

**AmeriCorps State Funding
NOFO**



**Cost Effectiveness and Budget
Adequacy**

Budget Alignment/Program Design

presented by

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Georgia Serves Fiscal Grants Manager

October 24, 2024

Funding Limits – Cost Per MSY

- Cost per MSY is \$25,200
- Cost per MSY is a calculation that CNCS uses to determine the overall cost of your program.

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

- 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

- 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 = \$25,200
- 1 FT MSY Living Allowance = \$20,400
- Difference = **\$ 4,800**
- 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 **does not include** 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
<u>10</u> Full-time (1700 hours)	(<u>10</u> members x 1.000)	= 10
<u> </u> Three quarter-time (1200 hours)	(<u> </u> members x 0.70000000)	=
<u> </u> Half-time (900 hours)	(<u> </u> members x 0.500)	=
<u> </u> Reduced half-time (675 hours)	(<u> </u> members x 0.3809524)	=
<u> </u> Quarter-time (450 hours)	(<u> </u> members x 0.26455027)	=
<u> </u> Minimum-time (300 hours)	(<u> </u> members x 0.21164022)	=
<u> </u> Abbreviated-time (100 hours)	(<u> </u> members x 0.05627705)	=
	Total MSY	10.00 MSY

Funding Limits - Cost Per MSY

Sample:

Check the math

- $\$25,200 \text{ Cost Per MSY} \times 10 \text{MSY (equivalent to 10FT Members)} = \$252,000$
Requested amount for CNCS Share (Federal Share).

Or

- $\$252,000 / 10 \text{ (MSY)} = \$25,200 \text{ Cost per MSY (10 FT members = 10 MSY)}$

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

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

Funding Limits - Cost Per MSY

Sample:

Check the math

Calculation

Federal Share

\$25,200 Cost Per MSY x 10MSY (equivalent to 10FT Members) = **\$252,000**

Grantee Share

\$252,000/76% (CNCS Share percentage) = \$331,579 x 24% (Required match) =
\$ **79,579** Maximum amount for **Grantee Share (cost sharing)**.

Guide – This is the maximum amount to be claim for CNCS Share and Grantee Share.

CNCS Share \$252,000 + **Grantee Share** \$79,579 = Grant total \$331,579

76% + 24% = 100%

Budget Section II. AmeriCorps Member Positions

Member Positions	Calculation	MSY
<u>5</u> Full-time (1700 hours)	(<u>5</u> members x 1.000)	= 5.0
<u> </u> Three quarter-time (1200 hours)	(<u> </u> members x 0.70000000)	=
<u>5</u> Half-time (900 hours)	(<u>5</u> members x 0.500)	= 2.5
<u> </u> Reduced half-time (675 hours)	(<u> </u> members x 0.3809524)	=
<u> </u> Quarter-time (450 hours)	(<u> </u> members x 0.26455027)	=
<u> </u> Minimum-time (300 hours)	(<u> </u> members x 0.21164022)	=
<u> </u> Abbreviated-time (100 hours)	(<u> </u> members x 0.05627705)	=
	Total MSY	7.5 MSY

Funding Limits - Cost Per MSY

Cheat Sheet:

Check the math

Calculation

Federal Share

\$25,200 Cost Per MSY x 7.5 MSY (equivalent to 5FT/5HT Members) =
\$189,000

Grantee Share

\$189,000 / 76% (CNCS Share percentage) = \$248,684 x 24% (Required match) =
\$59,684 Maximum amount for **Grantee Share (cost sharing)**.

Guide – This is the maximum amount to be claim for CNCS Share and Grantee Share.

CNCS Share \$189,000 + **Grantee Share** \$59,684 = Grant total \$248,684

76% + 24% = 100%

Questions?



AmeriCorps Budget Structure

- **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)**

AmeriCorps Budget Structure

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 Services
- G1. Staff Training
- G2. Member Training
- H. Evaluation
- I. Other Program Operating Costs

