

## Fixed Amount Award Grant Guidelines

The earned grant funds are computed using the parameters: total awarded federal funds, dollars per-MSY, numbers of slots by slot type, slot conversion factors, and hours served by each enrolled member. AmeriCorps permits awarding both full-time slots and less-than-full-time slots for members who serve in a full time capacity, as well as the post award conversion of full-time slots to less-than-fulltime slots that serve issued by the Office of Grants Management, September 13, 2018 in a full time capacity.

The MSYs awarded are based on the number of members by slot type requested. Full-time slots carry a MSY value of 1.0, consistent with the one-to-one ratio of a full-time slot to one MSY. The MSY value of a less-than-full-time slot is based on the following eight (8) decimal point conversion factors coded into CNCS's National Service Trust (Trust) and eGrants systems:

Slot Type	Code	MSY Conversion Factor	Max Hrs Limit
Full-time	FT	1.000	1700
Reduced Full-time	RFT	0.700	1200
Half-time	HT	0.500	900
Reduced Half-time	RHT	0.3809524	675
Quarter-time	QT	0.26455027	450
Minimum-time	MT	0.21164022	300
Abbreviated-time	AT	0.07054674	100

### **Fixed Amount Grant Calculator:**

The commission will provide the program with a "Fixed Amount Grant Calculator" spreadsheet template to determine the fixed amount grants that a program has earned based on enrolled AmeriCorps members' service status and hours. Programs may submit their draw down requests on a monthly or quarterly basis. The commission will monitor the program's incremental drawdown of fixed amount grant funds throughout the grant project period to ensure that only actual earned amounts are drawn. The commission will allow programs to draw up to 20% of funds immediately to cover initial costs associated with recruiting, selecting, and training members. Programs may only draw funds if and when the funds have been earned, and may only draw amounts up to the earned total to-date. The commission will allow programs to draw up to 20% of funds immediately to cover initial costs associated with recruiting, selecting, and training members. Programs may only draw funds if and when the funds have been earned, and may only draw amounts up to the earned total to-date. After the initial draw down, programs may not be provided with more funds if they have not earned enough member enrollments and service hours to be eligible for the initial 20% draw down. This will ensure programs do not draw funds in excess of members enrolled and hours served. After that, programs can draw funds throughout the year based on member enrollment and service hours earned. A grant recipient's calculation of its earned fixed amount grant should be based on the member records maintained by the program and in IPT (Service Hour Records), which generally will be more current than program rosters in the portal in eGrants. Programs can obtain a service hour report in IPT to get an accurate calculation of their earned grant amounts.

The formula used to calculate the grant dollars earned through an individual member's service divides each mem-

ber's total hours of service to date, up to a limit on hours based on slot type, by 1700 (the hours associated with one MSY), and multiplies the result by the awarded federal grant dollars-per-MSY.

The earned grant amount attributed to an individual member is calculated as follows:

- For full time members who complete their term of service, the grantee is credited 100% of its per member grant award using a calculation that ensures that the required 1700 hour minimum service level was reached (otherwise the award is pro-rated proportional to the hours served).
- For full time members who complete a portion of their term of service, the grantee is credited with a prorated share of the grant's fixed award amount based on the percentage of 1700 hours.

### **Slot Refills:**

A grant recipient is not awarded additional funds to off-set the increased number of members who come to refill slots. The option to refill member slots does not come with any commitment by AmeriCorps to award additional grant funds. If a recipient believes that its circumstances with respect to refilling vacated slots warrants additional federal funding, the grantee can apply for a supplemental award if available. Refill members may serve up to and beyond the hours they are obligated to serve to earn a full educational award. Up to slot type limits, all of the refill members' hours count towards earned fixed amount grant funds, their hours are not reduced by the hours previously served by the members whose slots they refilled. However, it is possible for the combined total of hours served by the exited member(s) plus the hours served by the refill member(s) to result in a calculation of earned grant funds higher than the total awarded grant. Under those circumstances, the maximum amount that can be earned is limited to the grant dollars awarded for the associated program year. The maximum amount that can be earned is limited to the grant dollars awarded per MSY for that slot type that is being refilled.

When members serve more than the minimum 1700 hours, the calculation for determining earned fixed amount grant federal dollars remains based on 1700 hours, which is the value of one (1) MSY. Under fixed award grants, additional federal funds are not earned when members serve over 1700 hours. Similarly, for full-time members who do not complete their term of service, a grantee's earned fixed amount federal grant is calculated based on the portion of 1700 hours completed, not the portion of a program's longer term of service, if one exists. If a member refills a slot, the program is only eligible to earn up to 100% of the initial slots awarded.

A slot cannot be refilled if a prorated education award is given or the member has served over 30% of their hours.

### **Grant Closeout:**

After expiration of a fixed amount grant project period, the commission calculates a final earned grant amount to close the grant. To establish the final earned grant amount, the commission will use the same methods used when monitoring the grantee's incremental draws during the active grant period. The only difference is that the program member roster from the eGrants portal and in IPT is final and should reflect the exit status of all members, all member final total hours of service performed, and no member should be in an active status or recorded with zero hours of service. As long as a grant's program roster is complete and final, the commission's calculation of the final total earned fixed amount grant accurate to \$0.01 will also be final. If the commission determines that more funds than earned were drawn, the program must return the overdrawn funds to its grant. If overdrawn funds are not returned during closeout, AmeriCorps establishes and recovers a debt for the federal funds owed.