AmeriCorps State Funding NOFO Cost Effectiveness/Budget Adequacy

presented by

Alexis Roberson

Georgia Serves Grant Specialists

November 15, 2023

Cost-Effectiveness and Budget Adequacy (25 percent):

Member Recruitment (7 points)

Describe budget expenses that will support the successful recruitment of AmeriCorps members best suited to serve the community, for example from geographic or demographic communities in which the program operates.

Member Retention

(8 points)

Provide a description of budget expenses to support retention of AmeriCorps members (e.g., additional member benefits such as increasing above the minimum living allowance, supporting workforce pathways, certifications, coaching for members, resume building, individual benefit as well as community building, network building, member recognition, alumni programming, etc.).

Data Collection (7 points)

Provide a description of budget expenses to support data collection, continuous improvement activities, and evaluation to evaluate the interventions and impact on the community and the member experience).

AmeriCorps State Funding NOFO Cost Effectiveness and Budget Adequacy Budget Alignment/Program Design

presented by

Kimberly DuPree

Georgia Serves Fiscal Grants Manager/Program Officer

November 15, 2023

Cost Effectiveness

- □ 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 described an adequate plan to raise non-CNCS resources to fully support the program.
- The budget aligns with the applicant's narrative.*

Budget Adequacy

- □ Budget is submitted without mathematical errors.
- Budget is submitted with information on how each line item is calculated.
- □ Budget is in compliance with budget instructions.
 - Attached B. Detailed Budget Instructions page 21.

 $\frac{https://americorps.gov/sites/default/files/document/ASN\%20Application\%20Instructions\ Sept\%202023\ .pdf$

□ Costs are allowable and reasonable to the award. **Please refer to the Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) for allowable, allocable, and reasonable cost information

□ Allowable:

- Expenses incurred specifically for the AmeriCorps Program
- 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) 2 CFR Part 200.405 Allowable Costs

An allowable cost is **a cost that can be paid by your contract or grant**. A cost is allowable only if: The cost is reasonable; it reflects what a prudent person might pay. ... For a cost to be allocable, it must meet one of the following criteria: It is incurred solely to advance the work under the sponsored agreement.

□ Reasonable:

- Ordinary and necessary in the operation of the organization.
- Is a cost that is consistent with what a <u>reasonable person</u> would pay in the same or similar <u>circumstances</u> for the same business or for the same or similar item.
- 2 CFR Part 200.404 Reasonable Costs

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	Year	Year	Year	Year	Year 8	Year	Year
	1-3	4	5	6	7		9	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 is submitted supporting the amount written in the budget.
- □ Budgeted match is equal to or more than the required match.
- Match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Total of Section I) plus Member Costs (Total of Section II) plus Administrative Costs (Total of Section III).
 - See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

Questions

Preparing Your Budget

- As you prepare your budget:
- Please define all the amounts requested for a particular purpose. **Do not include miscellaneous, contingency, or other undefined budget amounts**.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Please add the cost for Truescreen and Fieldprint for criminal history checks for each covered position in the budget. It has been suggested to budget \$54 per staff and/or members.

Funding Limits - Living allowance

- Members may also commit to serve full time, three quarter-time, half-time, reduced half-time, quarter-time, minimum time and/or abbreviated time.
- Full-time members may receive living allowances between the minimum amount of \$18,700 and maximum amount of \$37,400.

Table: Minimum and Maximum Living Allowance

Table: Willimum and Waximum Living Allowance							
Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance				
Full-time	1,700	\$18,700	\$37,400				
Three Quarter-time	1,200	n/a	\$26,180				
Half-time	900	n/a	\$18,700				
Reduced Half-time	675	n/a	\$14,212				
Quarter-time	450	n/a	\$9,724				
Minimum-time	300	n/a	\$7,854				
Abbreviated-time	100	n/a	\$2,244				

Funding Limits –MSY

■ It is recommended that new applicants request funds for a minimum of 5 to a maximum of 10 Member Service Years (MSYs).

Funding Limits – Cost Per MSY

- □ Cost per MSY is \$27,000
- Cost per MSY is a calculation that CNCS uses to determine the overall cost of your program.

