Fiscal Year 2023 AmeriCorps State and National ARP Planning Grants

Best Practices in Budget Development
Today’s goals

Acquire knowledge and skills to:

• Understand the function of an effective budget
• Develop a complete and high-quality budget
• Demonstrate fiscal capacity for AmeriCorps grants management
An approved AmeriCorps budget is part of the grantee’s contractual obligation and:

- A financial blueprint
- Helpful to ensure financial compliance
- A tool for measuring progress and funds management
Budget Management Process

1. Prepare budget
2. State goals and objectives
3. Decide a strategy
4. Translate strategy to dollars
5. Set budget control process
6. Compare budget to actual expenses
7. Modify budget

Determine needs
Budget Basics

• Realistic
• Consistent
• Flexible

• Realistic scope
• Appropriate detail
• Competitive proposal
• Compliance
• Effective delivery
Budget Narrative

• Follow the Notice of Funding Opportunity
• Include allowable, reasonable, necessary, and allocable costs, as defined by 2 CFR 200
  https://ecfr.federalregister.gov
• Estimate resources needed to achieve program goals
• Organize narrative to fit budget categories
• Provide adequate descriptions
• Check your math
Unallowable Costs - Examples

- Lobbying
- Entertainment and alcohol
- Fundraising
- Expenses not tied to program objectives
- Costs that constitute waste, fraud, and abuse
- Unreasonable from “prudent person” perspective
- Costs with no logical basis
Minimum grantee share increases gradually. By year 10, grantee matches one grantee dollar for every AmeriCorps dollar.

<table>
<thead>
<tr>
<th>Overall Minimum Share</th>
<th>Yr 1</th>
<th>Yr 2</th>
<th>Yr 3</th>
<th>Yr 4</th>
<th>Yr 5</th>
<th>Yr 6</th>
<th>Yr 7</th>
<th>Yr 8</th>
<th>Yr 9</th>
<th>Yr 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24%</td>
<td>24%</td>
<td>24%</td>
<td>26%</td>
<td>30%</td>
<td>34%</td>
<td>38%</td>
<td>42%</td>
<td>46%</td>
<td>50%</td>
</tr>
</tbody>
</table>
Match Requirements

• Necessary
• Reasonable
• Allowable

• Allocable
• Compliant
• Documented
### Budget Narrative Structure

Separated by major categories and divided into AmeriCorps* and Grantee shares

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect or Administrative Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributable to Program Goals</td>
<td>For Common Organizational Goals</td>
</tr>
<tr>
<td>Example:</td>
<td>Example:</td>
</tr>
<tr>
<td>- Program staff salaries and fringe</td>
<td>- Management staff salaries and fringe</td>
</tr>
<tr>
<td>- Staff travel</td>
<td>- Accounting and legal services</td>
</tr>
<tr>
<td>e.g.: AmeriCorps Symposium travel</td>
<td>- Office equipment</td>
</tr>
<tr>
<td>- Supplies</td>
<td>- Rent and leases</td>
</tr>
<tr>
<td>- Contractors</td>
<td>- General liability insurance</td>
</tr>
<tr>
<td>- Staff training</td>
<td></td>
</tr>
</tbody>
</table>

* Note that eGrants identifies the AmeriCorps share as “CNCS Share”.
Program Operating Costs

Section I.

A. Personnel Expenses
B. Personnel Fringe Benefits
C. Travel
   1. Staff Travel
   2. Member Travel
D. Equipment
E. Supplies
F. Contractual and Consultant Services
G. Training
   1. Staff Training
   2. Member Training
H. Evaluation
I. Other Program Operating Costs
# Budget Narrative Section I – Sample

