

**2011 – 2012 AmeriCorps\*State  
Kentucky Commission on Community Volunteerism and Service  
Programmatic & Fiscal Requirements**

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**Applications are due to KCCVS via eGrants no later than C.O.B. December 1, 2010.**

***Additional KCCVS notes:***

\*In the FY 2011 competition, the Corporation's funding priorities are projects that address compelling, unmet needs in one or a combination of the following five national service priority areas:

- **Education** - Unmet educational needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation **and/or graduate from high school, college or university.**
- **Clean Energy/Environment** - Unmet energy-efficiency and environmental needs within communities; **promote environmental sustainability.**
- **Healthy Futures** - Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, **including health literacy and childhood obesity.**
- **Veterans** - Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veterans in service.
- **Opportunity** - Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance. **Meet the needs of economically vulnerable Americans, their families, and their communities.**
- **Disaster Services** – Increase the capacity of communities to serve vulnerable populations in the event of a disaster; improve communities in disaster-affected areas. **(No national performance measures defined.)**

\* The Kennedy Serve America Act directs the Corporation to make an effort to allocate not less than 10 percent of financial assistance and approved national service positions to organizations proposing to involve a significant number of participants age 55 and older.

\* In 2010, the Corporation awarded approximately 80 percent of its AmeriCorps State and National competitive funds to organizations meeting needs in the five priority areas identified in the Edward M. Kennedy Serve America Act (**Education, Healthy Futures, Clean Energy/Environment, Veterans, and Opportunity**). In 2011, the Corporation expects to award a similar percentage of available funding to programs working in the focus areas of **Education, Healthy Futures, Clean Energy/ Environment, Veterans, Opportunity, and Disaster Services**. Within these focus areas, the Corporation will give additional priority to those applications that propose to meet the Corporation's strategic objectives. These strategic objectives were included in the amended *Notice*, which was issued in October following approval of the Corporation's five-year strategic plan. Additional information on the development of the strategic objectives and the strategic plan can be found on the Corporation's website here: [http://www.nationalservice.gov/about/focus\\_areas/index.asp](http://www.nationalservice.gov/about/focus_areas/index.asp).

\* In 2011, the Corporation will implement the second year of the National Performance Measures Pilot. National performance measures allow the Corporation to demonstrate the aggregated impact of AmeriCorps programs. While use of national performance measures remains optional in 2011, new and re-competing applicants are strongly encouraged to use them in planning programming. Applications that include national performance measures will be a funding priority in 2011. National performance measures will be described in detail in the amended *Notice* which will be issued in October.

\* **KCCVS does require each applicant to submit at least one aligned performance measure – output, intermediate outcome, end outcome** - in your primary service category in your grant application. The national performance measures, and other information on the national performance measures, may be accessed via <http://www.nationalserviceresources.org/national-performance-measures/home>. Also, Section IV of the Instructions will assist you in preparing your performance measures for input into eGrants.

- \* Although your application will not be penalized for failure to address any of the above, KCCVS believes your application will compete more successfully on the national level by addressing the Corporation's 2011 priorities and incorporating engaging individuals age 55 and older and veterans into your proposal. The KCCVS Review/Scoring Tool does add additional points for 1) addressing Corporation priority area, 2) engaging individuals age 55 and older into service, and 3) using a Corporation national performance measure.

***In addition to the above, KCCVS requirements include:***

- \* Maximum cost per member service year (MSY) = \$13,300 in an operational grant program
- \* KCCVS suggests a minimum of a 10 MSY member corps. KCCVS has found that less than a 10 MSY member corps is not cost effective and does not adequately demonstrate impact.

***eGrants:***

- \* access eGrants via [www.cns.gov](http://www.cns.gov)
- \* blue link mid-page takes you to a new page
- \* red link at bottom of page takes you to eGrants login page
- \* **strongly suggest an eGrants account is created prior to due date**
- \* **Your organization must have both a DUNS and CCR (CAGE) Number in order to submit an application.**

**The KCCVS has created three prime applications:  
State Competitive,  
State Education Award Program (EAP) Fixed-amount Grants,  
Full-time Fixed-amount Grants (Non-EAP).**

**State Competitive** - These grants are awarded to organizations that are proposing a project that will operate in only one state and that are put forward to the Corporation by Governor-appointed State or Territory Commissions; and to organizations that propose to operate AmeriCorps programs in more than one state and apply directly to the Corporation. Applicants are eligible to apply for funding for members' living allowance and program costs.

