



Updated  
10/15/08

## 2009-2010 AmeriCorps Request for Proposals

### Technical Assistance: Questions Posed & Their Responses

**1. Are applicants required to budget FICA for AmeriCorps members?**

Yes

**2. Do applicants need to budget for worker's compensation for AmeriCorps members?**

Yes. If applicants do not wish to provide worker's compensation, they must purchase a supplemental insurance policy to provide similar benefits.

**3. Do applicants need to budget for unemployment insurance for AmeriCorps members?**

No.

**4. Should applicants budget benefits for AmeriCorps members as part of the Corporation for National & Community Service (CNCS) share or the matching share?**

Each applicant can decide which line items and expenditures are to be covered with grant (CNCS) funds or matching resources. There is no guidance on specific line items. The total budget must meet identified match thresholds.

**5. For our program, we are considering a plan for rolling enrollment -- some may enroll immediately after our AmeriCorps grant start date, if funded, while others may start weeks or even months later. Will we be required to have all our members complete their service term before the end of the program year, or will there be flexibility for those who started later to complete their hours later?**

ServeNebraska prefers to have a uniform start date of September 1, 2009 for all 2009-2010 AmeriCorps grantees with a common end date of August 31, 2010. Depending on the types of terms you are anticipating for AmeriCorps members in your program (full time, part time, quarter time, minimum time) this may or may not be compatible with a plan for a rolling enrollment. If not, ServeNebraska would consider allowing a "no cost" extension past the August 31 date. The "no cost" extension means that no additional funds would be allocated for the extended period of time but that you could expend grant funds past the August 31 date.

**6. For part-time members, is it permissible to pay the living allowance based on attendance? In other words, if a member misses a day without giving proper notice, can pay be deducted from the next living allowance check?**

Pay may not be withheld for non-attendance on a given day since the member living allowance is not tied to specific hours or service provided. Payment of the living allowance must be equally divided over pay periods through the term of service. As long as a member remains in good standing, the living allowance must be paid. If attendance is an issue, the disciplinary process should be followed - potentially resulting in suspension without pay at a point in the process. There is no requirement to pay a living allowance to less-than-full-time members although most programs pay less-than-full-time members a living allowance to maximize recruitment and reward effort.

**7. I am a current grantee -- receiving funds via a Formula grant. I cannot renew my grant in eGrants. Explain please.**

In eGrants, since the grant due on November 3 is being submitted under Competitive and your current grant is Formula, you should create a new grant for submission. Hopefully you have the contents of the 2008-2009 grant submission saved in Word and/or Excel documents which you can update and submit without needing to craft the proposal from scratch.

In reviewing the grant submission, ServeNebraska can recommend applications for Competitive funding or hold onto them for Formula consideration. Additionally, grants submitted for Competitive consideration -- but not funded Competitively -- can subsequently be considered for Formula funding along with the withheld applications.