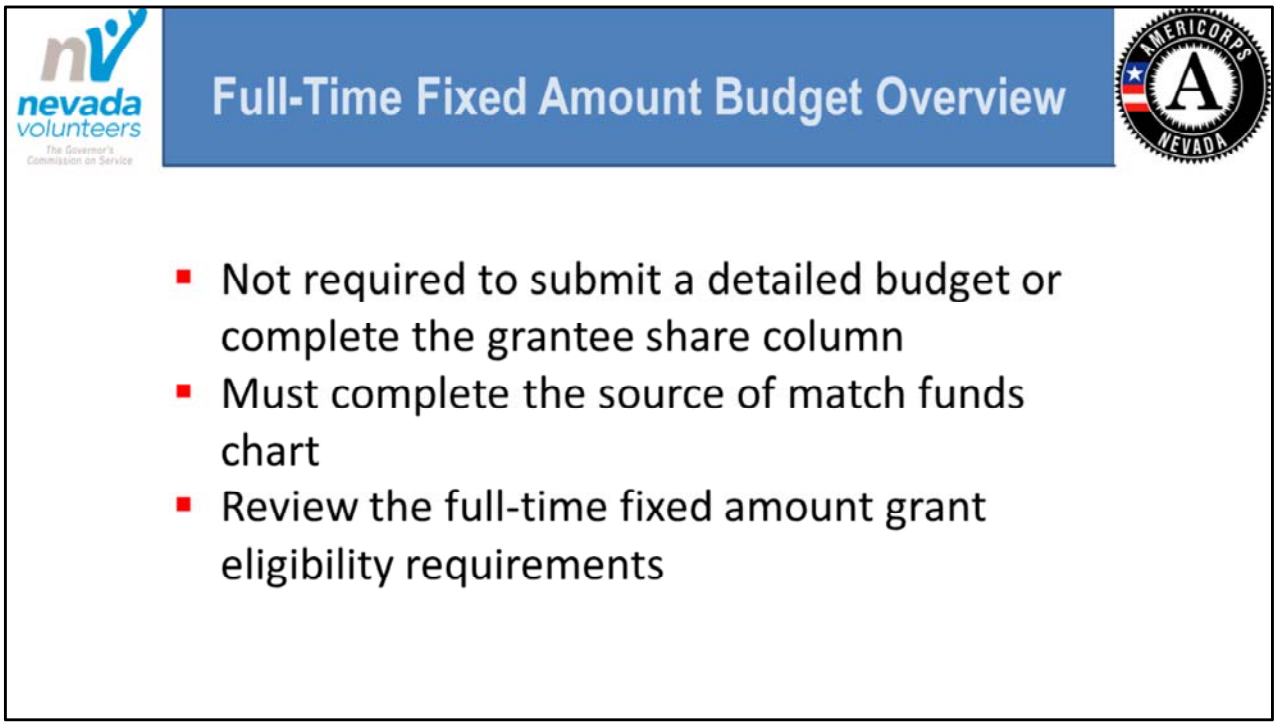
- Cost Reimbursement - $13,830
- Full-Time Fixed Amount - $13,430
- Education Award Program - $800
- Professional Corps - $1,000

The maximum cost per MSY is the calculation used to indicate the maximum amount of federal funds that can be requested for your program. It is based on the number of MSYs you request. (total CNCS ÷ total MSYs). So the maximum amount of federal dollars you can request in your budget depends on the number and type of AmC members you are requesting which should be guided by your program design and costs you need to operate the program.



So here is an example in calculating the maximum cost per MSY. Let's say you request the minimum of 10 MSY's for a formula funded cost reimbursement program and you are a new program that could really benefit from the highest cost/MSY. You would take 10*$13,830 = $138,300 which is the maximum amount of money you can request from CNCS/federal funds to support this program.

It is important to not confuse the maximum cost/MSY with the up to living allowance amount that is provided to the AmeriCorps members. They are very distinct items, but sometimes programs confuse those two items. The maximum cost/MSY is **not** related to the AmeriCorps member Living Allowance.



Let's now talk briefly about the fixed amount budget.

For applicants applying for a full-time fixed-amount grant, the budget is much more streamlined. Since fixed-amount grant applicants may only request a fixed amount of funding per MSY, they are not required to submit a detailed budget or complete the grantee share column. However, you must complete the source of match funds chart to identify the additional revenue sources needed to operate the program. Please remember that not all programs are eligible to apply for a full-time fixed-amount grant.

Full-Time Fixed Amount Budget Overview

Display your calculation in the following format:

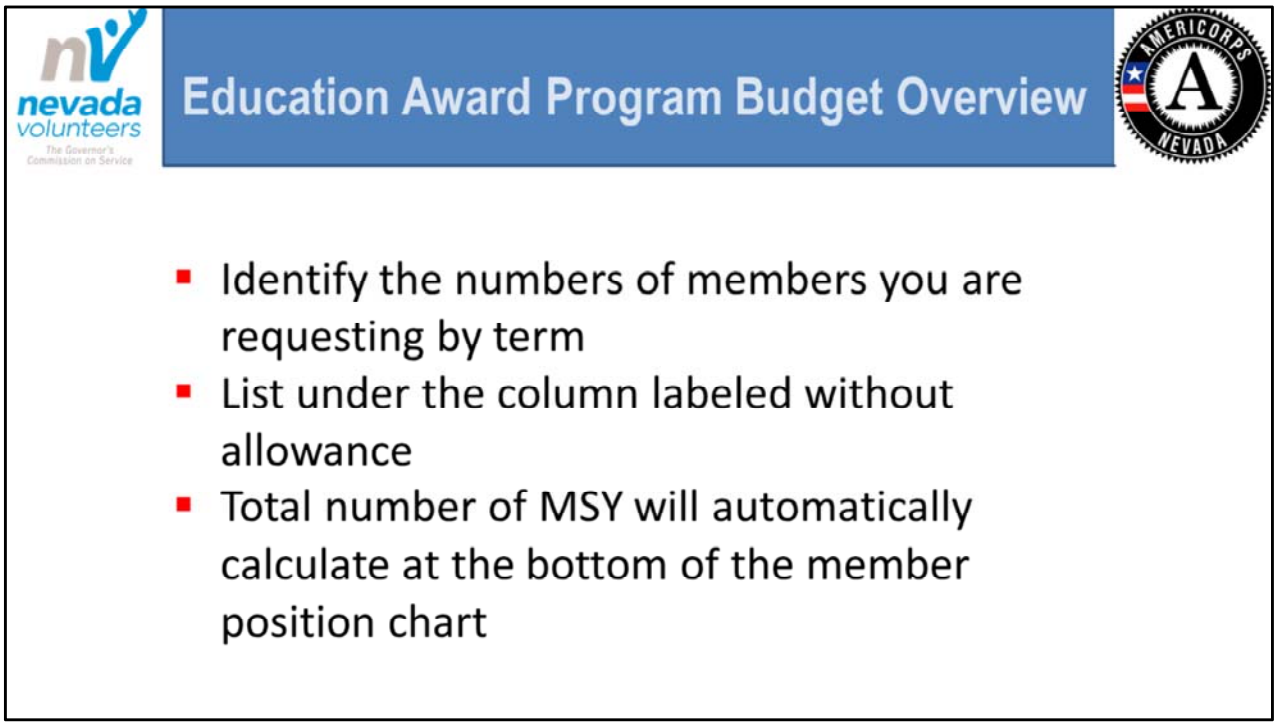
Total # of MSYs _____ x Cost per MSY _____ = Total Grant Request $_____

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request	10 MSY x $13,430	$134,300	$134,300	$0
Subtotal		$134,300	$134,300	$0

Display your calculation in the following format:

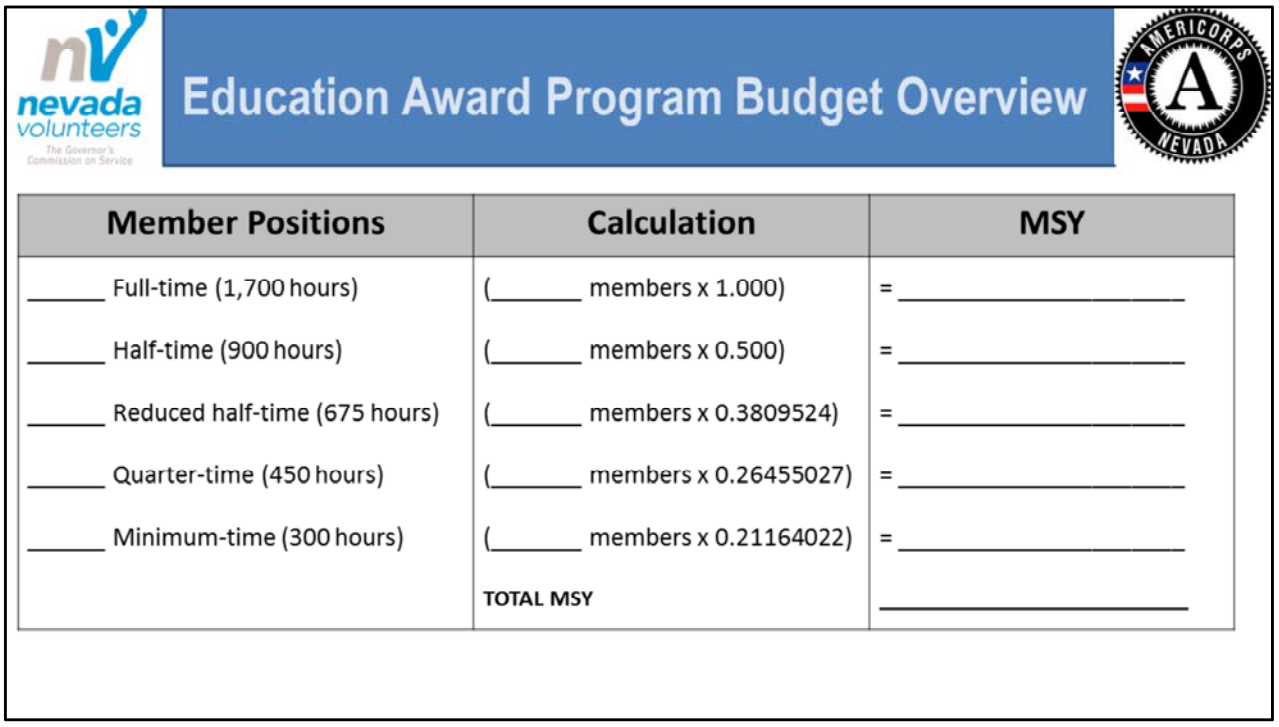
Total # of MSYs _____ x MSY Amount _____ = Total Grant Request _____

Type the total amount requested in the “Total Amount” and “CNCS share” columns. Leave the “Grantee share” blank.



And finally, let's talk about the education award program budget.
The AmeriCorps education award program budget is very similar to the full-time fixed-amount grant budget with a few additions. To complete the budget, 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 without 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.