**State Education Award Program (EAP) Fixed-amount Grants** - Organizations operating in a single state and nominated by Governor-appointed State Commissions and organizations that operate their AmeriCorps program in more than one state may apply. Applicants are eligible to apply for a small fixed-amount grant and use their own or other resources for the members' living allowance and program costs. Applicants can apply for up to \$800 per MSY. There is no match requirement for EAP grants. Unlike Full-time Fixed-amount grants, EAPs may enroll full-time and less-than-full-time members.

**Full-time Fixed-amount Grants (Non-EAP)** - Full-time Fixed-amount grants are available for programs that enroll full-time members only. Applicants apply for a fixed amount per MSY and use their own or other resources for the remaining costs of the program. There is no match requirement for fixed-amount grants, but organizations must still raise the additional funds needed to run the program.

**NOTE: Full-time Fixed-amount grants are only available for new and recompeting applications. Second and third-year continuation applicants must submit a new application if they are interested in a fixed-amount grant.**

**Contact the eGrants Help Desk at 888-677-7849 if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID. eGrants Help Desk hours are 8 a.m. to 8 p.m. ET Monday through Friday.**

**Additional instructions, specific to the Kentucky Commission on Community Volunteerism and Service, have been added to this section, which was copied from the 2011-2012 AmeriCorps\*State Application Instructions (Section VI) for new and recompeting state competitive applicants.**

**For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants and the budget worksheet in Attachment F to prepare your budget.**

**A. Match Requirements**

Program requirements, including requirements on match are located in the AmeriCorps regulations, modified by 2008 appropriations language, and summarized below.

**Table 2: Match Requirements in the AmeriCorps Regulations**

<b>Competition</b>	<b>Match Requirement</b>
State and National Competitive including Professional Corps, States and Territories without Commissions, Indian Tribes	Minimum grantee share is 24% of program costs for the first three years. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
State and National EAP Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over \$800 per MSY provided by the Corporation.
Professional Corps Fixed-Amount Grants	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the \$2,000 per MSY provided by the Corporation.
Full-time Fixed-amount Grants - <b>LIMITED TO RECOMPETING PROGRAMS ONLY.</b>	There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the \$13,000 per MSY provided by the Corporation

- If you are applying for the first time, you must match with cash or in-kind contributions at least 24% of the project's total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR 2521.40-2521.95 for the match schedule.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- **In Section III of the budget, identify each match source separately. Include dollar amounts for cash match from private, state and local and federal funds, the source type, and amounts of in-kind support. Define all acronyms the first time they are used.**

*Note:* The Corporation's legislation permits the use of non-Corporation federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to the Corporation. The Federal Financial Report (FFR) will be used to collect the federal match data. If a grantee uses federal funds as match, they will be required to report the sources and amounts on the FFR. **You must provide KCCVS with documentation from the Federal Agency allowing federal funds to be used as match.**

**B. Preparing Your Budget**

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions below to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments E and F. The Budget Checklist in Attachment G is a resource for you to ensure your budget is complete.

eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget and eGrants will check your submission for errors.

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.
- 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 (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars).

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over \$500,000 in federal funds, as required in OMB Circular A-133.

## **Detailed Budget Instructions**

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***These instructions do not apply to EAP and Full-time Fixed-amount grants.  
Please see Section VII for detailed budget instructions for Fixed-amount grants.***

### **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "CNCS Share," and "Grantee Share" for Parts A-I, for Year 1 of the grant, as follows:

#### **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 Corporation 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 separately. 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. 1. Staff Travel**

Describe the purpose for which program staff will 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, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of applicant policy and justified in the budget narrative. Only domestic travel is allowable.