Cost per MSY = Total \$ requested from AmeriCorps
Total MSY requested

Funding Limits - Cost Per MSY

- Do not confuse Members' Living Allowance with Cost Per MSY.
- *Cost per MSY stands for Cost per Member Service Year and represents the cost of your AmeriCorps program

Maximum Cost Per MSY = \$27,000

• 1 FT MSY Living Allowance = \$18,700

Difference = \$8,300

- Difference can be used towards Member Support Costs such as: FICA (7.65%), Health Care (if applicable), Worker's Compensation and other Program Operating Costs.
- Remember: Cost per MSY <u>does not include</u> childcare or the cost of the education award

Budget Section II. AmeriCorps Member Positions

**(Can be found in the Application Instructions)

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)	=
Three quarter-time (1200 hours)	(members x 0.70000000)	=
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)	=
Abbreviated-time (100 hours)	(members x 0.05627705)	=
	Total MSY	

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

Budget Section II. AmeriCorps Member Positions

Member Positions	Calculation	MSY
10 Full-time (1700 hours)	(<u>10</u> members x 1.000)	= 10
Three quarter-time (1200 hours)	(members x 0.70000000)	=
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)	=
Abbreviated-time (100 hours)	(members x 0.05627705)	=
	Total MSY	10.00 MSY

Funding Limits - Cost Per MSY

Sample:

Check the math

□ \$27,000 Cost Per MSY x 10MSY (equivalent to 10FT Members) = \$270,000 Requested amount for CNCS Share.

Or

\$270,000/ 10 (MSY) = \$27,000 Cost per MSY (10 FT members = 10 MSY)

Cost per MSY = Total \$ requested from AmeriCorps Total MSY requested

The CNCS cost per MSY is determined by dividing the CNCS share of budgeted grant costs by the number of MSYs requested



- □ Budget is broken down into three sections:
 - □ Section I: Program Operating Costs
 - □ Section II: Member Costs
 - □ Section III: Administrative Indirect Costs

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

Section I: Program Operating Costs

- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C1. Staff Travel
- C2. Member Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Serv
- G1. Staff Training
- G2. Member Training
- H. Evaluation
- I. Other Program Operating Costs

		PART II: BUI	GE1	Γ			
Applicant Organization: HELP, In	c.				Budget		
	Column 1	Column 2	Co	olumn 3	Column 4	Column 5	
Section I: Program Operating Co							
	Annual	% Time Spenic of		\		Grantee	
A. Personnel Expenses	Salary	Project	- 1	tal Amount	CNCS Share	Share	
Position Title				-			
Executive Director							
Program Director						-	
Program Assistant 1					-	-	
Program Assistant 2			1				
			_				
Total Personnel Expenses	<u> </u>		_		-	-	
B. Personnel Fringe Benefits	T	T	_				
FICA			1				
Health Insurance			+				
Retirement			+				
Life Insurance		1	+		\vdash	t	
Total Personnel Fringe Benefits		1	1			†	\vdash
C. Travel	C.1 - Staff T	raval - Local	+	<u> </u>	-	-	_
C. Havei		ravel - Cucai ravel - Out of Town	H		-	-	_
	C.2 - Membe		H			-	_
D. Environment	C.Z - Iviembi	er iravei	+		•	-	_
D. Equipment E. Supplies			-				-
			+		-		-
F. Contractual Services		I.,	4		-	-	
G. Training	G.1 - Staff T		Į.				
	G.2 - Memb	er Training	4		-	-	
H. Evaluation			4				
 Other Program Operating Cost 	s		4		-	-	
Total Program Operating Costs			_		-	-	
Section II: Member Costs			_			,	
						Grantee	
A. Living Allowance	# Members	Allowance Rate	To	tal Amount	CNCS Share	Share	
Full time - 1700 hours			\perp				
Half time - 900 hours			\perp				
1st Year of 2-Year Half time							
2nd Year of 2-Year Half time				-			
Reduced Half time - 675 hours				-			
Quarter time - 450 hours			Ш	-			
Minimum time - 300 hours			I	-			
Total			T	-	-	-	
B. Member Support Costs	FICA - 7.659		Т		-	-	
••	Worker's Co	mp 3.0%			-	-	
		ent Ins 1.5%			-	-	
	Health Insur		\vdash		-	-	
Total Member Costs				-	-	-	
Total Section I and Section II							

