**PLANNING GRANT
APPLICATION INSTRUCTIONS
2024-2025**

$75,000 maximum

Application Due:

Friday, March 1, 2024

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SUMMARY: Serve Idaho, the Governor's Commission on Service and Volunteerism, is looking for organizations interested in hosting a planning grant to explore the feasibility of running an AmeriCorps operational grant. We are accepting applications from eligible organizations who are innovative, high-performing, and outcome-driven and share Serve Idaho's mission to inspire and recognize volunteers and empower communities through service and AmeriCorps to address Idaho's unmet needs.

ABOUT SERVE IDAHO: Serve Idaho promotes collaborative efforts among private and nonprofit organizations, schools and state and local government agencies to advance AmeriCorps programs and volunteerism throughout the state.

Serve Idaho receives federal funding from the Corporation for National and Community Service (CNCS), doing business as AmeriCorps, and provides that funding to eligible organizations in Idaho to run AmeriCorps programs to address critical community needs.

ELIGIBLE ORGANIZATIONS: Public organizations such as state and local government organizations, Indian Tribes, and nonprofit organizations may apply for an AmeriCorps planning grant. Please note that eligible nonprofit organizations are not limited to those with IRS 501(c)(3) status, but rather all organizations with IRS 501(c) status are eligible. Organizations that focus solely on advocacy and lobbying are not eligible. **Preference will be given to organizations operating in or serving rural communities, and programs focused on education, employment, financial literacy, or housing.**

ABOUT THE FUNDER, AMERICORPS: AmeriCorps (americorps.gov) is a federal agency that aims to bring out the best in America through dedicated service opportunities. The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

PROGRAM DESCRIPTION: Established in 1993 by the National and Community Service Trust Act, AmeriCorps State and National (ASN) is a rigorous volunteer service program through which AmeriCorps members serve in organizations up to a year. Organizations identify their community need, then design and implement an AmeriCorps program that will leverage people power as a solution. They recruit, train and manage individuals, called AmeriCorps members, to deliver those services through direct service.

ABOUT AMERICORPS MEMBERS: Each year, AmeriCorps members serve in thousands of service settings, including nonprofits, public sector, local government, colleges and universities, tribal communities, and faith-based organizations to better meet their missions. These powerful service experiences also help AmeriCorps members develop skills and passion for lifelong civic engagement, increase their personal growth, and open opportunities for diverse career paths. AmeriCorps members cannot displace staff positions or staff duties. AmeriCorps Members are **not** considered employees of sponsoring organizations, nor are they considered employees of the federal government.

PURPOSE OF AMERICORPS OPERATIONAL GRANT FUNDING:
AmeriCorps operational grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved AmeriCorps position. Members may receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

PURPOSE OF AN IDAHO AMERICORPS PLANNING GRANT:
A planning grant provides support to a grant recipient to develop an AmeriCorps program that will engage a **minimum of 10 AmeriCorps members** in implementing evidence-based interventions to solve community problems. Grant recipients are awarded up to $75,000 for a 12-month planning period and are expected to be better prepared to compete for and run an AmeriCorps program.

Existing AmeriCorps programs can apply for planning grants to support program expansion to include new geographic areas or program design.

Planning grants allow time and financial resources for organizations to determine and explore AmeriCorps program feasibility and program design. While planning grants allow organizations to become better prepared to compete for an AmeriCorps program grant, planning grants do not guarantee organizations will obtain an AmeriCorps operational grant nor can organizations charge time to the planning grant to write the AmeriCorps operational grant. Planning grants do not support AmeriCorps members.

FUNDING PRIORITIES
Serve Idaho seeks to prioritize the investment of national service resources in the following areas:
- Economic Opportunity
  - Housing
  - Employment (connecting people to jobs)
  - Financial Literacy
- Serving Rural Communities

However, all eligible applicants are encouraged to apply.

AMERICORPS FOCUS AREAS
We focus on these key areas to make an impact:
- Education
- Economic Opportunity
- Disaster Services
- Environmental Stewardship
- Healthy Futures
- Veterans & Military Families

RESPONSIBILITIES & EXPECTATIONS OF AMERICORPS PLANNING GRANTEES
- Have one designated staff member working on the planning grant,
- Develop a program design for the operational grant application,
- Develop documents and infrastructure for an operational AmeriCorps program to begin 2025,
- Attend online planning grant trainings, quarterly in-person Program Director's Meetings, monthly Program Director Calls via Zoom, the Serve Idaho Conference in Boise, and the America's Service Commission National Conference.

