

# *2017 Ohio AmeriCorps Grant Competition – Application Budget Technical Assistance Webinar – 10.19.2016*

This webinar is tailored for fiscal staff; program staff are welcome to attend  
<https://global.gotomeeting.com/join/356491541>

If needed, dial-in number is 1.312.757.3121, Access Code: 356-491-541

In the Chat Box, please type your Name, Organization and a  
brief description of your program

See Webinar PowerPoint at [www.serveohio.org](http://www.serveohio.org), Grants /Funding

# Welcome

**Lisa Tope, Facilitator**  
AmeriCorps Grants Officer

**Objective: To provide details on budgeting  
for an AmeriCorps Operational program**



SERVE **OHIO**  
Ohio Commission on Service and Volunteerism

# 2017 Resources

[www.serveohio.org/grantsfunding/](http://www.serveohio.org/grantsfunding/)

- [Notice of Funding Opportunity](#)
- [Application Instructions](#)



# Organizational Capability

## Pre-Award Financial Risk Assessment Survey

*(see Application Instructions, p.9)*

- Determine your organization's capacity for managing federal funds.
- Experience with federal grants and other funding.
- Financial accounting system.
- System of internal controls.
- Current written policies and procedures.

Note: The Pre-Award Financial Risk Assessment Survey must be completed by all NEW applicants. It is NOT completed by Re-competing applicants or Continuation applicants, EXCEPT those moving from a Planning Grant to an Operational Grant.



**SERVE OHIO**  
Ohio Commission on Service and Volunteerism

# **2017 AmeriCorps Application Budget Instructions**

Attachment B, Page 28

## **Operational Grants**

# The budget consists of:

- Budget Form
- Budget Narrative
- Source of Funds

# Purpose:

- Planning Tool
- Fiscal Oversight
- Compliance Monitoring

# Cost Effectiveness & Budget Adequacy

The budget is clear, reasonable, cost-effective, and in alignment with the program narrative.

- The requested funds do not exceed the cost per MSY (member service year).
- Submitted without errors.
- Compliant with budget instructions.

# How Much Can You Request?

All Ohio applicants must request at least 20 member slots and 10 member service years (MSY) (see page 31 for MSY Calculations)

The cost per MSY is a calculation CNCS uses to determine the overall cost of your program.

$$\text{Cost per MSY} = \frac{\text{Total \$ requested from AmeriCorps}}{\text{Total MSY requested}}$$

- $\$138,300 / \$13,830 = 10 \text{ MSY}$
- $\# \text{ of MSYs} * \text{CPM} (10 \text{ MSY} * \$13,830 = \$138,300)$

*Note: programs operating in rural communities and programs that recruit opportunity youth as members may request a CPM up to \$14,000 (see NOFO, page 10)*

The amount requested is a competitive factor in the selection process.

TIP: Cost per MSY is a competitive factor during the application review and selection process. Meaning all else being equal, an applicant proposing a lower cost per MSY may have a competitive advantage.



# Summary of Statutory Budget Requirements: Grantee Match

See National Knowledge Network [http://www.nationalservice.gov/sites/default/files/olc/moodle/fm\\_key\\_concepts\\_of\\_cash\\_and\\_in\\_kind\\_match/view9468.html?id=3213&chapterid=2268](http://www.nationalservice.gov/sites/default/files/olc/moodle/fm_key_concepts_of_cash_and_in_kind_match/view9468.html?id=3213&chapterid=2268)

## Overall Minimum Match Requirement

Grantees must meet an overall increasing match requirement, up to 50% of the total project costs by year ten, according to the following table:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
24%	24%	24%	26%	30%	34%	38%	42%	46%	50%

The grantee match requirements are based on the 12-month budget period, and are further detailed in [45 CFR 2521.60\(a\)](#).

### **Can other Federal funds be used as match? YES**

AmeriCorps programs can use other Federal funding as sources for match. Discuss your intention of using other Federal funds to match an AmeriCorps grant with the other Federal agency prior to submitting your application, not after the grant has been approved. Document your conversations and, if possible, obtain and retain written permission from the other Federal agency whose Federal funds you intend to use as match with the CNCS grant. Your organization should also disclose your intent to use other Federal funds as match when submitting your budget application.

