

Sample Program Operating Costs

*The following is a sample list of associated costs that an organization should consider in developing their application. **Required costs are noted below.***

Personnel Expenses

Salary and fringe benefits for staff needed to recruit, train, place, or supervise members as well as manage and oversee the project. Fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K.

Staff Travel

CNCS encourage all State Commissions and National Direct applicants to include travel for staff and site staff to attend CNCS-sponsored technical assistance meetings. There are two to three such opportunities per year, including the Financial Management Institute and the Annual Grantee Meeting¹ in Washington (**required**), DC in the fall.

Member Travel

Associated costs for members to travel outside their service location or between sites. E.g. costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc.

Supplies

Costs for supplies, equipment and materials, including member service gear. 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. Explain how your program will be providing the item to AmeriCorps members.

Contractual and Consultant Services

Costs for consultants related to the project's operations

Staff Training

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.

Member Training

Costs associated with member training to support them in carrying out their service activities.

Evaluation

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.

Other Program Operating Costs

- Criminal history background checks for all members (**required**).
- Office/work space.
- Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff.

Member 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, and minimum-time) and the amount of living allowance they will receive, allocating appropriate portions between the CNCS share (CNCS Share) and project sponsor match (Grantee Share).

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

¹ The dates for this year's annual meeting are September 15-17, 2015.

Other 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 CNCS does not supply the living allowance. If exempted, please note in the narrative. **(required)**
- **Worker's Compensation.** Some states require worker's compensation for AmeriCorps members. You must check with State Departments of Labor or State Commissions where members serve to determine if you are required to pay worker's compensation and at what level. If you are not required to pay worker's compensation, you must obtain Occupational, Accidental, Death and Dismemberment coverage for members to cover in-service injury or accidents. **(If required by state law)**
- **Health Care.** You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements. **(required)**
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. Programs are responsible for determining the requirements of state law by consulting State Commissions, legal counsel, or the applicable state agencies. **(If required by state law)**