


Financial & Contract Management

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Financial & Contract Basics

- Allowable Costs
- Member Living Allowance
- Match Requirements
- OnCorps (PER & Budgets)
- Contracts Procedures



Indirect/Administrative Costs

- Administrative Costs** are those that support the entire organization.
- Indirect costs** are general expenses related to the operation of the overall administration of an organization receiving CNCS funds.
 - These are expenses incurred for common or joint objectives and cannot be readily identifiable with a specific project or cost objective.



Indirect/Administrative Costs

- AmeriCorps programs have an optional fixed 5% Administrative rate that can be used if they do not have a federally approved indirect cost rate
- Grantees may charge up to 5% of the total CNCS funds expended, provided that the grantee's administrative match does not exceed 10% of all direct costs.

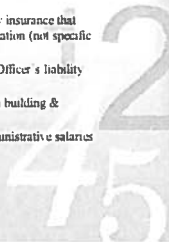


**A LOOK
at the
BUDGET**



Indirect/Administrative Costs

- | | |
|---|---|
| <p><input type="checkbox"/> Direct Costs</p> <ul style="list-style-type: none"> ➢ Allowable direct expenses for members, e.g. living allowances and insurance costs ➢ Costs for staff who train, place, or supervise ➢ Evaluations of programs ➢ Supplies and Facility costs ➢ Travel ➢ Training <p>➢ 2 CFR § 200.413 Direct Costs</p> | <p><input type="checkbox"/> Administrative Costs</p> <ul style="list-style-type: none"> ➢ Accounting, auditing, contracting, budgeting, and general legal services ➢ General liability insurance that protects organization (not specific to a program) ➢ Director's and Officer's liability insurance ➢ Depreciation on building & equipment ➢ General & Administrative salaries & wages |
|---|---|



AmeriCorps Eligible Costs

- Staff salaries for member support, supervision, and training;
- Member training;
- Member living allowance, FICA, and workers' compensation; and
- Member uniforms with the AmeriCorps logo



Member Living Allowance

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-Time	1700	\$12,530	\$25,060
Half-Time	900	N/A	\$13,265
Reduced Half-time	675	N/A	\$9,950
Quarter-time	450	N/A	\$6,635
Minimum-time	300	N/A	\$4,420

Match Requirements

AmeriCorps Funding Year	1,2,3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%

Acceptable Match is . . .

- Cash and in-kind contributions are accepted as part of the grantee's cost sharing or matching when contributions meet all of the following criteria
- Are verifiable from the grantee's records
- Are necessary and reasonable for proper and efficient accomplishment of project or program objectives
- Are allowable under the applicable OMB cost principles
- Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching
- Are provided for in the approved budget (allowable under program guidelines)
- Confirm to other grant provisions or OMB Circulars



Getting to Know **OnCorps Reports**

OnTask OnLine Online

Title: New Program Director Staff Training Part I Program Setup and Timesheets

- Date: Wed, Jul 27, 2016 1:00 PM - 3:00 PM CDT
- This training will cover OnCorps General Features, Managing Records, and Timesheet setup
- This webinar is primarily for PROGRAM DIRECTORS, however, Commission Staff are welcome to attend!

Title: New Program Director Staff Training Part 2 Progress Reports, Financials and Performance Measure Reporting

- Date: Thu, Jul 28, 2016 10:00 AM - 12:00 PM CDT
- This training will cover topics: Program Progress reports (including Performance Measures), Financials, Supervisor In-Kind, and Admin Tools
- This webinar is designed for Program Directors and Commission Staff
- Note: All training times are "Central" CDT
- Registration information located on OnCorps main page...

PER

Category	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
PER - Personnel	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	1,700,000	1,800,000	1,900,000	2,000,000	2,100,000	2,200,000	2,300,000	2,400,000	2,500,000	2,600,000	2,700,000	20,000,000
PER - Fringe	150,000	160,000	170,000	180,000	190,000	200,000	210,000	220,000	230,000	240,000	250,000	260,000	270,000	280,000	290,000	300,000	2,400,000
PER - Total	1,350,000	1,460,000	1,570,000	1,680,000	1,790,000	1,900,000	2,010,000	2,120,000	2,230,000	2,340,000	2,450,000	2,560,000	2,670,000	2,780,000	2,890,000	3,000,000	22,400,000

Budget Basics

Category	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Budget - Personnel	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	1,700,000	1,800,000	1,900,000	2,000,000	2,100,000	2,200,000	2,300,000	2,400,000	2,500,000	2,600,000	2,700,000	20,000,000
Budget - Fringe	150,000	160,000	170,000	180,000	190,000	200,000	210,000	220,000	230,000	240,000	250,000	260,000	270,000	280,000	290,000	300,000	2,400,000
Budget - Total	1,350,000	1,460,000	1,570,000	1,680,000	1,790,000	1,900,000	2,010,000	2,120,000	2,230,000	2,340,000	2,450,000	2,560,000	2,670,000	2,780,000	2,890,000	3,000,000	22,400,000

Budget Basics

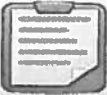
	AmeriCorps Fiscal	Agency Share
1. Core Account Related to budget (total)	\$7,775.00	\$7,775.00
2. Expenditures to Date - Service Area (prior)	0.00	0.00
3. Current Balance Available - Available for use (total)	\$7,775.00	\$7,775.00
4. Current Period Expenditures - Ongoing (total)	0.00	0.00
5. Current Balance - Remaining	\$7,775.00	\$7,775.00
6. Amount of This Report (Current balance)	1.00	0.00
Total Costs*		

DCS Budget	DCS Budget
DCS Budget	\$7,775.00
DCS Admin - 5.0%	\$388.75
Budget	\$7,386.25
YTD Actual	29.5%
Overall Budget - 20%	\$5,095.00
Budget	\$5,095.00
YTD Actual	29.5%

Program Director: [Name]
Total: [Amount]

1% & Worker's Comp Invoices

Be on the lookout for Worker's Comp and the 1% Commission Support Costs invoices in the month of July.



Note: State Commission retains 1% for program support...

2016-17 Contract Procedures New/Re-Competes & Continuation/Renewals

- Cover letter on agency letterhead
- (3) Copies of the Standard Contract or (3) Original Renewal Letters (sign in *Blue Ink*)
- AmeriCorps Funding Commitment Form
- FFATA Form
- W-9 Form (if not completed during the RFP process)

Note: All documents must be completed, signed & returned within 7 business days from date of receipt to the AmeriCorps Fiscal Officer...

Employment Verification (I-9)

- U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.
 - Is mandatory
 - Does not require a Social Security number
 - Does not require a photo on identity documents (List B)
 - Must be used to re-verify expired employment authorization.