\*We expect all applicants to include funds in this line item for travel for **program** staff and site staff *(if applicable)* to attend KCCVS and Corporation-sponsored technical assistance meetings. You can split this (CNCS/Grantee), include it all in CNCS share, or however is best for you. In past years CNCS has instructed applicants to include up to \$2,000 for this purpose. **The location of the 2012 National Conference on Service and Volunteering is unknown at this time and will be announced in the summer of 2011. It is suggested all applicants include up to \$2,000 for this purpose.**

*For example: Two staff members will attend the National Conference on Service and Volunteering  
2 staff X \$750 airfare + \$50 ground transportation + (1 day) X \$400 lodging + \$35 per diem = \$2,470 for national conference.*

\*If program staff will be visiting service sites, the mileage calculation should be included in this section. *For example: 500 miles/wk x .445 x 48 weeks = \$10,680.*

## **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. If the program will provide transportation costs assistance to members, 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, daily per diem, and similar supporting information.

**KCCVS National Service Conference** – This is a one day conference. All full and half time AmeriCorps members are strongly recommended to attend this conference, as are all program staff. Reduced half time (quarter or minimum time members) may be able to attend, dependent upon space availability. Include mileage to Frankfort and/or surrounding area, meals & lodging under “member travel” (C.2.) and same under “staff travel” (C.1.) for program staff.

*For example: KCCVS National Service Conference: 30 members (cash match) – 8 vehicles x 300 miles x .445/mile = \$1068*

## **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 E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation 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**

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**. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. 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-CNCS funds.

Please keep in mind all costs must be reasonable. The [nationalservicecatalog.org](http://www.nationalservicecatalog.org) page lists the following prices:

AC t-shirt = \$8.00	AC cap = \$9.00
AC Hooded Sweatshirt = \$24.00	AC Logo Patch = \$5.00
AC Polo Shirt = \$22.00	AC lapel pin = \$2.00

The above are only a few of the items available from <http://www.nationalservicecatalog.org/>

## **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., below. Payments to individuals for consultant services under this grant should not exceed \$750 per day (excluding costs for travel, supplies, etc.). The \$750 daily rate is a ceiling, and we anticipate budgeted daily

rates at considerably lower levels. Indicate the daily rate, number of days, and total cost for consultants you are proposing to use and their contractual services. Daily rates over the maximum amount should be justified in the narrative.

### **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, not to exceed the maximum daily rate limit of \$750. KCCVS encourages programs to include reasonable funds for personal and professional staff development.

### **G. 2. Member Training**

Include the costs associated with member training to support them in carrying out their service activities.

*Examples: member orientation, project-specific skills such as age-appropriate tutoring, CPR, CERT)*

*CPR Training: 20 members x \$30 = \$600.*

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, not to exceed the daily rate limit.

### **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 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:

- Criminal history background 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 non-federal share). *KCCVS has been approved to utilize the Administrative Office of the Courts as an "Alternative Search Protocol". Please budget at least \$20.00 per search. The Kentucky State Police may also be used for background searches.*
- 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 and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin 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.**

## **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.

In the "Source of Match" box, enter the total amount of cash and in-kind match under columns for "Private," "State and/or local," and "Federal." Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under "Sources." Define acronyms the first time they are used.

### **A. Living Allowance**

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

The minimum and maximum living allowance amounts are provided below in Table 3.

**Table 3. Minimum and Maximum Living Allowance**

<b>Service Term</b>	<b>Minimum # of Hours</b>	<b>Minimum Living Allowance</b>	<b>Maximum Total Living Allowance</b>
Full-time	1700	\$12,100	\$24,200
One-year Half-time	900	n/a	\$12,800
<del>Two-year Half-time*</del>	<del>900</del>	<del>n/a</del>	<del>\$12,800</del>
Reduced Half-time	675	n/a	\$9,600
Quarter-time	450	n/a	\$6,400
Minimum-time	300	n/a	\$4,300

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 which you are not requesting funds for a living allowance, but for which you are requesting education awards.

*Notes:*

- \* There is no requirement to pay a living allowance to less than full-time members.
- \* The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
- \* MCVS does not fund two-year half time positions. All members must complete their term of service within the one year the program is funded for.

**B. Member Support Costs**

Consistent with Mississippi law, you must provide members with the benefits described below.