AMERICORPS MEMBER PROHIBITED ACTIVITIES: While charging time to the AmeriCorps program, accumulating service, or training hours, or otherwise performing activities associated with AmeriCorps, members and volunteers recruited by members may not engage in the following activities (45 CFR§§ 2520.65):
- Attempting to influence legislation,
- Organizing or engaging in protests, petitions, boycotts, or strikes,
- Assisting, promoting, or deterring union organizing,
- Impairing existing contracts for services or collective bargaining agreements,
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office,
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials,
- Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization,
- Providing a direct benefit to a. A business for profit; b. A labor union c. A partisan political organization d. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; i.e. An organization engaged in religious activities as described above, unless Corporation assistance is not used to support those religious activities,
- Conducting voter registration drive or using AmeriCorps funds to conduct a voter registration drive,
- Providing abortion services or referrals for receipt of such services,
- Other such activities as AmeriCorps may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training or managing others for the primary purpose of engaging in one of the activities listed above.

These activities should be top of mind when developing a program design, so members do not participate in any of the above activities during their AmeriCorps service.

IMPORTANT NOTICE

These application instructions conform to the AmeriCorps online grant application system, eGrants. All funding announcements by Serve Idaho are posted at https://serve.idaho.gov/grantsfunding/.

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the AmeriCorps Application Instructions is collected pursuant to 42 U.S.C. §§ 12581 - 12585 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. § 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. Executive summaries of successful applicants will be published on the Serve Idaho website as part of ongoing efforts to increase transparency in grantmaking. The information will not otherwise be disclosed to entities outside of Serve Idaho and AmeriCorps without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

Federal Funding Accountability and Transparency Act: Grant recipients will be required to report at www.FSRS.gov on all subawards over $30,000 and may be required to report on executive compensation for recipients and subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 C.F.R. Part 170 for more information and to determine how these requirements apply.

Indirect Cost Rates: AmeriCorps allows applicants to include administrative (indirect) costs in grant budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimus rate of modified total direct costs, or may claim certain administrative costs directly as outlined in 2 CFR 200.413. Direct costs. Applicants who hold a federal negotiated indirect cost rate must use that rate in lieu of the AmeriCorps 5/10% allocation of administrative costs.

Applicants who hold a state or federal negotiated indirect cost rate or will be using the 10% de minimus rate must enter that information in the Organization section in eGrants (if selected for funding you will be provided with directions on how to input this information into eGrants).

Universal Identifier: Applications must include a Unique Entity Identifier (UEI) number and register with the Central Contractor's Registry (CCR). All grant recipients are required to maintain a valid registration, which must be renewed annually.

Questions Regarding Application: Should be emailed to Kim Empey at Kimberly.Empey@labor.idaho.gov or Renee Bade at Renee.Bade@labor.idaho.gov. Questions regarding the budget should be emailed to Heather Uhi at Heather.Uhi@labor.idaho.gov.

Application Due Date: Applications are due **to Serve Idaho by <mark>Friday, March 1, 2024, at 4:00 p.m. Mountain Time</mark>**. All application materials should be emailed to kimberly.empey@labor.idaho.gov and heather.uhi@labor.idaho.gov.

2024-2025 PLANNING GRANT TIMELINE

Selected planning grants must abide by the following application and participation timeline. If for any reason planning grant recipients do not fully abide by the requirements below, Serve Idaho reserves the right to revoke the planning grant at any time due to non-compliance.