Education Award Program Budget Overview

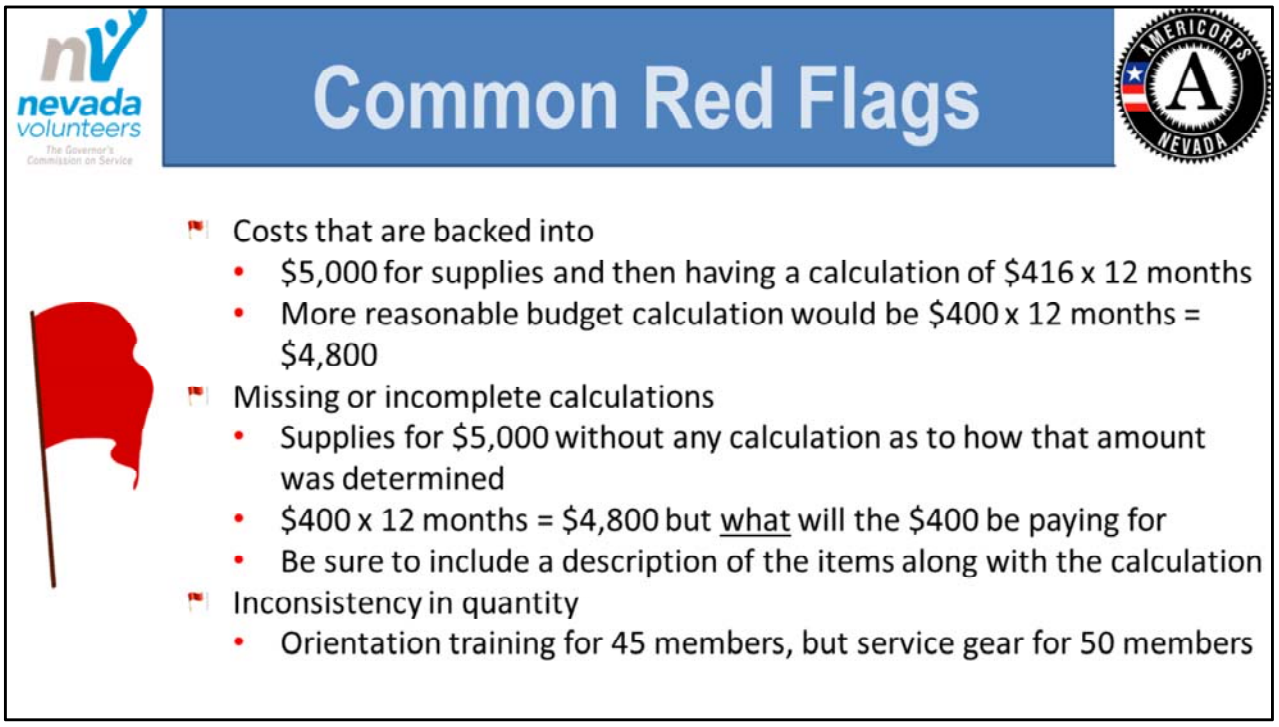
Member Positions	Calculation	MSY
_____ Full-time (1,700 hours)	(_____ members x 1.000)	= _____
_____ Half-time (900 hours)	(_____ members x 0.500)	= _____
_____ Reduced half-time (675 hours)	(_____ members x 0.3809524)	= _____
_____ Quarter-time (450 hours)	(_____ members x 0.26455027)	= _____
_____ Minimum-time (300 hours)	(_____ members x 0.21164022)	= _____
	TOTAL MSY	_____

This is a copy of the chart that you will complete for an education award program budget. You will indicate the number of members for the selected term and calculate the respective MSY. The total number of MSY's at the bottom of the member position chart will automatically calculate.

Education Award Program Budget Overview

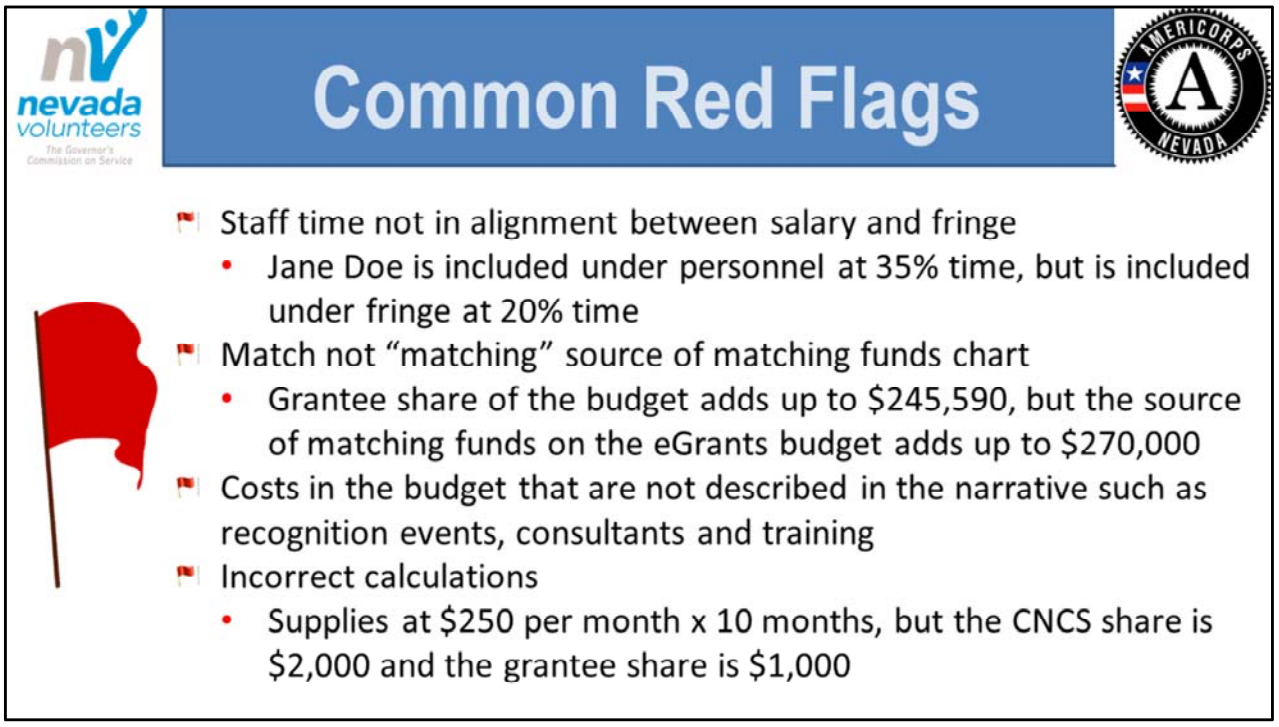
Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Grant Request	10 MSY x $800	$8,000	$8,000	$0

