

Fiscal Year 2023 AmeriCorps Seniors Workforce Development Budget Development Office Hour 01.11.2023

Spanish Captioning available from the link provided in chat.



Tips for Audio and Viewing

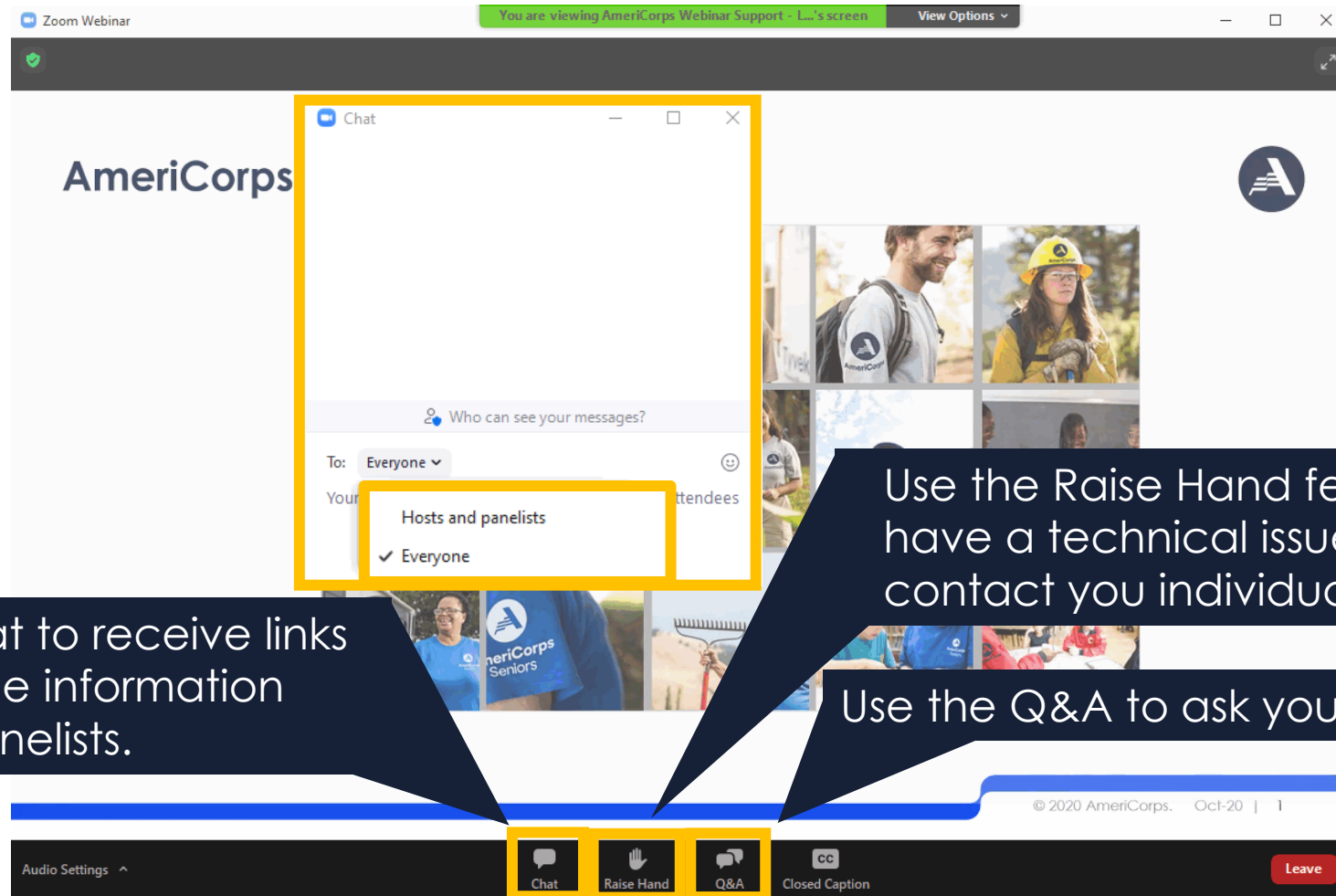


Click **View Options**, select **Exit Full Screen** to display the Chat on the right side of the screen.

Stream audio through the computer (**Audio Settings**).

The screenshot shows a Zoom Webinar window titled "Zoom Webinar" with a subtitle "You are viewing AmeriCorps Webinar Support - L...'s screen". The "View Options" menu is open, showing "Zoom Ratio", "Fit to Window", and "Exit Full Screen". The "Audio Settings" menu is also open, showing "Select a Speaker", "Speakers (Mpow HC)", "Same as System", "Test Speaker & Microphone...", "Leave Computer Audio", and "Audio Settings...". The main content area displays a grid of video thumbnails for various participants. The bottom toolbar includes "Chat", "Raise Hand", "Q&A", "Closed Caption", and "Leave". The footer shows "© 2020 AmeriCorps. Oct-20 | 1".