- **Monday, January 22, 2024**   **Notice of Funding Opportunity (NOFO) Released**

- **Friday, February 2, 2024**   **Intent to Apply form submitted by 4:00 PM MT (Mandatory for applicants)**

- **Friday, February 9, 2024**   **Training & Technical Assistance at 10:00 AM MT (Mandatory for applicants)**

- **Friday, March 8, 2024**   **GARP Reviewers TTA 10 AM MT**

- **Friday, March 1, 2024**   **Applications Due by 4:00 PM MT**

- **Wednesday, March 6, 2024**   **Applications sent to reviewers**

- **Wednesday, March 27, 2024**   **Grant Application Review Process (GARP) Meeting**

- **Friday, March 29, 2024**   **Clarification Requests Sent to Applicants**

- **Friday, March 29, 2024**   **Grant Awardee enters their grant application in eGrants**

- **Monday, April 8, 2024**   **Clarifications Due 4:00pm MT**

- **Friday, April 19, 2024**   **Grantees Notified of Intent to Fund**

- **September 2024**   **Planning Grant Begins**

- **September 2024 through August 2025** – At minimum, monthly planning grant meetings to occur; exact dates to be determined between Serve Idaho and applicant.

- **Winter 2024/Spring 2025**– One of the following will occur based on AmeriCorps and Serve Idaho funding priorities, applicant's organizational capacity, planning grant compliance and planning grant progress:

  o Applicant submits an AmeriCorps application for an operational grant by the due date and the application is <u>not </u>approved, the planning grant concludes by April 30, 2025; or

  o Applicant determines that an AmeriCorps program is not a good fit at this time, and

decides to end the planning grant by March 31, 2025; or
- If an AmeriCorps operational grant application is submitted in Winter 2024/Spring 2025, and the grant review committee <u>does</u> approve the application:
    - o Attend monthly Program Director calls (1 hour via Zoom).
    - o Attend quarterly in-person Program Director meetings.
    - o Spring 2025 - Serve Idaho and applicant meet to line out next steps to prepare for the program.
    - o May through August 2025 – Applicant continues planning grant with focus on implementation for operation to begin by Fall 2025, if selected for funding.
    - o May through August 2025 – Applicant will meet with another AmeriCorps program with a similar program model in a location to be determined.
    - o Summer 2025 – Official funding notification from AmeriCorps for AmeriCorps operational grant. Planning grant representative also attends Program Directors Training in Boise.

- **Winter/Spring 2025**   **NOFO for Operational Grants released**

- **Winter/Spring 2025**   **Operational Grant applications due**

- **Spring/Summer 2025**   **If Operational Grant is funded, Planning Grant continues—building program infrastructure, etc.**

- **Fall 2025**   **Funded Operational Programs begins**

SUBMITTING YOUR APPLICATION TO SERVE IDAHO
All organizations applying for this planning grant will complete the narrative in a Microsoft Word document, budget items in the provided Microsoft Excel document and will submit as attachments (along with the indirect cost rate if applicable) to Serve Idaho by sending an email to Kim Empey at kimberly.empey@labor.idaho.gov and Heather Uhi at heather.uhi.@labor.idaho.gov along with the following information in the email body:
- Organization's Legal Name
- Name and contact information for person to be contacted on matters involving this application.
- Unique Entity Identifier (UEI) number
- Employer Identification Number (EIN)
- Authorized Organization Representative (the person who will be signing the grant agreement for your organization)
- Whether or not your organization is delinquent on federal debt. If yes, provide an explanation.
- Areas affected by your proposed program. Applicants submitting for state planning grants through Serve Idaho should only have Idaho operating sites.

**If your application is approved for funding, Serve Idaho will notify you to enter your application into the eGrants system.

I. Narrative (75 points)

- Address the following sections (A through C) in a Microsoft Word document using size 10 font, double-spaced and 1" margins. **<u>The Narrative should not exceed 8 pages</u>**.

A. Executive Summary (5 Points)

- Fill out the following template (highlighted areas):

    The [Name of the organization] proposes to have an AmeriCorps planning grant that will be focused on addressing [community need they hope to address] in [cities or counties they hope to operate in] Idaho. It is anticipated that if [Name of the organization] receives an operational grant, members will [service activities the members will be doing]. This program will focus on the AmeriCorps focus area(s) of [Focus Area(s)].* The AmeriCorps investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and Federal funds] in public funding and $[amount of nongovernmental funds] in private funding.

    *If the program does not fall under an AmeriCorps focus area, omit this sentence.