Under the “calculation” section you will enter the calculation for your grant request. This example illustrates a program that is requesting 10 MSY’s. As a reminder for education award programs, applicants may only request up to $800 per MSY. So the total amount requested will be $8,000 all listed under the CNCS share and the grantee share will be left blank.



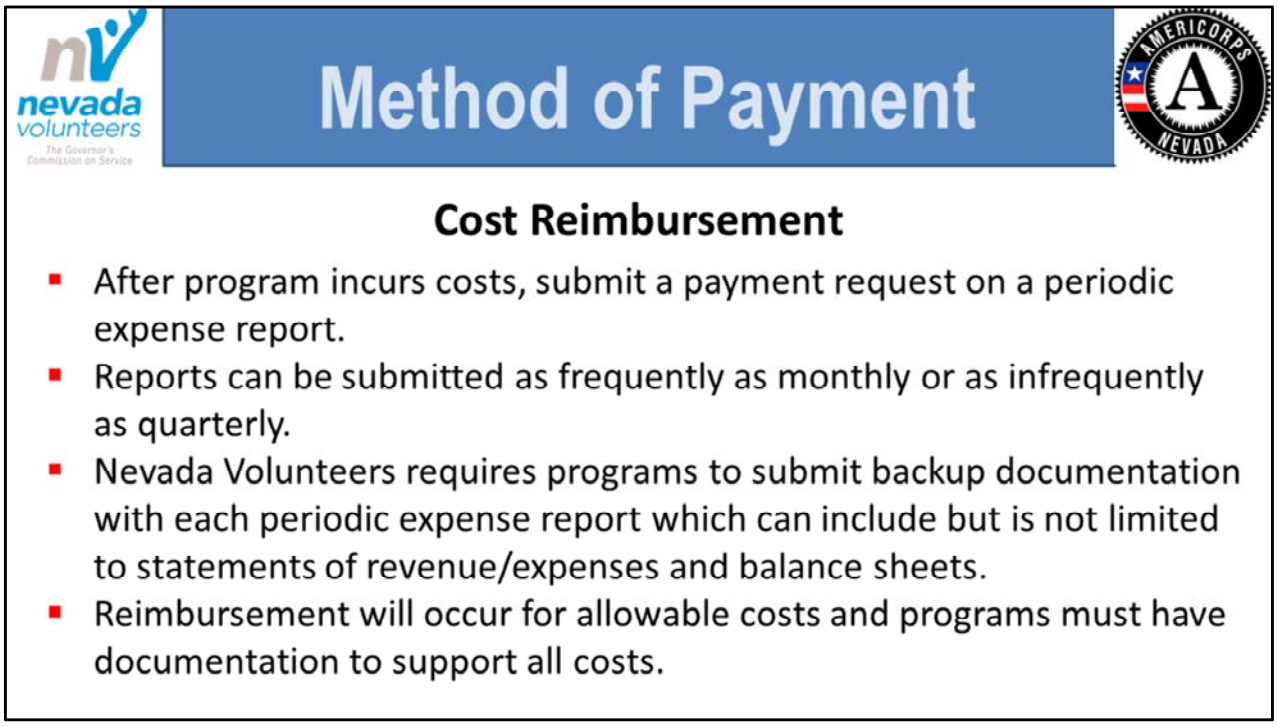
Creating a budget for a new program can be difficult at times so we wanted to share some common red flags that are seen in AmeriCorps grant application budgets.

1. Items that appear to have costs that you have backed into. For instance, including $5,000 for supplies and then having a calculation of $416 x 12 months. A much more reasonable budget calculation would be $400 x 12 months = $4,800.
2. Missing or incomplete calculations. For example, supplies for $5,000 without any calculation as to how that amount was determined or $400 x 12 months = $4,800 but *what* will the $400 be paying for. Be sure to include a description of the items along with the calculation.
3. Inconsistency in quantity. For instance, orientation training for 45 members, but service gear for 50 members.



