



# AmeriCorps State Funding

## NOFO Cost Effectiveness/Budget Adequacy

*presented by*

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# Cost-Effectiveness and Budget Adequacy (25 percent):

## Member Recruitment (6 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 (5 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 (4 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).

## Budget Adequacy (10 points)

The applicant is required to submit a clear and cost-effective budget that aligns with the proposed program. Each item in the budget must be specifically defined, avoiding miscellaneous or contingency amounts. All costs should be itemized, and calculations should be presented as equations. Unallowable expenses, such as entertainment costs, can only be included if justified as essential. Please avoid using fractional amounts and ensure that costs for National Service Criminal History Checks are included.

# Cost Effectiveness and Budget Adequacy

## □ 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.\*

# Cost Effectiveness and Budget Adequacy

## □ 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.
- [AmeriCorps Application Instructions.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

# Cost Effectiveness and Budget Adequacy

## ❑ 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 reasonable person would pay in the same or similar circumstances for the same business or for the same or similar item.
- 2 CFR Part 200.404 Reasonable Costs

# Match Requirements

Applicants are required to match funds provided by AmeriCorps. The applicant's match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must show that they can meet the match requirement when they submit the application. Applicants must say in their application if they have already secured the match funding.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every three years to 30 percent by year ten.

AmeriCorps Funding Year	Years 1,2, and 3	Years 4,5, and 6	Years 7,8, and 9	Years 10 +
Grantee Share Requirements	24%	26%	28%	30%

# Cost Effectiveness and Budget Adequacy

- ❑ 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 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 \$20,400 and maximum amount of \$40,800.

**Table: Minimum and Maximum Living Allowance**

<b>Slot Types</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560
Half-time	900	n/a	\$20,400
Reduced Half-time	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568
Abbreviated-time	100	n/a	\$2,448