- **FICA for Members.** Unless exempted by the IRS all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. If exempted, please note in the narrative and provide documentation with application. 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.** All members, regardless of position (full, half, quarter, etc.) should receive worker's compensation/liability insurance.
- **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to less-than-full-time members with Corporation funds. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal). 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 benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Unemployment insurance must not be deducted from a member's living allowance.
- **Child Care Assistance.** A full time AmeriCorps member may be eligible to receive child care assistance through CNCS. HOWEVER, these funds come directly from the CNCS to the child care provider. **Do not include these funds in your budget request.**
- **Education Award.** Upon successful completion of the program, an AmeriCorps member is eligible to receive an education award. HOWEVER, these funds come directly from the National Service Trust to the financial aid office of the institution of higher learning the member plans to attend or to the qualified student loan holder. **Do not include these funds in your budget request.**

2011 - 2012 AmeriCorps							
Term of Service/ Position	MSY	Minimum Number of Hours	Education Award*	Minimum Living Allowance	Maximum Living Allowance	Health Care Benefits	Child Care Assistance*
FULL TIME	1	1700	\$5,550	12,100	24,200	YES	IF INCOME ELIGIBLE
HALF TIME	.5	900	\$2,775	<b>(Living allowance is not required for less than full time participants. If provided there is no minimum but maximum of \$12,800 (half), \$9,600 (reduced), \$6,400 (quarter), and \$4,300 (minimum))</b>	12,800		<b>NOT APPLICABLE</b>
REDUCED HALF TIME	.381	675	\$2,114		9,600		
QUARTER TIME	.265	450	\$1,468		6,400		
MINIMUM TIME	.212	300	\$1,175		4,300		

**\*Do not include costs of Education Award or Child Care Assistance in your budget request.**

### Section III. Administrative/Indirect Costs

**Definitions:** Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation 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 mean 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 Circulars A-21, A-87, and A-122.

< [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars) >

#### Administrative costs include:

1. Costs for financial, accounting, auditing, contracting or general legal services, except in unusual cases where they are specifically approved in writing by the Corporation as project costs.
2. Costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement).
3. Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.
4. Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
5. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

**Administrative costs do not include** the following allowable expenses directly related to a project (including their operations and objectives), such as:

1. Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training, and travel.

2. Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
3. Costs for independent evaluations and any internal evaluations of the project that are related specifically to quality improvement.
4. Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate and implement Corporation guidance and policies directly relating to a project.
5. Space, facility, and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect costs rate.
6. Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by the Corporation as directly attributable to a project.

**Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)**

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited to 5% of the total Corporation funds **actually expended** under this grant.

**A. Corporation Fixed Percentage Method  
Five Percent Fixed Administrative Costs Option**

The Corporation fixed rate 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 Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the 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. Enter this amount as the Corporation share for Section III A.
2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the Corporation and grantee shares under Total Amount.

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

- **Send KCCVS a copy of your Federally Approved Indirect Cost rate when you submit your Fiscal Risk Assessment.**

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs, including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). 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.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

### **C. KCCVS DOES NOT take the 1% that may be requested by a Commission**

#### **Section IV. Increasing Grantee Overall Share of Total Budgeted Costs**

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

**A. Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.

**B. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment I for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- The areas served by the program lack basic infrastructure such as water or electricity.

**C. Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

If your program is located in one of these areas, see the instructions below for applying for this alternative match schedule. You must submit your request to the alternative schedule at least 60 days before the AmeriCorps application is due. The Corporation will review your request and notify you within 30 days if you qualify for the alternative schedule and provide instructions for entering your budget into eGrants under the Alternative Match Schedule.

If approved for the alternative schedules, programs will base their budget in the upcoming application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains or if applying as a new grantee, for the upcoming three-year grant cycle.

**VII. Budget Instructions for Fixed-Amount Applicants**

*These instructions apply only to applicants for fixed-amount grants, including education award programs (EAPs).*

*As noted on page 2: The KCCVS has created three prime applications: State Competitive, State Education Award Program (EAP) Fixed-amount Grants, Full-time Fixed-amount Grants (Non-EAP).*

EAP and Fixed-Amount Grant applicants may only request a fixed amount of funding per MSY. Therefore, Fixed-Amount applicants are not required to complete a detailed budget. In addition, the matching requirements in 45 CFR §§ 2521.40–2521.95 do not apply to EAP and other Fixed-Amount grant applicants. Fixed-Amount applicants, except for EAP applicants, must include only full-time members.