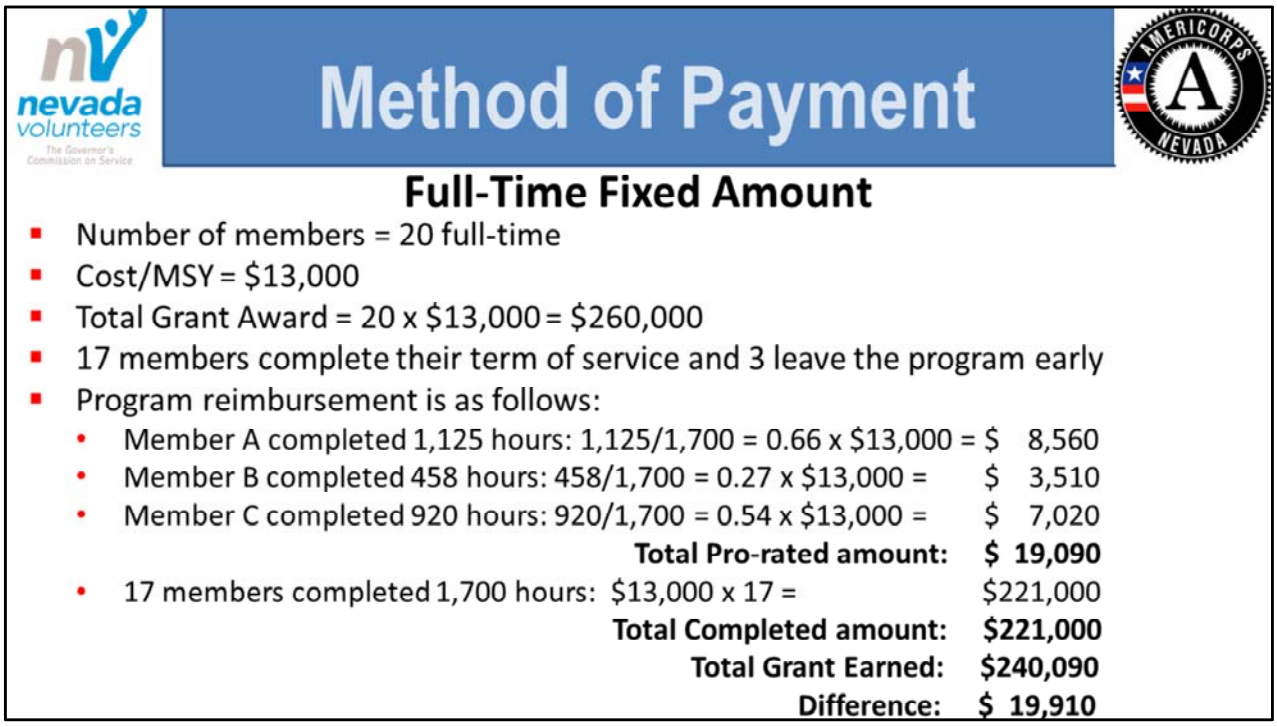
1. Staff time not in alignment between salary and fringe. For example, Jane Doe is included under Personnel at 35% time, but she is included under fringe at 20% time.
2. Match not "matching" source of matching funds chart. So the grantee share of the budget adds up to $245,590, but the source of matching funds on the eGrants budget adds up to $270,000.
3. Costs in the budget that are not described in the narrative such as recognition events, consultants, and training.
4. Incorrect calculations. For instance, supplies at $250 per month x 10 months, but the CNCS share is $2,000 and the grantee share is $1,000.

A few ways to avoid these errors are to utilize the budget tools provided to you such as the detailed budget instructions and the budget worksheet for cost reimbursement applicants.



We also want to talk briefly about how grantees get reimbursed. While this is not information that will help you with your application, this information will help to ensure you know what to expect and if your organization has the capacity to manage and operate the AmeriCorps program.

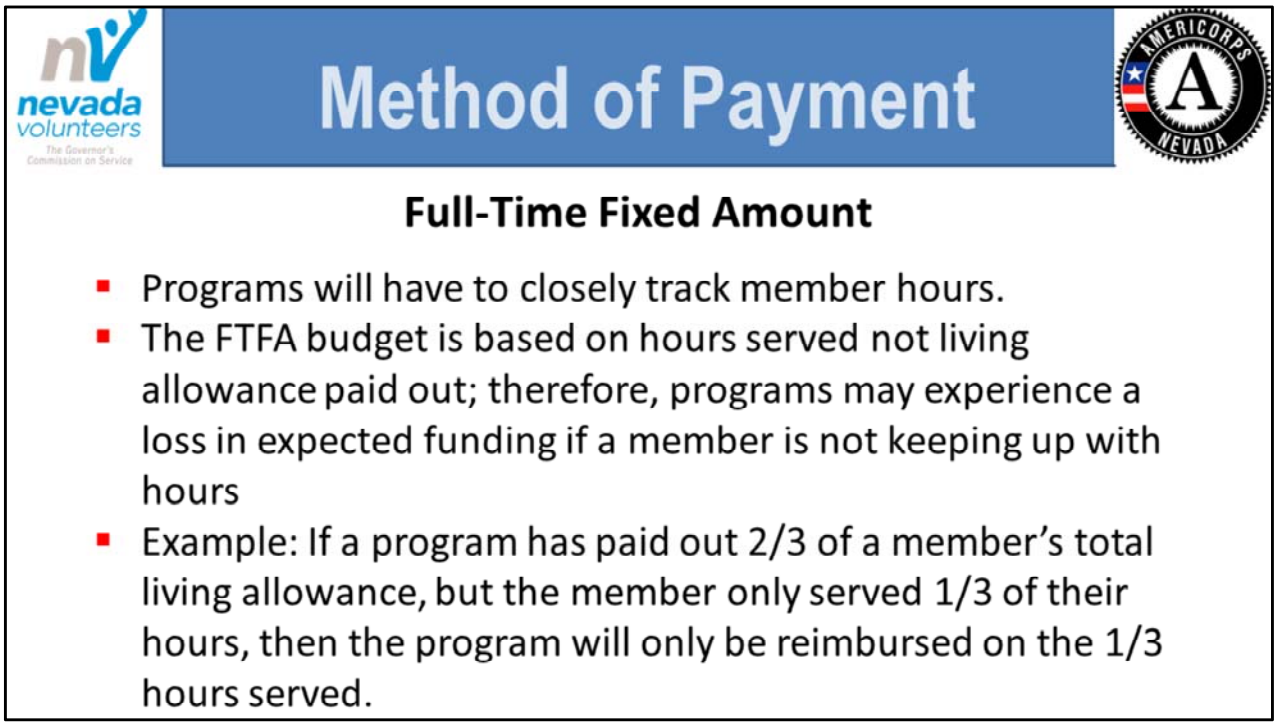
Let's talk first about Cost Reimbursement Grants.
After your program incurs costs, you will submit a payment request on a periodic expense report. These reports can be submitted as frequently as monthly or as infrequently as quarterly. Nevada Volunteers requires programs to submit backup documentation with each PER which can include but is not limited to statements of revenue/expenses and balance sheets. Reimbursement will occur for allowable costs and programs must have documentation to support all costs.



