



## Appendix 3

### Budget Instructions for Cost Reimbursement Grant Application

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As you enter your budget, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission, be sure to review the Budget Checklist (Attachment B) to ensure your budget is compliant. eGrants will perform a limited compliance check and you will receive a warning and/or error messages if there are compliance issues. You must resolve all errors before you can submit your budget.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Understand the required budget items to be included, as described in the Budget Instructions (Appendix 3 or Appendix 5) and Budget Checklist (Attachment B). This includes travel to an AmeriCorps program staff training approved by Serve Wisconsin, AmeriCorps member service gear, National Service Criminal History Checks, and OnCorps Online Reporting System.
- Based on Serve Wisconsin's experience with successful AmeriCorps programs, it is strongly recommended that one main staff person be dedicated at least 0.75 FTE to the grant.
- Itemize each cost and present the basis for all calculations in the form of an equation. For example:
  - OnCorps Online Reporting System for 30 Members x \$1.40 x 12 months = \$504
  - Program Director: 1 person at \$60,000 each x 80 % usage = \$48,000
- Do not include unallowable expenses, such as entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Include the cost of the Truescreen and Fieldprint for National Service Criminal History Checks for each covered position in the AmeriCorps share of the budget. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- Serve Wisconsin retains a 2% share of the 5% federal funds available to programs for administrative costs and this needs to be identified within your budget.

Programs must comply with all applicable federal laws, regulations, and the requirements of the Uniform Guidance. Please refer to the [Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#) for allowable, allocable, and reasonable cost information, as well as audit requirements, including the need to provide audits to the Clearinghouse if expending over \$750,000 in federal funds, as required in the Uniform Guidance.

## Section I. Program Operating Costs

### A. Personnel Expenses

Under “Position/Title Description,” list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person’s role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either AmeriCorps or Grantee share. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

### B. Personnel Fringe Benefits

- Under “Purpose/Description,” identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position.
- Allowable fringe benefits typically include FICA, Worker’s Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K.
- You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost.
- Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item.

### C. Travel

#### C.1. Staff Travel

- Describe the purpose of program staff travel.
- Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff.
- Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, per diem, and similar supporting information. Reimbursement should not exceed the [federal mileage rate](#) unless the applicant has a policy and it is justified in the budget narrative.
- Only domestic travel is allowable.

**You must include at least \$2,000 in this line item for staff to travel to attend an AmeriCorps program/staff development training approved by Serve Wisconsin.**

Please use the following language:

- Purpose: Staff member(s) will attend AmeriCorps program/staff development training approved by Serve Wisconsin.
- Calculation: itemize the costs, using the following format: 2 staff x (\$750 airfare + \$50 ground transportation + \$400 lodging (1 night) + \$35 per diem) = \$2,470.

#### C.2. Member Travel

- Describe the purpose for which members will travel.
- Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites.
- Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category.
- Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information.

## D. Equipment

- Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in Section E. Supplies.
- Purchases of equipment are limited to 10% of the total AmeriCorps funds requested.
- If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

## E. Supplies

- AmeriCorps members must wear an AmeriCorps logo on a daily basis, preferably clothing with the AmeriCorps logo. The item with the AmeriCorps logo is a required budget expense. Please include the cost of the logo item your budget or explain how your program will be providing the item to AmeriCorps members without using grant funds. Grantees may add the AmeriCorps logo to their own local program uniform items using federal funds. Please explicitly state that your program will be using the AmeriCorps logo in the budget description.
- Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-AmeriCorps funds.

## F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. and H. There is not a maximum daily rate.

## G. Training

### G.1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

## G.2. Member Training

Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate. There is no maximum daily rate.

## H. Evaluation

- Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in *Section A. Personnel Expenses*.
- This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design.
- Indicate daily rates of consultants, where applicable.

## I. Other Program Operating Costs

Allowable costs in this budget category should include (when applicable):

- National Service Criminal History Checks for all members and for all employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or grantee share). Please include the cost of the Truescreen NSOPW, state check(s), and Fieldprint FBI check for criminal history checks for all covered positions. If funds are not budgeted, an explanation for how the costs will be covered must be noted in the budget.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, internet, postage, copying, and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organization's indirect cost allocation pool. If such expenses are budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.
- In addition, all programs are required to budget funds for payment of fees for the *OnCorps online reporting system* at the following rates:
  - All programs except EAP and Professional Corps: \$1.40 per awarded full-time, three-quarter time, half time, reduced half time, and quarter time member per month for 12 months, plus \$1.00 per awarded minimum time and abbreviated time member per month for 12 months. Add this specific line item in your budget for this expense.
  - All EAP and Professional Corps: \$1.00 per awarded member per month for 12 months. Though this expense will not appear in the application budget, EAP and Fixed-Amount Professional Corps applicants must plan to pay this expense.

## Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.” Your required match can be federal, state, local, or private sector funds.

### A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, three-quarter-time, half-time, reduced-half-time, quarter-time, minimum-time, abbreviated-time) and the amount of living allowance they will receive, allocating appropriate portions between the AmeriCorps Share and Grantee Share (match).

The minimum and maximum living allowance amounts are provided in the *RFP*.

In eGrants, enter the total number of members you are requesting in each category. Enter the average amount of the living allowance for each type of member. In addition, enter the number of members for whom you are not requesting funds for a living allowance, but for whom you are requesting education awards.

### B. Member Support Costs

Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance. If exempted, please note in the narrative. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker’s Compensation.** Although under federal law members are not considered to be “employees” for purposes of the program, federal law appears to provide an exception for workers’ compensation purposes. Wisconsin requires that all AmeriCorps members are covered by the agency workers’ compensation plan for service-related injuries. Costs incurred providing workers’ compensation for members is an allowable cost to the grant. Wisconsin state government applicants whose agency is covered under the state’s self-funded insurance can insert a related comment in the description for this budget item as an explanation for why no expenses are being entered for this item.
- **Health Care.** You must offer or make available health care insurance benefits to full-time members in accordance with AmeriCorps Terms and Conditions. Except as stated below, you may not pay health care insurance benefits to less-than-full-time members with AmeriCorps funds. You may choose to provide health care insurance benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget.

Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care insurance benefits. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative. In your budget narrative, indicate the number of members who will receive health

care insurance benefits. AmeriCorps will not pay for dependent coverage. If health care insurance is not budgeted for all full-time members, please confirm all full-time members will have access to health insurance coverage.

- **Unemployment Insurance and Other Member Support Costs.** Include any other member support costs here. According to WI State Statute 1.8.02(15)(j)7., AmeriCorps members are not considered employees for the purposes of unemployment insurance coverage, with the exception of Professional Corps members; therefore, members should not be listed on the agency/organization quarterly employee listing for the purposes of unemployment insurance coverage. If you do include the members on your unemployment report, you run the risk of losing an unemployment ruling and being forced to pay unemployment to a former member. Federal funds cannot be used for any member unemployment claims.

### Section III. Administrative/Indirect Costs

Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs are those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Uniform Guidance.

#### Options for Calculating Administrative/Indirect Costs

Applicants choose one of three methods to calculate allowable administrative costs:

- A. the AmeriCorps-fixed percentage rate method,
- B. a federally approved indirect cost rate method, or
- C. a *de minimis* method.

Regardless of the option chosen, the AmeriCorps share of administrative costs is limited to 5% of the total AmeriCorps funds **actually expended** under this grant. Do not create additional lines in this category.

#### Option A. AmeriCorps-Fixed Percentage Method

##### 5/10 % Fixed Administrative Costs

The AmeriCorps-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. If you choose the AmeriCorps-fixed percentage rate method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the AmeriCorps funds expended. In order to charge this fixed 5%, the grantee match for administrative costs (Section III Grantee Share) may not exceed 10% of all direct cost expenditures (CNCS Share). Of the maximum 5%, Serve Wisconsin retains 2% for its administrative costs.

To determine the maximum AmeriCorps share for Section III, multiply the sum of the AmeriCorps funding shares (CNCS Share) of Sections I and II by 0.0526. This is the maximum amount you can request as AmeriCorps share (CNCS Share). *(The factor 0.0526 is used to calculate the 5% maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established.)*

**In eGrants Section III A. for the Corporation Fixed Amount line:**

- Calculation field: “ $(([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526) \times 0.60 = [\$]$  and  $([Total\ of\ both\ CNCS\ Share\ and\ Grantee\ Share\ columns\ for\ Section\ I] + [Total\ of\ both\ CNCS\ Share\ and\ Grantee\ Share\ columns\ for\ Section\ II]) \times 0.10 = [\$]$ ”
- Total amount field: enter the product of  $([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526$
- CNCS Share field: enter the product of  $([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526 \times 0.60$
- Grantee Share field: enter the product of  $([Total\ of\ both\ CNCS\ Share\ and\ Grantee\ Share\ columns\ for\ Section\ I] + [Total\ of\ both\ CNCS\ Share\ and\ Grantee\ Share\ columns\ for\ Section\ II]) \times 0.10$

