

**Washington Commission for National and Community Service
Bidders' Meeting
October 15, 2009**

Frequently Asked Questions

FINANCIAL

- Q. If we are/were a formula grantee that is now applying through the competitive Request for Grant Application (RFGA) process, how do we determine where we fall in the progressive match scale?**
- A. Applicants that have received only a formula operational grant within the last five years will be considered new for this Notice of Funding Opportunity (NOFO) and required to match at 24%.
- Q. Is there a minimum amount of cash match we are required to provide?**
- A. A new applicant is required to match at 24% percent for the first three-year funding period. The match requirement can be met using a combination of cash and/or in-kind depending on how you build your budget. Starting with the second three-year cycle, match gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR 2521.60.
- Q. Are program staff charged to the federal or grantee share of the budget?**
- Depending on how you build your budget, program staff may be charged to either the federal or grantee share or a combination of the two. Please note, if you are using other federal funds to support the program staff position(s) you must have authorization from the other federal agency to do so.
- Q. Are education awards figured into the budget and grant award?**
- No. Neither the education award or childcare benefits are part of the grant award.
- Q. Can you clarify the calculation for determining the allowable percentage of administrative costs that may be charged to the grant?**
- A. The correct percentage is 0.0526 not 0.0638 as noted on page 30 of the RFGA.
- Q. What are the requirements for documenting in-kind matching costs?**
- If in-kind match is generated by the legal applicant and documented in its accounting system, an In-Kind Receipt Voucher form need not be completed. In lieu of an In-Kind Receipt Voucher, copies of general ledger accounting reports reflecting expenditure by the partner organization are sufficient. When in-kind is generated outside the legal applicant, including site supervision, an In-Kind Receipt Voucher form must always be completed. The In-Kind Receipt Voucher must reflect the following information:
- Donor Name and Address
 - Date Contributed
 - Value of Contribution
 - Basis for Valuation
 - Description of Services
 - Signature of Donor
 - Authorizing Signature

The legal applicant should refer to the applicable OMB Circulars for its type of organization or consult with its auditor to ensure it is in compliance. The National Service Resource Center contains useful tools and offers training related to financial management.

FIXED PRICE GRANTS

Q. Can continuation programs apply for fixed price grants?

A. Yes, however, second and third year continuation applicants must submit a new application if they are interested in participating in the Fixed-Amount Pilot. The Fixed-Amount Pilot is only available for new and re-competing applicants.

Q. Could I submit separate applications under both the grant reimbursement and Fixed-Amount Pilot NOFOs?

A. You may submit more than one application for the same project only if you submit the applications in separate competitions. In addition, you must disclose in each application that you have submitted another application for the same project to the Corporation. If the Corporation approves one application, you will have to withdraw any other application (or part thereof) for the same project.

PERFORMANCE MEASURES

Q. The application instructions state that applicants that use the national performance measures will receive preference. Where do we find the national performance measures?

A. The national performance measures are currently being developed by the Corporation for National and Community Service (CNCS). CNCS anticipates the performance measures will be released in mid-November.

Q. What if the national performance measures aren't released by the time our application is due to the State Commission?

A. If this occurs the State Commission will have a window of opportunity for applicants to revise their performance measures prior to the submitting its recommendations to CNCS in late January.

MISCELLANEOUS

Q. Does my organization need to get a new DUNS number to apply for an AmeriCorps grant?

A. No. You would use the legal applicant's DUNS number for AmeriCorps and all other federal grants.

Q. The Request for Grant Applications states that we must request a minimum of 20 Member Service Years (MSY)? Could we have 10 full-time and 10 part-time positions to total 20 members?

A. No. The scenario you described would only equal 15 MSYs and therefore does not comply with the Commission's requirement for 20 MSYs.

Q. Typically we submit an application for "flat" funding and are not allowed to request additional positions from year to year, yet we know AmeriCorps is headed toward expansion. Is expansion allowable?

A. At the time of this bidders' meeting, Congress has not passed the budget so it is unknown if additional funding will be available to support the expansion which is projected in the Serve America Act. We recommend that you request an adequate number of positions to address the needs to be identified by your program.

- Q. The applications instructions indicate we must document the compelling community need. Are we allowed to send supplemental supporting documentation as attachments to our application?**
- A. No. Neither WCNCS nor CNCS will take into consideration any additional documentation including letters of support, annual reports, etc., beyond those specifically requested in the RFGA.
- Q. Can the State Commission get a letter from the Office of Superintendent of Public Instruction to cover the labor union concurrence for all members serving in schools?**
- A. No. Because labor negotiations are handled by local bargaining units it is necessary for each program to secure a letter of concurrence as deemed necessary.
- Q. Page 27 of the RFGA states that food provided in an entertainment/event setting is not an allowable cost to the grant. When can I provide meals for my members?**
- A. Meals provided in an “entertainment” setting are not allowed. However, if a meal or light refreshments are provided as part of a training activity or business meeting it may be allowable. Refer to the applicable OMB Circular for your type of agency (nonprofit, local government, higher education, etc.) for more information on allowable expenditures.