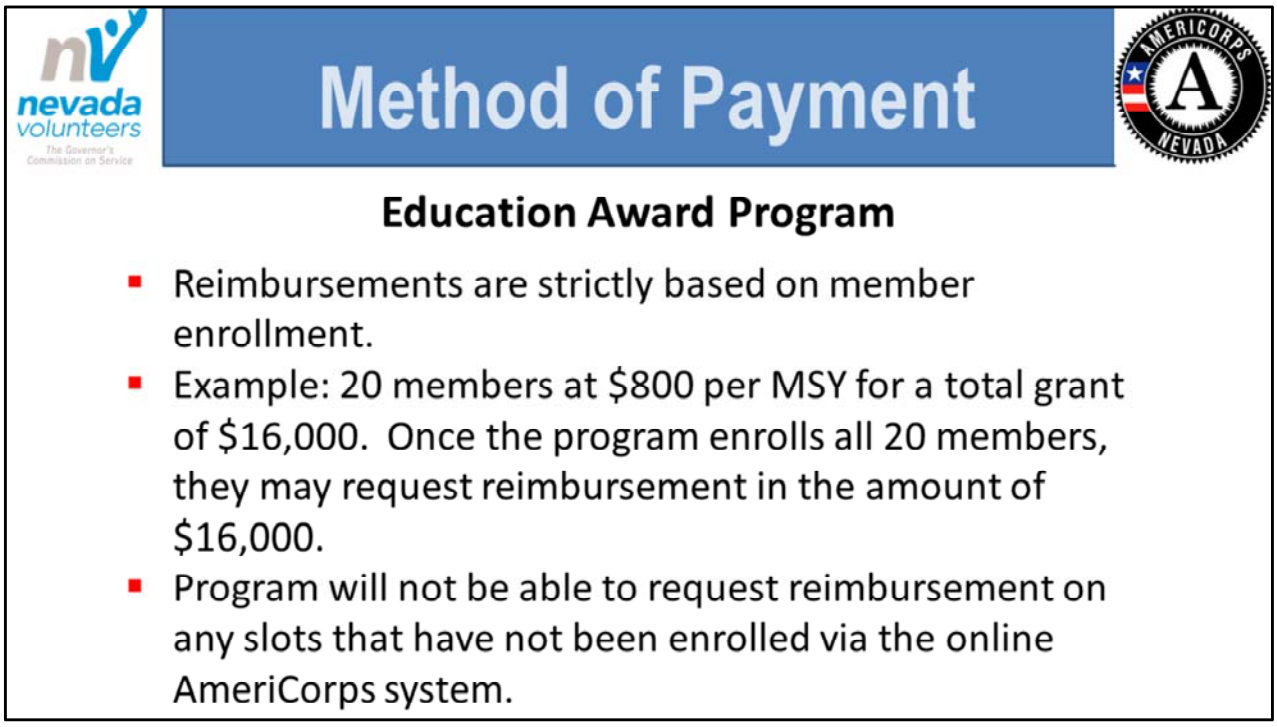
For Full-Time Fixed Amount grants, the reimbursement is different in that it is based on member enrollment and retention.

Let's use an example of a Fixed Amount AmeriCorps grant that has 20 FT members at a cost/MSY of $13,000 for a total of $260,000. 17 members complete their term of service and 3 leave the program early. The program would be reimbursed as follows:

- Member A completed 1,125 hours: 1,125/1,700 = 0.66 x $13,000 = $8,560
- Member B completed 458 hours: 458/1,700 = 0.27 x $13,000 = $3,510
- Member C completed 920 hours: 920/1,700 = 0.54 x $13,000 = $7,020
- The program could then ask for a reimbursement of $19,090 for the 3 members who left early
- Then you have 17 members who completed their full 1,700 hours: $13,000 x 17 = $221,000
- Total completed amount: $221,000
- Total Grant Earned: $240,090
- Difference: $19,910 which is not available to the program.



Please note that 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.



For Education Award Programs, the reimbursements are strictly based on member enrollment. For 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 the online AmeriCorps system.