Example:

- Calculation field: “ $(\$250,000 + \$500,000) \times 0.0526 \times 0.60 = \$23,670$  and “ $(\$310,000 + \$620,000) \times 0.10 = \$93,000$ ”
- Total amount field: \$116,670
- CNCS Share field: \$23,670
- Grantee Share field: \$93,000

**In eGrants Section III A. for the Commission Fixed Amount line:**

- Calculation field: “ $(([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526) \times 0.40 = [\$]$ ”
- Total amount field: enter the result of the calculation above
- CNCS Share field: enter the result of the calculation above
- Grantee Share field: “\$0”

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

If you have a federally approved indirect cost (IDC) 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 AmeriCorps. Of the maximum 5%, Serve Wisconsin retains 2% for its administrative costs.

AmeriCorps does not restrict the overall indirect cost rate claimed. It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

First, calculate the total amount of indirect costs allowable for this grant application. Determine the base amount of direct costs to which you will apply the IDC rate, including both the AmeriCorps (CNCS) and Grantee Shares, as prescribed by your established rate agreement (i.e., based on salaries and



benefits, total direct costs, or other). Then multiply the appropriate total direct costs by the rate being claimed.

**In eGrants Section III B., click “add a new budget item”**

- Cost Type field: select the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate
- Cost Basis field: select the basis upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.)
- Calculation field: “Indirect total is  $[Base\ amount\ of\ direct\ costs] \times [Rate\ being\ claimed] = [\$]$  and CNCS Share is  $([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526 \times 0.60 = [\$]$ ”
- Rate Claimed field: Supply your approved IDC rate (percentage) or a lower rate you choose to claim
- Total amount field:
- CNCS Share field:
- Grantee Share field: subtract the amount calculated in step 2 (the AmeriCorps share) from the amount calculated in step 1 (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs

**In eGrants Section III B., click “add a new budget item”**

- Cost Type field:
- Cost Basis field:
- Calculation field: “ $([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526 \times 0.40 = [\$]$ ”
- Rate field: “0.0”
- Rate Claimed field: “0.0”
- Total Amount field: enter the product of  $([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526 \times 0.40$
- CNCS Share field: enter the product of  $([Total\ of\ CNCS\ Share\ column\ for\ Section\ I] + [Total\ of\ CNCS\ Share\ column\ for\ Section\ II]) \times 0.0526 \times 0.40$
- Grantee Share field: “\$0”

**Option C. De Minimis Rate of 10% of Modified Total Direct Costs**

Organizations that:

- have **never**, at any point in time, held a federally negotiated indirect cost rate (except for those non-Federal entities described in [Appendix VII to Part 200\(D\)\(1\)\(b\)](#)) and
- receive less than \$35 million in direct federal funding may indefinitely use a *de minimis* rate of 10% of modified total direct costs (MTDC).

Additional information regarding what is included in MTDC, and use of this option can be found at [2 CFR §200.414\(f\)](#).

If the *de minimis* option is elected, it must be used consistently across all federal awards.

If the de minimis option is elected, enter it in eGrants in Section III B., “Federally Approved Indirect Cost Rate.”

## Source of Funds

In the “Source of Funds” field that appears at the end of Section III, enter a brief description of the match.

**In eGrants Section III Source of Funds**, click “Enter Source of matching funds”:

*Repeat the steps below for each source of matching funds.*

- Match Description field: describe the source of the match and identify whether these funds are “secured” or “proposed” (for example: “United Way (proposed)”)
- Amount field: indicate the dollar amount
- Match Classification field: select cash or in-kind
- Match Source field: select private, state/local, or federal

Define all acronyms or abbreviations the first time they are used.

After entering all sources of matching funds, verify that the Total Source of Funds amount equals the Budget Totals in the Grantee Share column.

Any changes to information that has already been entered into this section are made by deleting the line in eGrants and creating a new one. Even though there is an edit button, it does not save properly after editing the information.

Note: the value of the Segal Education Awards that members earn for their service is not identified in the budget. Also, the child care reimbursements amount provided to eligible full-time members is not included in the budget.