B. Organizational Capability (30 points)

- Provide a brief history of your organization including the year it was established.
- Describe any staff or organizational experience with AmeriCorps programming (ie: AmeriCorps State & National, AmeriCorps Seniors, AmeriCorps VISTA, AmeriCorps NCCC).
- Discuss organization's prior experience in the proposed area of programming.
- Describe the organization's experience, staffing, and management structure that will support the planning process and develop the proposed plan.
- Describe your organizational capacity to develop and administer programmatic policies and procedures.
- Describe your organization's capacity to develop and administer fiscal policies and procedures.
- Describe any experience your organization has with data collection.
- Describe the role of the board of directors, administrators, and staff in the planning process.
- Describe any previous experience your organization has with state and federal grants. Explain how you effectively managed and administered those grants.

C. Program Design (40 points)

- Describe your organization's plan to design an AmeriCorps program where they will use AmeriCorps members to solve an identified community need.
    1. What community need(s) do you hope to have AmeriCorps members address? Provide data that supports the community's need.

2. Why is the need not currently being met?
3. What service activities do you intend to have members complete? How will AmeriCorps members complement (not replace) existing efforts?

- Provide a description of your planning process for the following items:
  1. Who is leading the planning process?
  2. How will you engage and communicate with organizational and community partners in the design of your program? Describe any needs assessment, outreach, and partnership development planned during the program design.

II. Submission of Additional Documents

Applicants are required to submit the additional documents below to Serve Idaho via email to Heather Uhi at Heather.Uhi@labor.idaho.gov by **March 1, 2024, at 4 pm MST.**

1. Documentation of federal negotiated indirect cost rate.
2. List of Board Members at organization or the name of the Program Director's direct supervisor.
3. Any audit information if your organization doesn't submit a single audit to the Federal Audit Clearinghouse.

III. Budget Instructions for Planning Grant Applicants (25 points)

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value. These criteria will be assessed based on the budget submitted.

A. Overview of Key Budget Requirements

- Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the 24% match requirement in Section I and/or Section III of the Planning Grant Budget template. See 45 CFR §§ 2521.35–2521.90 –for the specific regulations.
- The acceptable sources of matching funds are state, local, private sector, and/or federal funds (see *Note* below)in accordance with applicable AmeriCorps requirements. On the Planning Grant Budget template, enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. (The Source of Funds total should match the budget narrative total exactly.) Define all acronyms the first time they are used.

Note:
Corporation for National and Community Service (CNCS), doing business as AmeriCorps, legislation permits the use of non-CNCS 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. **If using other federal funds as match,**

please include documentation of approval from the other agency with your submitted application. Section 121(e)(5) of the National Community Service Act requires that grantees who use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to AmeriCorps. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. **Sub- Grantees who use federal funds as match will be required to report the sources and amounts on the Federal Financial Report (FFR).**

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 in Attachment A to prepare your budget and use the Budget Template provided by Serve Idaho.

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.
- Your detailed budget narrative must provide an itemized explanation of proposed costs, including their purpose.
- Present the basis for all calculations in the form of an equation. (IE: Staff Travel: Airfare 1 staff x $400; Per Diem 4 days x $49 = $196; Hotel 3 days x $150 = $450; Rental Car = $150; Fuel = $25 = $1221)
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of a meeting or training.
- Do not include fractional amounts (cents).
- **Please add the cost of the National Sex Offender Public Website (NSOPW), state check and/or FBI check for criminal history checks for each covered position in the CNCS share of the budget ($84/person).**
- Include travel for quarterly in-person Serve Idaho Program Director meetings.
- Include travel for the and the Serve Idaho conference (if program is not located in Boise). Event usually lasts 2 days.
- Include Travel for the America's Service Commissions (ASC) Regional Conference in the Spring 2025. Previous locations have included, Salt Lake City, Seattle , and San Diego. Events usually last 3 days.

If funds for these items are not budgeted, an explanation for how the costs will be covered must be noted in the budget. Attachment A provides more specific information for these costs. 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 Part 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 OmniCircular. The OMB Uniform Guidance can be found on-line at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

ATTACHMENT A: Detailed Budget Instructions
(Budget Section)

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 a brief 5 or 6 word position description,* salary and percentage of effort as percentage of FTE devoted to this award. **Serve Idaho recommends at least a 1.0 FTE for one designated project coordinator.** 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. 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. *Remember to account for anticipated salary increases for staff 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, 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. Please note, that the fringe distribution across CNCS and Grantee share should be the same as the salary distribution across CNCS and Grantee share.