Application Narrative

1. Cost Effectiveness
2. Budget Adequacy

Once you complete your budget, there is also a portion of the narrative that we discussed in last week's webinar related to the budget and your program costs, specifically 2 sections: 1) cost effectiveness and 2) budget adequacy. Both of these 2 sections account for 25 percent of the total grant application score.

Application Narrative

Cost Effectiveness and Budget Adequacy – (25%)

Cost Effectiveness

- Budget is sufficient to carry out the program effectively
- Budget aligns with the applicant's narrative
- Raised or describes an adequate plan to raise non-CNCS resources to fully support the program
- If recompeting, has a lower cost per MSY than in previous years.

For cost effectiveness, applicants are asked to respond to the following items:

- The budget is sufficient to carry out the program effectively.*
- The budget aligns with the applicant's narrative*
- The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program.
- The applicant, if recompeting, 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.

For items 1 and 2, any program costs not included in the formal budget, including for fixed amount grantees, must be described in this section in sufficient detail to allow reviewers to assess their sufficiency and alignment.

Application Narrative

Cost Effectiveness and Budget Adequacy – (25%)

Budget Adequacy

- 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

For budget adequacy, applicants are asked to respond to the following items:

1. Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
2. Budget is submitted with adequate information to assess how each line item is calculated.
3. Budget is in compliance with the budget instructions.
4. Match is submitted with adequate information to support the amount written in the budget.

Budget Checklist

- The Corporation for National and Community Service application instructions has a comprehensive budget checklist (attachment F).
- Created for cost reimbursement budgets, but can assist fixed amount and education award budgets.

The application instructions has a comprehensive budget checklist (Attachment F) that can assist you in submitting an accurate budget that meets AmeriCorps requirements. It is created for cost reimbursement budgets, but again can assist fixed amount and education award budgets in understanding all of the costs that must be considered in administering an AmeriCorps program.

We will include a copy of the budget checklist with the provided webinar resources.

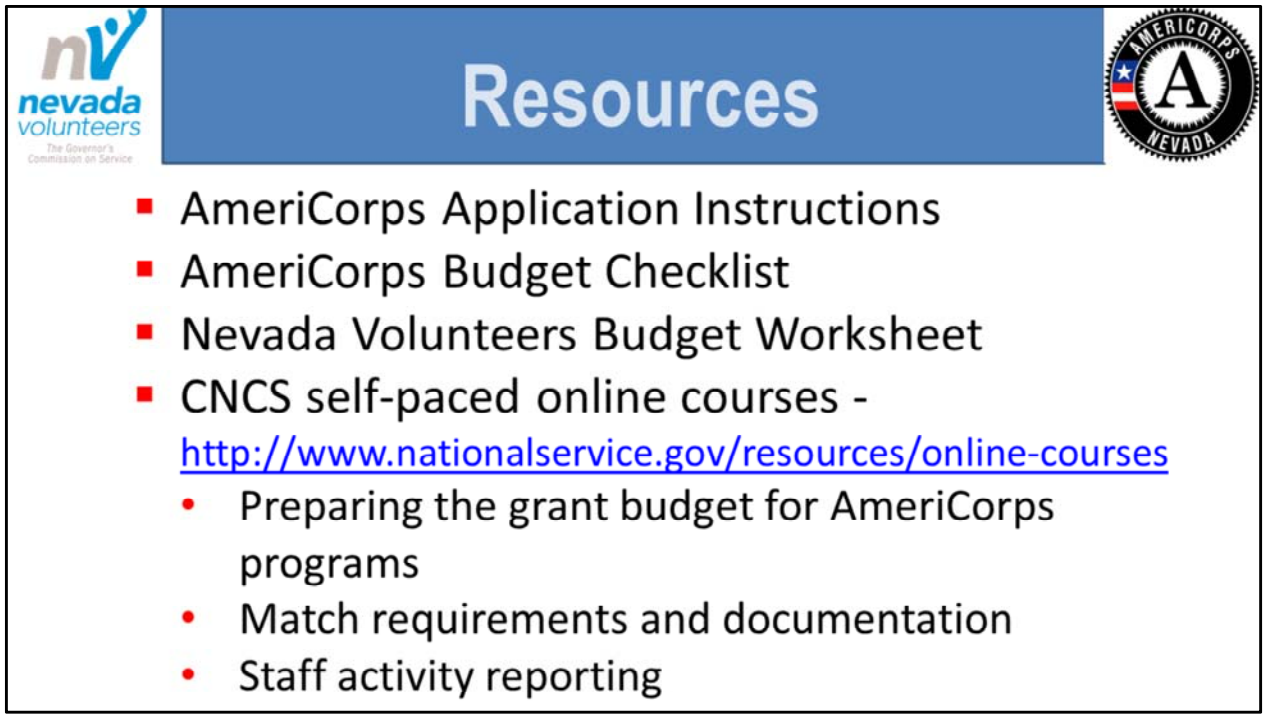
Final NOFO Requirement Reminders

- Pre-application deadline is Thursday, November 10th by 5 p.m. (PST)
- Pre-application includes the narrative sections of problem/need, theory of change and logic model, evidence base and notice priority. It also includes the logic model and budget attachments.
- Must complete the readiness self-assessment

To wrap up this webinar, we want to go over a few reminders.

The pre-application deadline is Thursday, November 10th by 5 p.m. (PST). The pre-application includes the narrative sections of problem/need, theory of change and logic model, evidence base and notice priority. It also include the logic model and budget attachments. Pre-applicants must also complete the readiness self-assessment.