**Budget Section II. AmeriCorps Member Positions**

**A. Budget Section II: Fixed-amount Grants**

Enter the number of full-time positions you are requesting under the column labeled without (w/o) living allowance. You may not request less than full-time positions under this competition.

Under “calculation” you will enter the calculation for your grant request. **Leave all other columns blank.**

<b>Member Positions</b>	<b>Cost per MSY</b>	<b>Total Cost</b>
_____ Full-time (1700 hours)    x    \$ _____	=	\$ _____

Enter the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank.

Please note that the final amount that a program receives will be adjusted to reflect actual hours served if a member does not serve the minimum number of hours necessary to complete a full term of service.

**B. Section II: EAPs**

**Member Positions**

Identify the number of Education Award 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.

Amounts of fixed awards are based on the member service years which are calculated as follows:

Member Positions	Calculation	MSY
____ Full-time (1700 hours)	(____ members x 1.000)	= _____
____ 1-Year Half-time (900 hours)	(____ members x 0.500)	= _____
<del>____ 2-Year Half-time (1<sup>st</sup> Year) (generally 450 hours)</del>	<del>(____ members x 0.500)</del>	<b>KCCVS does not fund 2-year positions.</b>
<del>____ 2-Year Half-time (2<sup>nd</sup> Year)* (generally 450 hours)</del>	<del>(____ members x 0.000)*</del>	
____ Reduced half-time (675 hours)	(____ members x 0.3810)	= _____
____ Quarter-time (450 hours)	(____ members x 0.2646)	= _____
____ Minimum-time (300 hours)	(____ members x 0.2117)	= _____
<b>Total MSY</b>		_____

~~\* Grantees receive the total amount for 2-Year Half-time members in the first year. Therefore, 2-Year Half-time members serving in their second year are not included in the calculation for funds.~~

Under "Calculation," you will enter the calculation for your grant request. Applicants may request up to \$800 per member service year (MSY).

Display your calculation in the following format:

Total # of MSYs \_\_\_\_\_ x MSY amount (up to \$800) \_\_\_\_\_ = Total Grant Request \$ \_\_\_\_\_ Type the total

amount requested in the "Total Amount" & "CNCS Share" columns. Leave the "Grantee Share" blank. See example below:

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
<b>Program Grant Request</b>	47.5 MSY X \$800/MSY	\$19,000	\$19,000	\$0	view	
<b>Subtotal</b>		\$19,000	\$19,000	\$0		

### **Final KCCVS Notes:**

\*Pages 6-7 of the CNCS 2011-2012 Application Instructions provide good advice for any applicant:

### **III. Narratives**

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections according to the criteria.

\*Be sure to watch your character limit (p.7).

**EXECUTIVE SUMMARY: 500 characters maximum.**

**PLEASE NOTE:**

**Page 12 of the revised notice of funding opportunity also sets forth character limits of the narrative: "You may not exceed 50,000 characters, or about 25 double spaced pages, in Sections A, B, C, and D. The character count includes spaces and punctuation. Keep in mind that Executive Summaries of all compliant applications will be published following the deadline."**

***Single space your ms-word narrative and single space between paragraphs. Indent each paragraph 3-4 spaces. eGrants will automatically convert your ms-word document to double space once you paste it into eGrants.***

**Section A. Program Design.**

**Section B. Organizational Capability.**

**Section C. Cost Effectiveness and Budget Adequacy, and**

**Section D. Evaluation Plan.**

\*eGrants is not always easy to work with. We strongly suggest you create your eGrants application **well in advance** of the December 1, 2010, due date and SAVE OFTEN.

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**2011-2012 AmeriCorps Application Process/Timeline**

**December 1** eGrants applications submitted; Fiscal Risk Assessment and a copy of the most recent audit of the fiscal agent mailed to KCCVS

**December 2-7** Staff Review

**December 8-9:** Review panel and Program Committee followed by Commission Meeting

**December 10:** Notification & Feedback to Applicants

**January 7, 2011:** revised applications submitted in eGrants

**June, 2011:** CNCS funding decisions announced

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