- □ Section II. Member Costs
 - □ A. Living Allowances
 - B. Member Support Costs
 - FICA
 - **7.65%**
 - Worker's Compensation
 - Health Care
 - Health insurance coverage mandatory for full time members.
 - Other Member Support Costs
 - On-campus housing

		PART II: BUDG	GET			
Applicant Organization: HELP, Inc	С.			Budget		
	Column 1	Column 2	Column 3	Column 4	Column 5	
Section I: Program Operating Cos						
	Annual	% Time Spent on			Grantee	
A. Personnel Expenses	Salary	Project	Total Amount	CNCS Share	Share	
Position Title			-			
Executive Director			-			
Program Director			-		-	
Program Assistant 1			-	-	-	
Program Assistant 2			-	-	-	
Total Personnel Expenses		,	-	-	-	
B. Personnel Fringe Benefits			-			
FICA			-			
Health Insurance			-			
Retirement			-			
Life Insurance			-			
Total Personnel Fringe Benefits			-	-	-	
C. Travel	C.1 - Staff Tr			-	-	
	Staff Travel - Out of Town			-	-	
	C.2 - Membe	er Travel		-	-	
D. Equipment						
E. Supplies				-	-	
F. Contractual Services		I		-	-	
G. Training	G.1 - Staff Ti					
	G.2 - Membe	er Training		-	-	
H. Evaluation						
. Other Program Operating Costs				-	-	
Total Program Operating Costs			<u> </u>	-	-	
Section II: Member Costs					-	
			L		Grantee	
A. Living Allowance	# Members	Allowance Rate	otal Amount	CNCS Share	Share	
Full time - 1700 hours						
Half time - 900 hours						
1st Year of 2-Year Half time						
2nd Year of 2-Year Half time						
Reduced Half time - 675 hours Quarter time - 450 hours			<u> </u>			
Minimum time - 450 hours						
Total						
	EIOA 7.050	,		-	-	
B. Member Support Costs	FICA - 7.659			-	-	
	Worker's Co			-	•	
		ent Ins 1.5%		-	-	
Total Member Costs	Health Insura	ance		-		_
					1	

Section III. Administrative Indirect 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 charge of this fixed 5%. The grantee share 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.

Corporation Fixed Amount:

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[Section I] + [Section II] x 0.0526 x (0.80) = CNCS Share Side Only

**Corporation Fixed Amount: (Planning Grants only)**

[Section I] + [Section II] x 0.0526 = CNCS Share Side Only
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Corporation Fixed Amount: (Grantee Share Side)

[Total of Section I] + [Total of Section II] \times 10% = Grantee Share Side only
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Section III. Administrative Indirect Costs

Commission Fixed Amount Costs

- Georgia Commission elects to retain a share of the 1% of federal funds available to programs for administrative costs.
 - ([Section I] + [Section II] x 0.0526) x (0.20) = Commission Share (CNCS Share Side Only)

Corporation Fixed Percentage Calculation: Section III. Administrative/ **Indirect Costs**

Section I. Program Operating Costs I Other Program Operating Costs

Purpose-Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			
Section Totals	\$271,817	\$62,524	\$334,341
Percentage	81.30%	18.70%	

Section II. Member Support Costs **B. Member Support Costs**

Purpose-Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			
Section Totals	\$759,408	920,171	<pre>\$1,679,579</pre>
Percentage	45.21%	54.79%	

Section III. Administrative/Indirect Costs A. Corporation Fixed Percentage

7 Corporation incarreneage			
Item-Calculation	CNCS Share	Grantee Share	Total
			Amount
Corporation Fixed Amount:	\$43,394	\$100,696	\$144,090
[Section I (\$271,817) + Section II (\$759,408)			
$x .0526 \times .80 = $43,394 $ CNCS Share;			
[Total Section I (\$334,341) + Total Section II			
(\$1,679,579) x 10% = \$100,696 Grantee			
Share Share			
Commission Fixed Amount:	\$10,848	\$0	\$10,848
[Section I (\$271,817) + Section II (\$759,408)			
x .0526 x .20 = \$10,848 CNCS Share			
Category Totals			