### **Can In-kind be used as match? YES**

Your match can consist of cash and in-kind.

# Equipment

- Equipment costs may not exceed 10% of the total federal share of costs. See Application Guidelines for definition of equipment vs. supplies.



# All applicants must budget for the following meetings/trainings

- Ohio Conference on Volunteering and Service - registration (\$125), mileage, non-conference meals, hotel accommodations (for staff & at least 1 member)
- North Central Regional Training Conference – registration, mileage, etc.
- 3 Director's Meetings or Staff Development Trainings (mileage, per diem, overnight accommodations, where applicable)
- Justice Talking Leader Training (one day) – meals, transportation, for one member (and staff not previously attending)
- CNCS required meeting (\$1,000)

# All applicants must budget for the following costs:

- OnCorps Reports (\$18 per slot)
- National Service Criminal History Background Checks (BCI and FBI)



# Administrative/Indirect Costs

- **Section III. A. CNCS Fixed Percentage Method.** Applicants completing this section may charge 5% to the grant and 10% total administration, in lieu of any documentation.

OR

- **Section III. B. Federally Approved Indirect Cost Rate.** Applicants completing this section may charge 5% to the grant and use their federally approved Indirect Cost Rate and charge more than 10% to total administration. If so, they complete this section and submit a copy of their IDC rate plan.

OR

- **Section III.C. De Minimis Rate of 10% of Modified Total Direct Costs (MTDC).** Non-Federal Applicants may complete this section if they have never had a federally negotiated ICR and receive less than \$35 million in direct federal funding. For information on what is included in MTDC and use of this option see 2 CFR 200.414(f) and 200.68. If chosen, this option must be used consistently across all federal awards .

For more information on De Minimis and Indirect Costs in general, see CNCS Indirect Cost FAQs at:

[http://www.nationalservice.gov/sites/default/files/resource/Indirect CostFAQ 7 20 2015.pdf](http://www.nationalservice.gov/sites/default/files/resource/Indirect%20CostFAQ%207%202015.pdf)



## Administrative/Indirect Costs Commission Administration

Of the 5% charged to the grant, 2% must be allocated to the OCSV for its use. In all cases, 2% must be included within the Corporation Share of Administrative Costs to be used by ServeOhio, Ohio Commission on Service and Volunteerism for expenses related to grant administration, leaving 3% for applicants to use, if they wish.

# Requirement to Record Your Indirect Cost Rate in eGrants

- ALL applicants are required to record whether or not they are using an Indirect Cost Rate in eGrants, under My Account, Edit Organization Info, Add& View Indirect Cost Rate.

## Managing My Account

Click on the links below to access common account functions.

**My Account** →

**Commission Input on National Applicants** →

**Commission Competitive Subapplication Ranking** →

## Edit My Organization Info...

You can change the following information by clicking on the links below:

→ **Update Organization's Contact Information**

→ **Update Organization's Attributes**

→ **Add and View Indirect Cost Rate**

→ **Edit User Role/Permissions**

→ **View All**

→ **Change My Primary User Role**



# Requirement to Record Your Indirect Cost Rate in eGrants

- For step by step instructions on how to enter the indirect cost rate information in your eGrants account, see:  
[http://www.nationalservice.gov/sites/default/files/resource/eGrants Indirect Cost Rate Instructions Final.pdf](http://www.nationalservice.gov/sites/default/files/resource/eGrants%20Indirect%20Cost%20Rate%20Instructions%20Final.pdf)

NOTE: Recompeting and Continuing programs do not need to reenter this information, unless it has changed.



# 2017 Budget Narrative Sample

## Operational Grant

## When completing the budget:

- **Round** all figures to the nearest dollar. **Do Not Include Cents.**
- Do not inflate the budget; you will be required to meet the budgeted match amount.
- All costs in Sections I & II must be documented.

Tip: draft budget in Excel Spreadsheet then transfer to eGrants

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**A. Personnel Expenses**

<b>Position/Title/Description</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Project Coordinator <b>(Include a 5-6 word description of responsibilities)</b> 1 person @ \$35,000 x 100% usage	35,000	18,341	16,659
<b>Category Totals</b>	35,000	18,341	16,659

ServeOhio recommends at least a .5 FTE for one designated project coordinator.

## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample Section I. Program Operating Costs

#### B. Personnel Fringe Benefits

<b>Purpose/Calculation - Total</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Medical insurance, FICA, Workers Comp, Unemployment x 26% of salary	9,100	0	9,100
<b>Category Totals</b>	9,100	0	9,100



## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample

#### Section I. Program Operating Costs

##### C.1. Staff Travel

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
ServeOhio Conference (mileage-180 mi. @ .30/ mi., per diem-1 staff x \$25/day x 2 days, hotel-1 staff x 1 night x \$106), Registration \$125	335	0	335
Project Director Meetings/ Trainings - 3 x 150 mi. x .30 = \$135 + per diem: 3 x \$25 = \$75 (Include hotel detail, 1 or 2 nights, if needed)	210	0	210



## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample Section I. Program Operating Costs C.1. Staff Travel (continued)

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Regional Conference - (mileage-180 mi. @ .30/ mi., per diem-1 staff x \$25/day x 2 days, hotel-1 staff x 1 night x \$106), Registration \$150	360	0	360
CNCS sponsored meeting (Registration \$250, Hotel \$400, Transportation \$350)	1,000		1,000
<b>Category Totals</b>	<b>\$1,905</b>	<b>0</b>	<b>\$1,905</b>

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**C.2. Member Travel**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Justice Talking Leader Training 1 member - 180 miles @ .30/mi.	54	0	54
One member @ ServeOhio Conf. mileage-180 mi. @ .30/mi.; Per diem – \$25/day x 2 days; Registration \$125	229	0	229
20 members x 11 miles/month x 12 months @ .30 <b>(Include purpose for travel)</b>	792	0	792
<b>Category Totals</b>	<b>\$1,075</b>	<b>0</b>	<b>\$1,075</b>



## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample

### Section I. Program Operating Costs

### D. Equipment

<b>Item/Purpose/Quantity/Unit Cost</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>Category Totals</b>			



ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**E. Supplies**

<b>Item/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Copy member handbooks – 50 copies x \$14	700	0	700
Member Service Gear w/logo – 20 members x \$35 (\$10-T-shirt, \$20-hoodie, \$5-lapel pin), plus \$30 shipping	730		730
Postage – 100/month x 12 months	1,200	0	1,200
Print program brochures - \$2/copy x 1000	2,000	0	2,000
Program Supplies for Tutoring - \$25/mo. x 9 mo.	225	0	225
Office Supplies - \$20/mo. x 12 months	240	0	240
<b>Category Totals</b>	<b>\$5,095</b>	<b>0</b>	<b>\$5,095</b>



ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**

**F. Contractual and Consultant Services**

<b>Purpose/Calculation/Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>Category Totals</b>			

**G.1. Staff Training**

<b>Purpose/Calculation/Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>Category Totals</b>			



**ATTACHMENT F - BUDGET WORKSHEET**

**Operational Grant Sample**

**Section I. Program Operating Costs - G.2. Member Training**

<b>Purpose/Calc./Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
CPR training-20 members x \$50 ea	1,000		1,000
Monthly member mtgs (copies, training materials: \$10/mtg. x 9	90		90
<b>Category Totals</b>	<b>\$1,090</b>		<b>\$1,090</b>

**H. Evaluation**

<b>Purpose/Calc./Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>Category Totals</b>			

ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section I. Program Operating Costs**  
**I. Other Program Operating Costs**

<b>Purpose/Calculation/Daily Rate</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Background Checks (BCI & FBI): members-20 x \$50; staff -1 x \$50	1,050		1,050
Member Payroll Service: \$25/mo. x 12 months	300	0	300
OnCorps Reports: 20 slots x \$18/slot	360	0	360
<b>Category Totals</b>	\$1,710	0	\$1,710
<b>Section I. Totals</b>	\$54,975	\$18,341	\$36,634