PART II: BUDGET					
Applicant Organization: HELP, Inc.		Budget			
	Column 1	Column 2	Column 3	Column 4	Column 5
Section I: Program Operating Costs					
A. Personnel Expenses	Annual Salary	% Time Spent on Project	Total Amount	CNCS Share	Grantee 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 Travel - Local		-	-	-
	Staff Travel - Out of Town		-	-	-
	C.2 - Member Travel		-	-	-
D. Equipment			-	-	-
E. Supplies			-	-	-
F. Contractual Services			-	-	-
G. Training			-	-	-
	G.1 - Staff Training		-	-	-
	G.2 - Member Training		-	-	-
H. Evaluation			-	-	-
I. Other Program Operating Costs			-	-	-
Total Program Operating Costs			-	-	-
Section II: Member Costs					
A. Living Allowance	# Members	Allowance Rate	Total Amount	CNCS Share	Grantee 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			-	-	-
Minimum time - 300 hours			-	-	-
Total			-	-	-
B. Member Support Costs	FICA - 7.65%		-	-	-
	Worker's Comp. - 3.0%		-	-	-
	Unemployment Ins. - 1.5%		-	-	-
	Health Insurance		-	-	-
Total Member Costs			-	-	-
Total Section I and Section II			-	-	-

AmeriCorps Budget Structure

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: BUDGET					
Applicant Organization: HELP, Inc.			Budget		
	Column 1	Column 2	Column 3	Column 4	Column 5
Section I: Program Operating Costs					
A. Personnel Expenses	Annual Salary	% Time Spent on Project	Total Amount	CNCS Share	Grantee 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 Travel - Local				-	-
Staff Travel - Out of Town				-	-
C.2 - Member Travel				-	-
D. Equipment					
E. Supplies					
F. Contractual Services					
G. Training					
G.1 - Staff Training				-	-
G.2 - Member Training				-	-
H. Evaluation					
I. Other Program Operating Costs					
Total Program Operating Costs			-	-	-
Section II: Member Costs					
A. Living Allowance	# Members	Allowance Rate	Total Amount	CNCS Share	Grantee 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			-		
Minimum time - 300 hours			-		
Total			-	-	-
B. Member Support Costs					
FICA - 7.65%				-	-
Worker's Comp. - 3.0%				-	-
Unemployment Ins. - 1.5%				-	-
Health Insurance				-	-
Total Member Costs			-	-	-
Total Section I and Section II			-	-	-

AmeriCorps Budget Structure

□ 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:

[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

Corporation Fixed Amount: (Grantee Share Side)

[Total of Section I] + [Total of Section II] x 10% = Grantee Share Side only

AmeriCorps Budget Structure

□ **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.
- **$([\text{Section I}] + [\text{Section II}] \times 0.0526) \times (0.20) =$
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	\$39,407	\$46,580	\$85,987
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	\$200,000	\$4,000	\$204,000
Percentage	45.21%	54.79%	

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

Item-Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: [Section I (\$39,407) + Section II (\$200,000)] x .0526 x .80 = \$10,074 CNCS Share only	\$10,074	\$28,999	\$39,073
[Total of Section I (\$85,624) + Total of Section II (\$204,000)] x .10 = \$28,962 Grantee Share only			
Commission Fixed Amount: [Section I (\$39,407) + Section II (\$200,000)] x .0526 x .20 = \$2,519 CNCS Share only	\$2,519	\$0	\$2,519
Category Totals	\$252,000	\$79,579	\$331,579

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	Grantee Share	Total Amount
Category Totals			
Section Totals	\$71,252	\$15,647	\$86,899
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: [Section I (\$71,252) + Section II (\$0)] x .0526 = \$3,748 CNCS Share only [Total of Section I (\$86,899) + Total of Section II (\$0)] x .10 = \$8,690 Grantee Share only	\$3,748	\$8,690	\$12,438
Commission Fixed Amount:	\$0	\$0	\$0
Category Totals	\$75,000	\$24,337	\$99,337

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.

Please ensure the Federal Negotiate Rate Contract has a valid date.

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
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;	\$43,394		
[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		\$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

Source of Funds



Start Continuation Grant Application

Welcome Tracey

Start Continuation

- Applicant Info
- Application Info
- Narratives
- Logic Model
- Performance Measures
- Program Information
- Documents

Budget Section III. Administrative/...

Please enter the necessary budget information.

Enter Source of matching funds

Match Description	Amount
DC Public Schools	\$25,160.00

Corporation for NATIONAL & COMMUNITY SERVICE

Start Continuation Grant Application

For each source of matching funds, please enter the information below.