Corporation Fixed Percentage Calculation: Section III. Administrative/ Indirect Costs - Planning Grants

Section I. Program Operating Costs

I Other Program Operating Costs

· - · · · · · · · · · · · · · · · · · ·							
Purpose-Calculation	CNCS Share	CNCS Share Grantee Share					
Category Totals							
Section Totals	\$75,000	\$23,684	\$98,684				
Percentage	76.00%	24.00%					

Section II. Member Support Costs

B. Member Support Costs

Purpose-Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			
Section Totals	\$ 0	\$0	\$0
Percentage			

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item-Calculation	CNCS Share	Grantee Share	Total
			Amount
Corporation Fixed Amount:	\$3,945	\$9,868	\$13,813
[Section I (\$75,000) + Section II (\$0) x .0526 = \$3,945 CNCS =			
Share;			
[Total Section I (\$98,684) + Total Section II (\$0) x 10% = \$9,868 Grantee Share			
Commission Fixed Amount:	<mark>\$0</mark>	\$O	\$0
Category Totals			

Federal Negotiated Indirect Cost Rate

B. Federally Approved Indirect Cost Rate If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs, not to exceed the 5% maximum federal share payable by CNCS.

Corporation Fixed Percentage Calculation: Section III. Administrative/ Indirect Costs - Federal Negotiated Rate

Section I. Program Operating Costs

I Other Program Operating Costs

Purpose-Calculation	CNCS Share Grantee Share Total Amount		Total Amount
Category Totals			
Section Totals	\$271,817	\$62,524	\$334,341
Percentage			

Section II. Member Support Costs **B. Member Support Costs**

Purpose-Calculation	CNCS Share	Grantee Share	Total Amount
Category Totals			
Section Totals	\$759,408	\$920,171	\$1,679,579
Percentage			

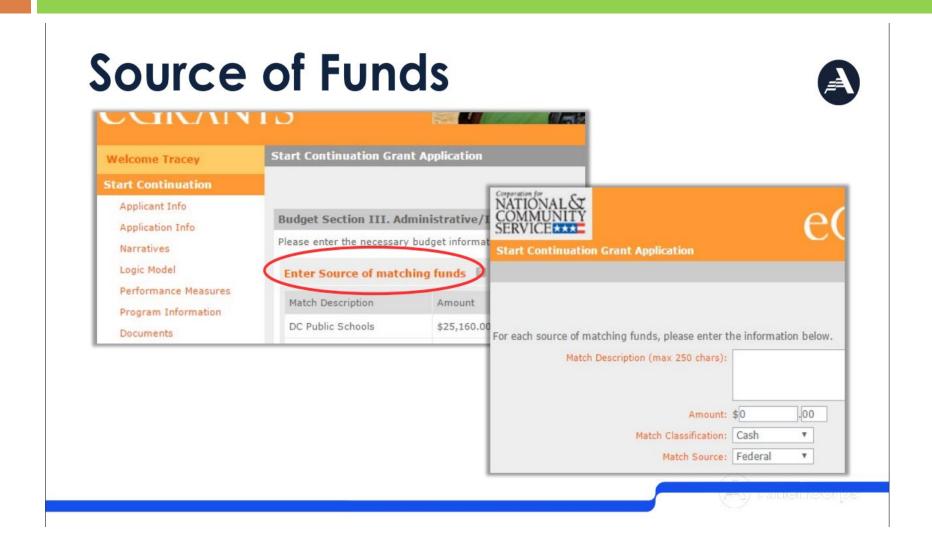
Section III. Administrative/Indirect Costs

B. Federally Approved Indirect Cost Rate

Item-Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: [Section I (\$271,817) + Section II (\$759,408) x .0526 x .80 = \$43,394 CNCS Share; [Total Section I (\$334,341) + Total Section II (\$1,679,579) x 34% =\$684,733 - Corporation Fixed Amount \$43,394 - Commission Fixed Amount \$10,848= \$630,491 Grantee Share	\$43,394	\$630,491	\$673,885
Commission Fixed Amount: [Section I (\$271,817) + Section II (\$759,408) x .0526 x .20 = \$10,848 CNCS Share;	\$10,848	\$0	\$10,848