**ATTACHMENT F - BUDGET WORKSHEET**  
**Operational Grant Sample**  
**Section II. Member Costs - A. Living Allowance**

<b>Item/# Mbrs. w/wo Allowance</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Full Time (1700 hrs.): 20 members at a rate of \$12,630 each Members w/o Allowance 0	252,600	250,600	2,000
1 YR HT (900 hrs.)	0	0	0
Reduced HT (675 hrs.)	0	0	0
QT Time (450 hrs.)	0	0	0
Min Time (300 hrs.)	0	0	0
<b>Category Totals</b>	<b>\$252,600</b>	<b>\$250,600</b>	<b>\$2,000</b>



## ATTACHMENT F - BUDGET WORKSHEET

### Operational Grant Sample **Section II. Member Costs**

#### **B. Member Support Costs**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
FICA: $7.65\% \times \$252,600$	19,324	0	19,324
Workers Comp: $0.0054 \times \$252,600$	1,364	0	1,364
Health Care: $\$1,500/\text{yr.} \times 20 \text{ FT}$ members	\$30,000	0	\$30,000
<b>Category Totals</b>	<b>\$50,688</b>	<b>\$0</b>	<b>\$50,688</b>
<b>Section II. Totals</b>	<b>\$303,288</b>	<b>\$250,600</b>	<b>\$52,688</b>



ATTACHMENT F - BUDGET WORKSHEET  
Operational Grant Sample  
**Section III. Administrative/Indirect Costs**

**A. Corporation Fixed Percentage Method**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
Corporation Fixed Amount – sum of CNCS share of sections I and II x $0.0526 \times 0.60 = \$8,488$ (we are not taking the full amount allowed) Grantee share – $.10 \times$ total amount of sections I & II	2,000	2,000	0
State Commission Fixed Amount – sum of CNCS share of sections I and II x $0.0526 \times 0.40$	5,659	5,659	0
<b>Category III.A. Totals</b>	<b>\$7,659</b>	<b>\$7,659</b>	<b>\$0</b>



**ATTACHMENT F - BUDGET WORKSHEET**  
**Operational Grant Sample**  
**Section III. Administrative/Indirect Costs**

**B. Federally Approved Indirect Cost Rate Method**

**C. De Minimis Rate of 10% of MTDC**

<b>Purpose/Calculation</b>	<b>Total</b>	<b>CNCS</b>	<b>Grantee</b>
<b>CATEGORY III.B. Totals</b>	0	0	0
<b>CATEGORY III.C. Totals</b>	0	0	0
<b>SECTION III. Totals</b>	\$7,659	\$7,659	0
<b>TOTAL PROJECT COSTS</b>	\$365,922	\$276,600	\$89,322
<b>Overall Match %</b>			24%
<b>Cost Per Member</b>		\$13,830	

# Source of Match

## Operational Grant Sample

In the Source of Funds Box, enter the Amount, Type (cash or in-kind), Source (Federal, State and/or Local, or Private), and the Intended Purpose of the Match

**Total here should equal the amounts in Sections I & II of the Budget**

<b>Section</b>	<b>Match Description</b>	<b>Amount</b>	<b>Type</b>	<b>Source</b>
Section I	Name each source and what each is paying for	\$	Cash	Private
Section III	NA if claiming the fixed 5% / 10% (III.A.) and De Minimis (III.C.); or submit ICR plan for III.B.	\$		
<b>Total</b>		\$		

# For More Information on Requirements:

## **Uniform Guidance**

Award recipients must comply with all applicable federal laws, regulations and the requirements of the “OmniCircular” (see the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Uniform Guidance, now consolidated in 2CFR Parts 200 and 2205 apply to Corporation for National and Community Service (CNCS) AmeriCorps grants awarded since FY2015 (see page 11 of Application Instructions).

**The OMB OmniCircular may be found on-line at:**

[https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)

**AmeriCorps Regulations, 45 CFR §§ 2520-2550**

[http://www.nationalservice.gov/pdf/45CFR\\_chapterXXV.pdf](http://www.nationalservice.gov/pdf/45CFR_chapterXXV.pdf)

# QUESTIONS





# Follow-Up Questions

- **Lisa Tope**, AmeriCorps Grants Officer – (614) 728-2920  
[lisa.tope@serveohio.gov](mailto:lisa.tope@serveohio.gov) (budget)
- **Mary Cannon**, Program Development and Evaluation Officer –  
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