We would also like to remind you of some Nevada specific requirements that were outlined in the NOFO.
Programs are required to conduct 3 National Service days each grant year which should be discussed in the full application narrative.
Programs must be inclusive in the design and delivery making the program accessible to individuals with disabilities. To demonstrate inclusiveness, applicants can include a statement such as, "Our program will provide an inclusive service environment. Not persons involved with the program will discriminate based on race, religion, creed, color, national origin, gender, age, sexual orientation, political affiliation, disability, or any other class protected by law. Persons with disabilities will be encouraged to apply. Service responsibilities can be performed with or without reasonable accommodation."



And finally, don't forget that you have many NOFO related resources available to you that include:
AmeriCorps Application Instructions
AmeriCorps Budget Checklist
Nevada Volunteers budget worksheet

Additionally, the CNCS had a few Self-Paced Online Courses available on their website at http://www.nationalservice.gov/resources/online-courses :

Preparing the Grant Budget for AmeriCorps Programs
Match Requirements and Documentation
Staff Activity Reporting

We will now take time to wrap up this call with an opportunity for you to ask questions and to respond to questions already submitted.

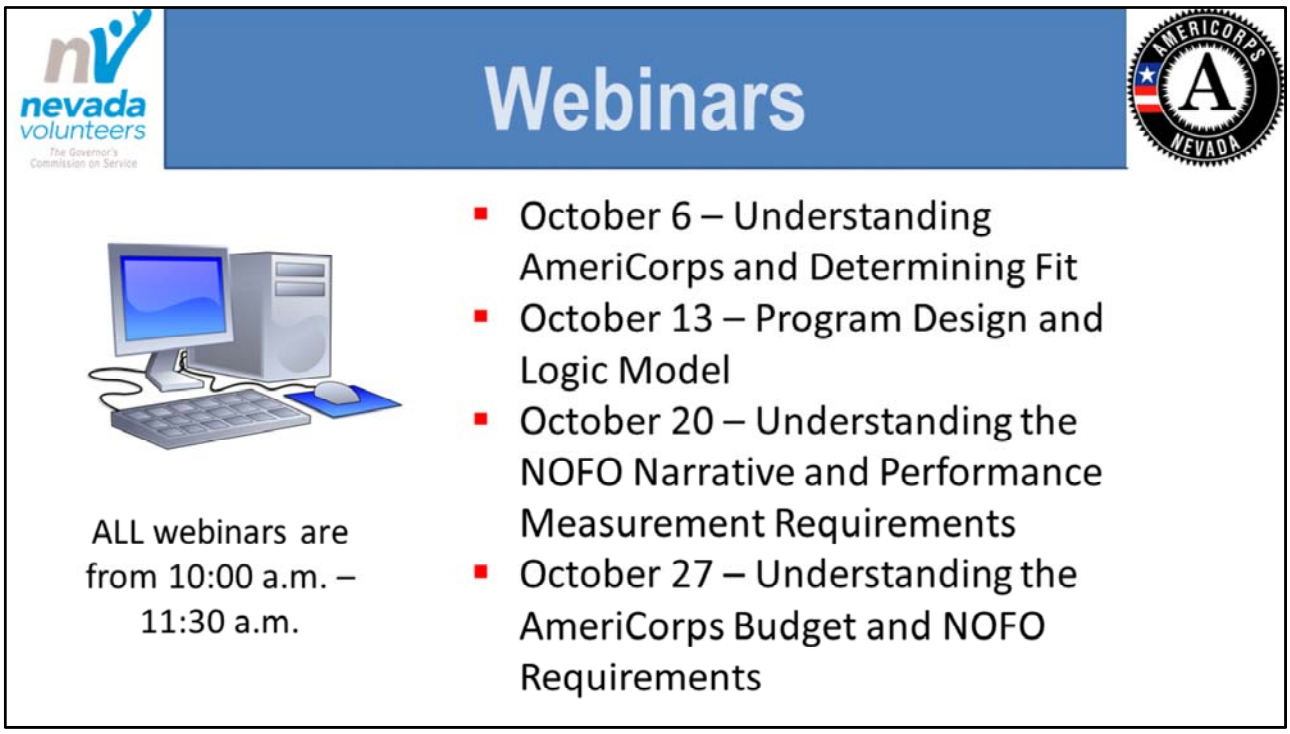
If you have a question, please raise your hand and we will unmute your line.

However, let's first look at the questions that were already submitted

Thank you for your time.

Before we close out this webinar, let's go over a few reminders.

As stated previously, Nevada Volunteers will document all questions asked during this and the other webinars and post them along with their answers on a frequently asked questions document that will be posted on the Nevada Volunteers website along with the resources we just listed before the question and answer time. All resources related to this NOFO can again be found on the Nevada Volunteers website at www.nevadavolunteers.org.



Today's webinar is again the 4th of 4 webinars that have been delivered regarding the 2017-2018 Nevada Volunteers AmeriCorps Notice of Funding.

As a reminder, here is the full list of the 4 webinars – their topic and date.
Thursday, October 6 – Understanding AmeriCorps and Determining Organization Fit
Thursday, October 13 – Program Design and Logic Models
Thursday, October 20 – Understanding the NOFO Narrative and Performance Measurement Requirements
Thursday, October 27 –Understanding the AmeriCorps Budget and NOFO requirements

This wraps up our final webinar, Understanding the AmeriCorps Budget and NOFO Requirements. Thank you for your time and good luck with your application.

Have a great rest of the day and week.