

Calculating Indirect Administrative Costs - Fixed Percentage Method

Before determining the AmeriCorps Share (amount that may be charged to the grant) and the Grantee Match share of indirect administrative cost, you must enter all the costs that you are claiming for reimbursement and cost claimed as match into the Ledger Reconciliation Tab of your Cost Reimbursement Grantee Workbook.

AmeriCorps Share

The AmeriCorps Share is the Grantee Share chargeable to the grant and is entered in the AmeriCorps Share amount in Section III: Administrative Costs, "Grant Funds" (column C).

Equation:

$[(\text{Total of Section I of the Grante Funds, column C} + \text{Total Section II of the Grant Funds, column C}) \times 0.0526 \times .6] = \text{CNCS Share chargeable to the Grant}$

70				\$0.00
71				\$0.00
72				\$0.00
73				\$0.00
74				\$0.00
75	Section I Subtotal	\$0.00	\$0.00	\$0.00
76	SECTION II: MEMBER COSTS	Grant Funds	Grantee Match	Total

				\$0.00
				\$0.00
				\$0.00
	Section II Subtotal	0.00	0.00	0.00
	SECTION III: ADMINISTRATIVE COSTS	Grant Funds	Grantee Match	Total

Instructions:

To determine the AmeriCorps share for Section III of the Grant Workbook Ledger Reconciliation Tab:

1. Add the total of Section I, and Section II of the "Grant Funds" column (column C).

Grant Funds Section I (column C) + Grant Funds Section II (Column C) = Total of Grant Funds Section I & II

2. Multiply the Total of Grant Funds x 0.0526 = "Total of step 2"
3. Multiply the "Total of step 2" x 0.60 = AmeriCorps Share (indirect administrative costs chargeable to the grant)
4. Enter the AmeriCorps Share amount in Section III: Administrative Costs, "Grant Funds" (see example below).

128	SECTION III: ADMINISTRATIVE COSTS	Grant Funds	Grantee Match	Total
129	A. Fixed Percentage Method	\$0.00	\$0.00	\$0.00
130	Indirect Administrative Costs			\$0.00
131				\$0.00
132	B. Federally Approved Indirect Cost Rate	\$0.00	\$0.00	\$0.00

Grantee Match

Grantee Match is the indirect administrative cost that the Grantee may use as match.

Equation:

$$[(\text{Total of Section I} + \text{Total Section II}) \times .10] = \text{Grantee Match}$$

71				\$0.00
72				\$0.00
73				\$0.00
74				\$0.00
75	Section I Subtotal	\$0.00	\$0.00	\$0.00
76	SECTION II: MEMBER COSTS	Grant Funds	Grantee Match	Total
77	A. Living Allowance	0.00	0.00	0.00
24				\$0.00
25				\$0.00
26				\$0.00
27	Section II Subtotal	0.00	0.00	0.00
	SECTION III: ADMINISTRATIVE COSTS	Grant Funds	Grantee Match	Total

Instructions:

To determine the Grantee Match for Section III:

1. Add the total Section I and the total of Section II

$$\text{Total of Section I} + \text{Total of Section II} = \text{Totals of Section I \& II}$$

2. Multiply the Totals of Section I & II by .10

$$\text{Total of Sections I \& II} \times .10 = \text{Administrative Costs, Grantee Match}$$

3. Enter the Administrative Cost, Grantee Match in Section III: Administrative Cost, Column D, "Grantee Match" (see example below).