## 1. Staff Travel

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED and PD travel to AmeriCorps-Sponsored Grantee Training (Washington DC)</td>
<td>2 staff</td>
<td>$2,930</td>
<td>$2,930</td>
<td>$0</td>
</tr>
<tr>
<td>Program site monitoring and oversight</td>
<td>40 trips, average 27.5 miles round trip @ $0.65/mile</td>
<td>$715</td>
<td>$0</td>
<td>$715</td>
</tr>
<tr>
<td>Regional training conference (PD and PC)</td>
<td>$977 per person (airfare - $450; lodging - $156/night, 2 nights; per diem - $71/day, 3 days; ground transportation - $50) x 2 staff</td>
<td>$1,954</td>
<td>$977</td>
<td>$977</td>
</tr>
<tr>
<td>Member Travel as part of workday (between worksites)</td>
<td>Avg 20 mi/week, 50 weeks, 35 members, $0.65/mile (mileage rate determined by organizational policy)</td>
<td>$22,750</td>
<td>$11,375</td>
<td>$11,375</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$28,349</td>
<td>$15,282</td>
<td>$13,067</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED and PD travel to AmeriCorps-Sponsored Grantee Training (Washington DC)</td>
<td>$1465 per person (airfare - $600; Lodging - $177/night, 3 nights; per diem - $71/day, 4 days; ground transportation - $50) x 2 staff</td>
<td>$2,930</td>
<td>$2,930</td>
<td>$0</td>
</tr>
<tr>
<td>Program site monitoring and oversight</td>
<td>40 trips, average 27.5 miles round trip @ $0.65/mile (mileage rate determined by organizational policy)</td>
<td>$715</td>
<td>$0</td>
<td>$715</td>
</tr>
<tr>
<td>Regional training conference (PD and PC)</td>
<td>$977 per person (airfare - $450; Lodging - $132/night, 2 nights; per diem - $71/day, 3 days; ground transportation - $50) x 2 staff</td>
<td>$1,954</td>
<td>$977</td>
<td>$977</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$5,599</td>
<td>$3,907</td>
<td>$1,692</td>
</tr>
</tbody>
</table>
**E. Supplies**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>Avg $40/month</td>
<td>$400</td>
<td>$0</td>
<td>$400</td>
</tr>
<tr>
<td>Computers for new staff</td>
<td></td>
<td>$2,200</td>
<td>$1,100</td>
<td>$1,100</td>
</tr>
<tr>
<td>Member Supplies</td>
<td>Avg $185/member, 38 members</td>
<td>$7,000</td>
<td>$2,800</td>
<td>$4,200</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$9,600</td>
<td>$3,900</td>
<td>$5,700</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies</td>
<td>Avg $40/month</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>Computers for new staff (laptop, external monitor, external keyboard, and mouse)</td>
<td>2 @ $1,100/each</td>
<td>$2,200</td>
<td>$1,100</td>
<td>$1,100</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$2,700</td>
<td>$1,100</td>
<td>$1,600</td>
</tr>
</tbody>
</table>
# Member Costs

## Section II.

### A. Living Allowance

### B. Member Support Costs
- FICA
- Health Care
- Worker’s Compensation
- Unemployment Insurance
- Other Member Support Costs
Administrative and Indirect Costs

Section III. (Choose 1 of these 3 methods)

A. Corporation Fixed Percentage
   • 5% of the total AmeriCorps funds expended*
   • No documentation required

B. Federally Approved Indirect Cost Rate
   • Requires approved rate from Federal government
   • Approved rate constitutes documentation

C. 10% De Minimis Rate

* Regardless of method used, AmeriCorps share is limited to 5% of total AmeriCorps funds expended.
# Budget Narrative Section III – Sample Entries

## A. Corporation Fixed Percentage

<table>
<thead>
<tr>
<th>Item</th>
<th>Calculation</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Fixed Amount</td>
<td>Total program costs x 10% (claiming 6%); CNCS: total CNCS costs x 5.26%</td>
<td>$97,537</td>
<td>$33,198</td>
<td>$64,339</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$97,537</td>
<td>$33,198</td>
<td>$64,339</td>
</tr>
</tbody>
</table>

## B. Federally Approved Indirect Cost Rate

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Cost Basis</th>
<th>Calculation</th>
<th>Rate</th>
<th>Rate Claimed</th>
<th>Total Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional</td>
<td>Total salaries and fringe</td>
<td>$93,327 x .485 = $45,264 (claiming 45%)</td>
<td>48.5%</td>
<td>45%</td>
<td>$41,997</td>
<td>$33,198</td>
<td>$8,799</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$41,997</td>
<td>$33,198</td>
<td>$8,799</td>
</tr>
</tbody>
</table>
Source of Funds
### Source of Matching Funds

<table>
<thead>
<tr>
<th>Match Description</th>
<th>Amount</th>
<th>Match Classification</th>
<th>Match Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization’s General Funds (secured)</td>
<td>$279,196</td>
<td>Cash</td>
<td>Other</td>
</tr>
<tr>
<td>Professional services donation (secured)</td>
<td>$11,325</td>
<td>In Kind</td>
<td>Other</td>
</tr>
<tr>
<td>Ford Foundation (secured)</td>
<td>$90,000</td>
<td>Cash</td>
<td>Private</td>
</tr>
<tr>
<td>OJJDP (proposed)</td>
<td>$73,000</td>
<td>Cash</td>
<td>Federal</td>
</tr>
<tr>
<td>State Criminal Justice Institute grant (proposed)</td>
<td>$52,000</td>
<td>Cash</td>
<td>State/Local</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$505,521</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Budgeting Tips

• Meet AmeriCorps cost guidelines
  • ≥ Required match with match sources
• Include:
  • Required expenses
  • Adequate/accurate calculations and explanations
• Allowable costs only
• Align with stated program goals
Have you…

• Established or renewed your SAM (System for Award Management) registration?
• Emailed your Operational and Financial Management Survey?
• Submitted your single audit and 990?
• Entered your Negotiated Indirect Cost Rate Agreement details in eGrants?
eGrants Messages

• Warning: Can submit but budget may not be compliant
• Error: Cannot proceed until data is edited

eGrants technical assistance
AmeriCorps Hotline: 800-942-2677
Quality Assurance Checklist

- Follow the Notice of Funding Opportunity
- Include allowable, reasonable, necessary, and allocable costs, as defined by 2 CFR 200
- Estimate resources needed to achieve program goals
- Organize narrative to fit budget categories
- Provide adequate descriptions
- Check your math
Happy Budgeting and Good Luck!