Cost Reimbursement Budget Checklist: (B)

The following checklist is provided to assist applicants in reviewing cost-reimbursement budgets for compliance with AmeriCorps and ServeWyoming requirements. Mark **Yes**, **No**, or **Not Applicable** for each item. Federal requirements are based on FY 2026 AmeriCorps State and National application guidance; ServeWyoming-specific requirements are identified separately. Follow the applicable NOFO, award terms, and commission instructions.

Note: This checklist is not applicable to fixed-amount grants.

Applicant Verified and In Compliance?	Section I. Program Operating Costs
☐ Yes ☐ No ☐ Not Applicable	**Personnel** Are personnel expenses directly connected to AmeriCorps program operations, with each position, responsibilities, FTE/level of effort, and calculation described consistently in the narrative and budget?
☐ Yes ☐ No ☐ Not Applicable	**Personnel** Are central management and general organizational support costs accounted for appropriately as administrative/indirect costs rather than direct project staffing, unless properly justified and allocated as direct costs?
☐ Yes ☐ No ☐ Not Applicable	**Personnel** Are paid holidays, sick leave, vacation, and similar paid leave included in personnel salary costs rather than fringe benefit rates?
☐ Yes ☐ No ☐ Not Applicable	**Fringe benefits** Are fringe benefit types, assumptions and costs explained for each staff position? If fringe exceeds 30% of salary, are benefits individually identified and justified?
☐ Yes ☐ No ☐ Not Applicable	**Fundraising** Are fundraising staff time and related expenses excluded from both the federal and grantee shares of the AmeriCorps budget?
☐ Yes ☐ No ☐ Not Applicable	**Travel** Are staff and member travel purposes, rates, quantities, calculations, and connection to AmeriCorps activities identified? Include required program technical assistance travel where applicable.

Yes ☐ No ☐ Not Applicable	**Staff travel — ServeWyoming** ServeWyoming requires a minimum $2,000 for staff travel or professional development, is that amount included and explained? This is a commission requirement, not a universal AmeriCorps minimum.
☐ Yes ☐ No ☐ Not Applicable	**Member travel / relocation** Are member travel expenses described and appropriately allocated? Any relocation-related expense should be separately reviewed for award-specific allowability and approval; do not assume it is categorically allowable or prohibited.
☐ Yes ☐ No ☐ Not Applicable	**Equipment** Is equipment (typically items with a useful life over one year and unit acquisition cost of $10,000 or more, subject to applicable capitalization policy) separately budgeted, with unit costs and justification?
☐ Yes ☐ No ☐ Not Applicable	**Equipment ceiling** Are equipment purchases limited to 10% of the AmeriCorps federal funds requested, as specified in FY 2026 budget instructions? General-use office equipment is excluded from this equipment category.
☐ Yes ☐ No ☐ Not Applicable	**Supplies** Are all individual supply purchases costing $1,000 or more itemized and explained, including equipment-like items below the equipment threshold?
☐ Yes ☐ No ☐ Not Applicable	**Member identification** Is AmeriCorps-logo identification for daily wear budgeted for each member or is the alternative non-grant funding source described?
☐ Yes ☐ No ☐ Not Applicable	**Member gear** Is federal funding for member service gear restricted to AmeriCorps/ServeWyoming branded gear, except for safety equipment, and is that branding identified in the budget narrative?
☐ Yes ☐ No ☐ Not Applicable	**Evaluation** Are appropriate program evaluation costs included and explained?
☐ Yes ☐ No ☐ Not Applicable	**NSCHC** Are National Service Criminal History Check (NSCHC) costs budgeted for every covered member and staff position (including applicable match-funded staff), or is another funding source explained? Include NSOPW, applicable state checks, and FBI fingerprint checks. (Note increase in fingerprint costs in 2026)
☐ Yes ☐ No ☐ Not Applicable	**Documentation** Are all budget line items itemized and supported by reasonable, necessary, allocable calculations and explanations?

Applicant Verified and In Compliance?	Section II. Member Costs
☐ Yes ☐ No ☐ Not Applicable	**Living allowances** Are living allowances consistent with the applicable grant-year NOFO and member slot type, and distributed at regular intervals rather than as an hourly wage?
☐ Yes ☐ No ☐ Not Applicable	**Payroll / coverage** Are applicable member FICA, workers' compensation or comparable on-the-job injury coverage, and unemployment costs treated consistently with law and AmeriCorps guidance?
☐ Yes ☐ No ☐ Not Applicable	**Healthcare** Are required health benefits for eligible full-time members funded and explained, without charging federally ineligible part-time coverage to the federal share?

Applicant Verified and In Compliance?	Section III. Administrative / Indirect Costs
☐ Yes ☐ No ☐ Not Applicable	**Method** Is the administrative/indirect cost approach identified (AmeriCorps fixed-percentage method, approved negotiated rate, or eligible de minimis rate), with the correct base and calculation? *Formula*: Total Award / 1.0526 = X CNCS Fixed = X * 0.0526 * 0.60 Commission Fixed = X*0.0526 * 0.40
☐ Yes ☐ No ☐ Not Applicable	**Overall compliance** Are cost share, indirect cost, cost-per-MSY, and all other budget requirements consistent with the applicable NOFO, grant terms, and ServeWyoming instructions?