Tips for Participation and Support



Use the Chat to receive links and resource information from the panelists.

Use the Raise Hand feature if you have a technical issue. We will contact you individually via Chat.

Use the Q&A to ask your questions.

Closed Captioning



The screenshot shows a Zoom Webinar interface. At the top, it says "Zoom Webinar" and "You are viewing AmeriCorps Webinar Support - L...'s screen". The main content area displays the "AmeriCorps" logo and a video player. A chat window is open over the video, showing a message from "AmeriCorps Webinar S... to Everyone: 11:12 AM" that says "Select this link for captioning in Spanish:". The video player shows a grid of images related to AmeriCorps activities. At the bottom, the Zoom control bar is visible, with the "Chat" and "Closed Caption" buttons highlighted with yellow boxes.

Para ver subtítulos en vivo en español, seleccione el enlace en el chat.

Live captioning in English is available here.

**Fiscal Year 2023 AmeriCorps Seniors
Workforce Development
Budget Development Office Hour
01.11.2023**

Budget Functions



An approved AmeriCorps Seniors budget is part of the grantee's contractual obligation and:

- ◆ A financial blueprint
- ◆ Helpful to ensure compliance
- ◆ A tool for measuring progress and monitoring

Budget Basics



- ◆ Realistic
 - ◆ Consistent
 - ◆ Flexible
 - ◆ Realistic scope
 - ◆ Appropriate detail
 - ◆ Competitive proposal
 - ◆ Compliance
 - ◆ Effective delivery
-

Budget Narrative



- ◆ Follow the Notice of Funding Opportunity (Notice)
- ◆ 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
 - ◆ Expenses not tied to program objectives
 - ◆ Costs that constitute waste, fraud, and abuse
 - ◆ Unreasonable from “prudent person” perspective
 - ◆ Costs with no logical basis
-

Minimum Match Requirement (Grantee Share)

10% of total project costs

<i>Example</i>			
	AmeriCorps	Grantee	Total Budget
Total project costs	\$90,000	\$10,000	\$100,000

◆ Necessary

◆ Reasonable

◆ Allocable

◆ Allowable

◆ Compliant

◆ Documented

Budget Structure



Separated by major categories and divided into AmeriCorps and Grantee shares

Volunteer Support Expenses

Examples:

- ◆ Program staff salaries and fringe benefits
- ◆ Project staff travel
- ◆ Equipment and supplies
- ◆ Contractual and Consultant Services
- ◆ Project staff Criminal History Checks
- ◆ Indirect Costs

Volunteer Expenses

Examples:

- ◆ Stipends (*FSP and SCP only*)
- ◆ Volunteer meals
- ◆ Volunteer uniforms
- ◆ Volunteer insurance
- ◆ Volunteer recognition
- ◆ Volunteer travel
- ◆ Volunteer Criminal History Checks



