

Indirect/Administrative Costs

Administrative Costs are those that support the entire organization. Indirect costs are general expenses related to the operation of the overall administration of an organization receiving CNCS funds. These are expenses incurred for common or joint objectives and cannot be readily identifiable with a specific project or cost objective.

Administrative Costs include:

- Accounting, auditing, contracting, budgeting, and general legal services
- Facility occupancy costs, e.g., rent, utilities, insurance, taxes, and maintenance
- General liability insurance that protects the organization (not directly related to a program)
- Directors and Officers liability insurance
- Depreciation on building & equipment
- Office Supplies
- General & Administrative salaries & wages

AmeriCorps programs have an optional fixed 5% Administrative rate that can be used if they do not have a federally approved indirect cost rate.

Administrative costs are limited by statute and total administrative costs. Grantees may charge up to 5% of the total CNCS funds expended, provided that the grantee's administrative match does not exceed 10% of all direct costs.

All grantees of the Corporation can use a federally approved indirect cost rate if they have one. Grantees that do not have a federally approved indirect cost rate should contact their cognizant agency. Unless different arrangements are agreed to by the agencies concerned, the Federal agency with the largest dollar value of awards will be designated as the cognizant agency for the negotiation and approval of indirect cost rates. After a rate has been agreed upon, it will be accepted by all Federal agencies.

Direct Costs

- Allowable direct expenses for members, e.g., living allowances and insurance costs
- Costs for staff who train, place, or supervise
- Evaluations of programs
- Supplies and Facility costs
- Travel
- Training

Administrative Costs

- Accounting, auditing, contracting, budgeting, and general legal services
- General liability insurance that protects organization (not specific to a program)
- Director's and Officer's liability insurance
- Depreciation on building & equipment
- General & Administrative salaries & wages