D. 1. Staff Travel

Travel may be included to visit another AmeriCorps program. This can either be a similar program model within the United States or another program in Idaho. Travel should be budgeted for the following items:
- Quarterly in-person Serve Idaho Program Directors meetings.
- Serve Idaho Conference occurring in Boise.
- National America's Service Commission's (ASC) Conference. Previous destinations have included Minneapolis, San Diego, and Phoenix.

If additional travel is required, the applicant should describe the purpose for which program staff will travel. Provide a calculation that includes itemized costs for 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. Reimbursement should not exceed the federal mileage and per diem rate. Only domestic travel is allowable.

C. 2. Member Travel

N/A.

D. Equipment

N/A.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials that cost under $5,000 per unit. Items over $5,000 are considered equipment and are not allowed as a budget cost for planning grants. You must individually list any single item costing $1,000 or more.

F. Contractual and Consultant Services

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

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills needed 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 not a maximum daily rate.

You must include $150.00 for one staff member to attend the Serve Idaho Conference registration and $450.00 for one staff member to attend the America's Service Commissions (ASC) Regional Training. More staff are welcome to attend, but only one is required. If more than one staff will attend, please budget accordingly.

G. 2. Member Training

N/A.

H. Evaluation

N/A.

I. Other Program Operating Costs

Allowable costs in this budget category should include when applicable:

- Criminal history background checks for all employees or other individuals who receive a salary, or stipend or similar payment from the grant (federal or non-federal share). Please include $84/person. 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 and similar expenses that are specifically used for 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.

Section II. Member Costs

   All Member Costs are N/A for Planning Grants.

Section III. Administrative/Indirect Costs

Definitions

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 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 Uniform Guidance.

Options for Calculating Administrative/Indirect Costs (choose either A, B, OR C)

Applicants choose one of three methods to calculate allowable administrative costs – a CNCS-fixed percentage rate method, a federally approved indirect cost rate method, or a *de minimis* method. Regardless of the option chosen, the CNCS share of administrative costs is limited to 5% of the total CNCS funds **actually expended** under this grant. Do not create additional lines in this category.

A. CNCS-Fixed Percentage Method
Five Percent Fixed Administrative Costs Option
The CNCS-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 CNCS-fixed percentage rate method (Section IIIA), you may charge, for administrative costs, a fixed 5% of the total of the CNCS 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 maximum CNCS share for Section III: Multiply the sum of the CNCS funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation 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. Enter this amount as the CNCS share for Section III A.
2. To determine the Grantee share for Section III: Multiply the total (both CNCS 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 CNCS and grantee shares under Total Amount.

Serve Idaho retains a 1% share of the 5% of federal funds available to programs for administrative costs. Please include this expense within your budget. To calculate this fractional share, within Section III of the subgrant budget, **one-fifth (20%) of the federal dollars budgeted for administrative costs is allocated to the commission's share and four-fifths (80%) of the federal dollars budgeted for administrative costs are allocated to the program's share. The allocation between commission and program shares would be calculated as follows:**

([Section I] + [Section II] x 0.0526) x (0.20) = Commission Share

([Section I] + [Section II] x 0.0526) x (0.80) = Subgrantee Share

B. Federally Approved Indirect Cost Rate
If you have a federally approved indirect cost 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 CNCS. 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.). CNCS 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.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the 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 direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.

2. To determine the CNCS share: Multiply the sum of the CNCS funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the CNCS share of indirect costs.

Serve Idaho retains a 1% share of the 5% of federal funds available to cover indirect costs. Please note the commission percentage and amount in the calculation for the indirect cost line item in the budget narrative. There is no separate line item to show this calculation.

3. To determine the Grantee share: Subtract the amount calculated in step 2 (the CNCS administrative 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.

C. De Minimis Rate of 10% of Modified Total Direct Costs (MTDC)
Organizations who 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—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) and who 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) and 200.68. If this option is elected, it must be used consistently across all federal awards.

Source of Matching Funds
In the Budget Template spreadsheet enter a brief description of the match. Identify each match source separately. Identify if the match is secured or proposed. Include dollar amount, the match classification (cash or in-kind), and the source type (Private, State/Local, or Federal) for your **entire match**. Define all acronyms the first time they are used. The total amount of Source of Match should equal the Grantee Share amount.