

Managing AmeriCorps Fixed Amount Grants



AmeriCorps State and National 2015 Symposium



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Welcome!

- Introductions
- Audience participation is key
 - Ask questions
 - Share experiences
 - Ask more questions



You need to know...

Session information is based on
CNCS and Federal laws, rules, and regulations;
CNCS grant terms and provisions;
and generally accepted accounting and
financial principles and practices.

Some organizations
may impose additional requirements.

What is an AmeriCorps Fixed Amount Grant?

- Grantees receive specific amount per MSY
- Can access all funds if 100% of members are recruited or retained
- No approved budget in grant award
- No specific restrictions on use of grant funds
- Amount of grant is significantly less than cost of conducting the program

What are the advantages?

- Cost Principles do not apply
- Cost share (match) tracking and documentation not required
- Budgets not required during application process
- No CNCS financial reporting required
 - *Must report disbursements on FFR in HHS Payment Management System*

What is the disadvantage?

- Full amount of grant can only be accessed if all members complete terms of service.
 - *Education Award Only drawdowns based on enrollment*

What still applies?

- Administrative requirements for Federal grants
- Single audit regulations
- All AmeriCorps participant requirements:
 - Living allowance
 - Citizenship
 - Age
 - National Service Criminal History Check

CNCS monitoring

- Drawdown Analysis
 - Grants Officers cross-check enrollments against drawdowns every six months
 - If grantees draw down more/less than recommended, based on enrollments, GOs work with grantee to determine why and realign drawdowns
- <http://www.nationalservice.gov/resources/financial-management/closeout-tools>

Closeout

Grants Officers compute maximum allowable drawdown, based on *My AmeriCorps Portal* and HHS Payment Management System data

Example:

- Program A is approved for 20 members at \$13,000 per member, total award = \$260,000
- 17 members complete the term of service, five remaining members served as follows:
 - Member #18 completed 1125 hours: $1125 \div 1700 = 66\% \times \$13,000 =$ \$8,580
 - Member #19 completed 458 hours: $458 \div 1700 = 27\% \times \$13,000 =$ \$3,502
 - Member #20 completed 920 hours: $920 \div 1700 = 54\% \times \$13,000 =$ \$7,020
- Total Pro-rated Amounts: \$19,102
- Completed Terms: 17 members x \$13,000 = \$221,000
- Final Grant Amount: **\$240,102**

Grantee drew down **\$245,000** from the HHS Payment Management System

Grantee owes CNCS **\$4,898** at closeout

Commission monitoring?

- Reimbursement based on enrollment
- Reimbursement based on completion
- Other monitoring

Pitfalls

- Drawing full award before enrolling members
- Failure to verify member hours served
- Failure to operate program as defined by CNCS regulations

For More Information

- http://www.nationalservice.gov/sites/default/files/documents/FAQs_forFixedAmountGrants42613.pdf
- Contact your Grants Officer or Program Officer; their contact information is on the Notice of Grant Award