Category Totals

Preparing Your Budget



Preparing Your Budget

Source of Funds – Sample Entry



Source of Matching Funds

Match Description	Amount	Match Classification	Match Source	
Organization's General Funds (secured)	\$152,676	Cash	Other	
State DOE (secured)	\$200,000	Cash	State/Local	
Professional services donation (secured)	\$11,325	In Kind	Other	
OJJDP (proposed)	\$141,520	Cash	Federal	
Subtotal	\$505,521			



Preparing Your Budget - Source of Funds

□ In the "Source of Funds" field that appears at the end of Budget Section III, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, Federal or other) for your **entire match**.

BUDGET Totals	104,716	177,797	282,513
PERCENTAGE	37%	63%	
Total MSYs	7.00		
Cost/MSY	14,959		

Source of Funds

Section	Match Description	Amount	Туре	Source
	In-Kind Site Supervisors Time, 15% (\$58,131) + In-Kind Program Director Time, 10% (8,500) =\$66,631	66,631	In Kind	Other
Source of Funds	Indirect Costs	25,207	In Kind	Other
	Initiative Funds	85,959	Cash	Private
Total Source of Funds		177,797		



Budget Checklist

- **Personnel Expenses**: Include # of staff allocated and percentage of time.
- **Personnel Fringe Benefits:** The types of fringe benefits to be covered and the costs of benefit(s) for each staff position described.
- **Travel:** Calculations should include estimated miles (\$.655 mileage rate), per diem, #of people, lodging, airfare, and budget for "National Service Training" and/or "Points of Light Conference". Budget \$2,000
- **Staff Training**: Budget for Nation Service Training and Points of Light registration costs.



Budget Checklist

- **Member Training**: Budget for CPR/First Aid Training. Must be at least budgeted for 75% of members.
- Equipment: No budget.
- Other Program Operating Costs: Budget for Fieldprint and Truescreen NSCHC Background Checks for ALL STAFF and MEMBERS on the grant. Budget of \$54 per staff/members.

■ Member Support Costs:

- □ FICA is 7.65%
- Workers Comp
- □ Unemployment Insurance is NOT on the budget.
- Healthcare is included, if applicable. Must budget for FT Members.



- Please define all the amounts requested for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- □ Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs unless they are justified as an essential component of an activity.
- □ Do not include fractional amounts (cents).



Budget Checklist

- Follow detailed application <u>instructions</u> in NOFO.

 https://americorps.gov/sites/default/files/document/ASN FY2023 Application
 nlnstructions 508 072722.pdf
- Provide adequate <u>descriptions and calculations</u> to support amounts.

Allowable and reasonable costs.

Budget form should be able to stand alone



Information Sessions

- Sept. 13 (1 p.m. ET) AmeriCorps State and National 101: AmeriCorps overview and an overview of each of the FY24 AmeriCorps State and National NOFOs
 - o Watch the recording
- Sept. 19 (1 p.m. ET) FY24 AmeriCorps State and National Competitive NOFO Overview
 - o Watch the recording
- Sept. 21 Recorded Best Practices for Performance Measures
 - o Watch the recording
- Recorded Best Practices in Budget Development (training) and (sample budget)
- Sept. 27 (1:30-2:30 p.m. ET) Best Practices in Budget Development Office Hour
 - Watch the Recording
- Sept. 28 (2pm-3:30 p.m. ET)- FY24 AmeriCorps State and National Best Practices for Performance Measure
 - Watch the Recording
 - Slide Deck
- FY2024 AmeriCorps State and National: Best Practices in Demonstrating Evidence
 - During this webinar, AmeriCorps staff share how to support a proposed program design with relevant high-quality data, studies, and/or evaluation reports. Prior to this webinar, please review the NOFO and Mandatory Supplemental Information.
 - o Watch the Recording
 - Slide Deck

https://americorps.gov/funding-opportunity/fy-2024-americorps-state-national-grants

Questions

Contact information Georgia Serves



Kimberly DuPree Fiscal Grants Manager

Contact information

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Budget Management Process

https://www.youtube.com/watch?v=QlL v-tkPJOc