Match Description (max 250 chars):

Amount: \$,00

Match Classification:

Match Source:

Preparing Your Budget

Source of Funds – Sample Entry



Source of Matching Funds

Match Description	Amount	Match Classification	Match Source
Organization's General Funds (secured)	\$60,000	Cash	Other
State DOE (secured)	\$10,000	Cash	State/Local
Professional services donation (secured)	\$4,000	In Kind	Other
OJJDP (proposed)	\$5,579	Cash	Federal
Subtotal	\$79,579		

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	\$252,000	\$79,579	282,513
PERCENTAGE	76%	24%	
Total MSYs	10		
Cost/MSY	\$25,200		

Source of Funds

Organization’s General Funds (secured)	\$60,000	Cash	Other
State DOE (secured)	\$10,000	Cash	State/Local
Professional services donation (secured)	\$4,000	In Kind	Other
OJJDP (proposed)	\$5,579	Cash	Federal
Subtotal	\$79,579		

Sample Budget: Formula Grant - No FNICR

Budget Narrative: AmeriCorps Georgia Serves Formula Grant

Section I. Program Operating Costs

To view the entire sample budget, click on/hover over the image to see the play button.

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Manager of Education and Engagement Georgia: - 1 person(s) at 74498 each x 50 % usage	0	26,183	26,183
Director of Regional Education, South Central Region: - 1 person(s) at 172900 each x 3 % usage	0	5,187	5,187
Director of Youth Leadership Programs: - 1 person(s) at 87910 each x 10 % usage	8,791	0	8,791
Category Totals	8,791	31,370	40,161

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA Taxes 7.65%: All staff salaries: \$51,227x7.65%=3,919	3,242	677	3,919

Sample Budget: Planning Grant (PG) – No FNICR

Budget Narrative: AmeriCorps Georgia Serves Planning Grant

Section I. Program Operating Costs

To view the entire sample budget, click on/hover over the image to see the play button.

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Manager of Education and Engagement Georgia: - 1 person(s) at 74498 each x 50 % usage	33,585	3,664	37,249
Director of Regional Education, South Central Region: - 1 person(s) at 172900 each x 3 % usage	0	5,187	5,187
Director of Youth Leadership Programs: - 1 person(s) at 87910 each x 10 % usage	8,791	0	8,791
Category Totals	42,376	8,851	51,227

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA Taxes 7.65%: All staff salaries: \$51,227x7.65%=3,919	3,242	677	3,919
Employer's state tax 0.40%: All staff state tax: \$51,227x0.40%	170	35	205
Worker's compensation 0.12%: All staff worker's compensation: \$51,227x0.12%	51	11	62
Employee life insurance 0.50%: All staff employee life insurance:	256	44	299

Sample Budget: Planning Grant (PG) – with the FNICR

Budget Narrative: AmeriCorps Georgia Serves Planning Grant with FNICR

Section I. Program Operating Costs

To view the entire sample budget, click on/hover over the image to see the play button.

A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Manager of Education and Engagement Georgia: - 1 person(s) at 74498 each x 50 % usage	33,585	3,664	37,249
Director of Regional Education, South Central Region: - 1 person(s) at 172900 each x 3 % usage	0	5,187	5,187
Director of Youth Leadership Programs: - 1 person(s) at 87910 each x 10 % usage	8,791	0	8,791
Category Totals	42,376	8,851	51,227

B. Personnel Fringe Benefits

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA Taxes 7.65%: All staff salaries: \$51,227x7.65%=3,919	3,242	677	3,919
Employer's state tax 0.40%: All staff state tax: \$51,227x0.40%	170	35	205
Worker's compensation 0.12%: All staff worker's compensation: \$51,227x0.12%	51	11	62



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. Itemize the types of fringe benefits.
- ❑ **Travel:** Calculations should include estimated miles (\$.67 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 program training costs. Also, registration cost for National Service Training and Points of Light.



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 instructions in the NOFO. Please click on the link provided.
- ❑ [Application Instructions FY25](#)
- ❑ Provide adequate descriptions and calculations 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
 - [Watch the recording](#)
- **Sept. 19 (1 p.m. ET)** - FY24 AmeriCorps State and National Competitive NOFO Overview
 - [Watch the recording](#)
- **Sept. 21** - Recorded Best Practices for Performance Measures
 - [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.
 - [Watch the Recording](#)
 - [Slide Deck](#)

[AmeriCorps State and National Funding Opportunity FY25](#)



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Budget Management Process

Best Practices in Budget Development

AmeriCorps State and National Funding Opportunity FY25



Georgia[®] Department of 

Community Affairs



Georgia[®] Department of 

Community Affairs

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