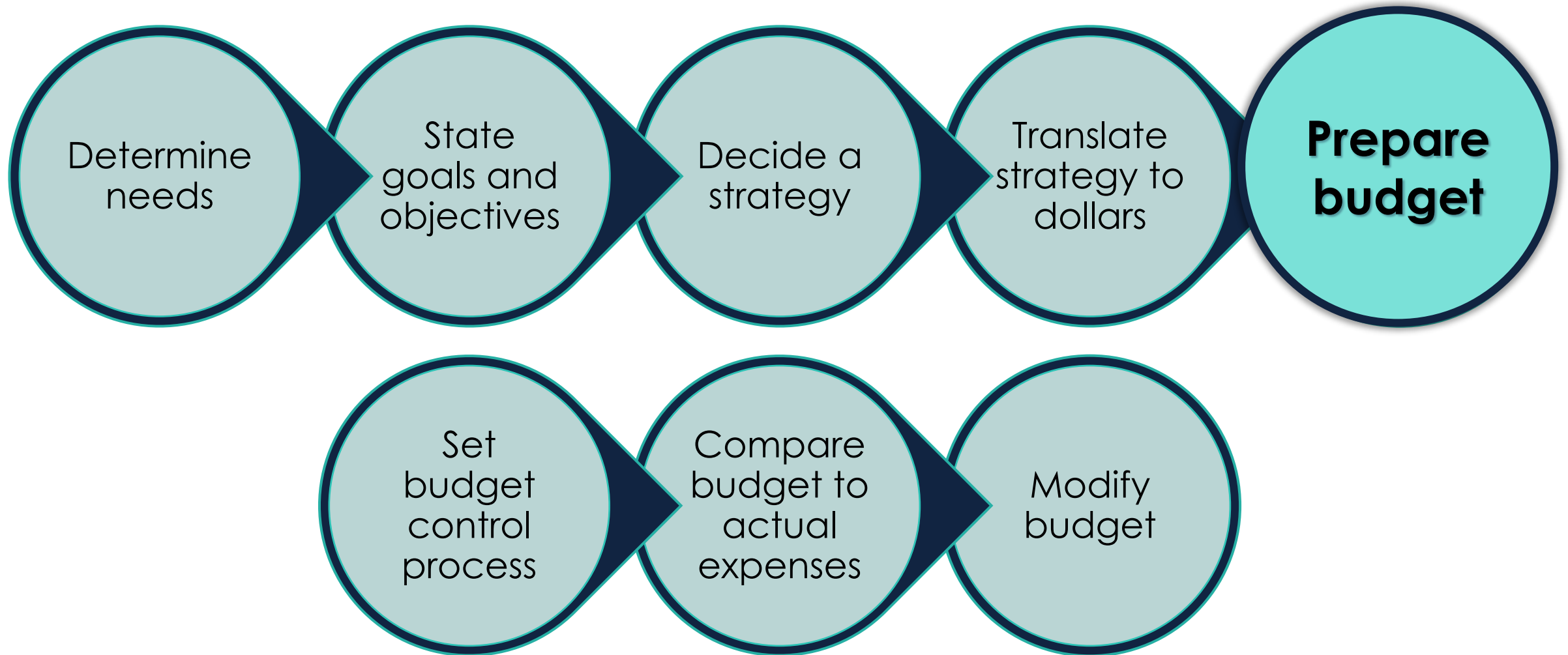
Budgeting Tips

- ◆ Meet AmeriCorps Seniors cost guidelines
 - Required expenses (e.g. NSCHC)
 - Detailed Source of Funds equal to budgeted match
 - Adequate and accurate calculations and explanations
 - Allowable costs only
- ◆ Align with stated program goals



Questions for us?

Budget Management Process



Section I. Volunteer Support Expenses



- A. Project Personnel Expenses
- B. Personnel Fringe Benefits
- C. Travel
 - Local Travel
 - Long Distance Travel
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
- I. Other Volunteer Support Costs
- J. Indirect Costs

A. Project Personnel Expenses

Position/Title -City -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount

B. Personnel Fringe Benefits

Item -Description	FICA:	Health Insurance:	Retirement:	Life Insurance:

C. Project Staff Travel

Local Travel

Purpose -City	CNCS Share	Grantee Share	Total Amount

Long Distance Travel

Purpose -Destination -Other	CNCS Share	Grantee Share	Total Amount

D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount

E. Supplies

Item/ Purpose -Calculation	Category Totals	CNCS Share	Grantee Share	Total Amount

F. Contractual and Consultant Services

Purpose -Calculation	Category Totals	CNCS Share	Grantee Share	Total Amount

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount
Criminal Background Check:			

J. Indirect Costs

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	Category Totals	Section Totals	PERCENTAGE	CNCS Share	Grantee Share	Total Amount

Section J. Indirect Costs



1. Federally Approved Indirect Cost Rate

- ◆ Requires approved rate from Federal government
- ◆ Approved rate constitutes documentation

2. 10% De Minimis Rate

- ◆ If selected, must use consistently across all federal awards

Section II. Volunteer Expenses



A. Stipends

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
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Corporation Funded:

Non-Corporation Funded:

B. Other Volunteer Costs

Item -Description
Meals:
Uniforms:
Insurance:
Recognition:
Volunteer Travel:
Physical Examinations:

A. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals:				
Uniforms:				
Insurance:				
Recognition:				
Volunteer Travel:				
Category Totals				
Section Totals				
PERCENTAGE				

Category Totals

Source of Funds



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

eGRANTS

Start Continuation Grant Application

cancel save & close

Please enter the source of matching funds in the textbox below.

Source of Matching Funds (Max. 1000 chars)

Welcome Tracey

Start Continuation

Applicant Info

Application Info

Narratives

Work Plan

Documents

Start C

Budg

Please

Source of Funds – Sample



Section	Description
Section I. Volunteer Support Expenses	ORGANIZATION'S GENERAL FUNDS (secured), \$28,164, in-kind, local govt; SPONSOR SITE (secured), \$5,000, in-kind, private; COUNTY DEPARTMENT OF AGING (secured), \$6,700, cash, local govt; PROFESSIONAL SERVICES (secured), \$7,200, in-kind, private; FOUNDATION GRANT (proposed), \$8,000, cash, private
Section II. Volunteer Expenses	ORGANIZATION'S GENERAL FUNDS (secured), \$2,500, cash, local govt; INDIVIDUAL VOLUNTEER STATIONS (secured), \$3,600, cash, private

Have you...



- ◆ Established or renewed your SAM registration at www.sam.gov?
- ◆ 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 Check



- ◆ Follow instructions in 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
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