

**To:** Jaime Longoria, Authorized Representative, County of Hidalgo  
Juan Cedillo, RSVP Project Director, County of Hidalgo

**From:** Ben Alamprese, Program Officer, CNCS

**Date:** 7/21/15

**Re:** One-Time Funds Augmentation Opportunity in Fiscal Year 2015 for 14SRWTX001

Through this letter, I am pleased to notify you that your RSVP grant, referenced above, is eligible to receive a **one-time augmentation of \$3,000 in federal funds** this year (FY 2015). These funds are in addition to your FY 2015 annual federal base funding, and will not permanently increase your federal funding.

The purpose of this \$3,000 augmentation is primarily to support the capacity of all RSVP grantees to participate in training and technical assistance (T/TA) opportunities. For example, you can use the additional one-time \$3,000 in funds for participation in training and technical assistance (TTA) opportunities, such as travel to and participation in the Senior Corps Directors Training Conference, other conference registration fees, project staff travel to and from T/TA events, and/or a new computer, software, criminal history checks and evidence-based programming technical assistance, or other investments to support your programming through technical assistance.

In addition, these funds can also be used to support other approved line items in your FY 2015 budget.

Once accepted, these augmentation funds are available through the end of your three-year grant. If you find that you do intend to expend the funds after the end of your FY 2015 budget year, please work with my office and the CNCS Grants Officer to request carry forward.

Also, if needed, you may request a waiver of the required non-federal share by submitting such a request to this office.

You are **not required** to accept the additional one-time funds. This letter assumes that you will accept the one-time funds and provides you with guidance on how to revise your current grant application and re-submit it so that CNCS can proceed with the amendment for your FY 2015 budget year.

In order to enable CNCS to award funds to your organization in a timely manner, we ask for your immediate attention.

To accept these funds, please follow the instructions below.

**PLEASE NOTE:** If you determine that you have sufficient funds and would prefer not to accept the one-time \$3,000 in one-time augmentation funds, please send me an email to document your decision.

## **Instructions**

To accept these funds and to include them in your grant budget, please revise your budget per the instructions below. In order to revise your grant budget and re-submit the application in eGrants, please follow these steps:

### **1) Access your FY 2015 grant amendment application**

An amendment application has been created for you and has been returned to you in eGrants.

To locate and edit the amendment application:

- Log into eGrants
- From eGrants homepage, under View My Grants/Applications, locate and click on “1 Grantee Edit before PO cert”.

### **2) Modify your budget to reflect your baseline funding plus the \$3,000 augmentation**

- Once you have located the FY 2015 amendment application, click on “Edit”
- On the left side of the screen, select Budget Section I
- Edit one or more line items in the budget to include the addition \$3,000 in CNCS share

#### **Note:**

The \$3,000 augmentation is primarily intended to support training and technical assistance needs related to the administration of your Senior Corps grant. Following are some examples of appropriate line items where these funds could be budgeted:

- Section I: Other Volunteer Support Costs, Staff Training—to cover costs of attending a local Senior Corps-related training event
- Section I: Long Distance Travel—to cover the costs of travel to and from an event.
- Section I: Other Volunteer Support Costs, Supplies—to purchase software, hardware, or other equipment to enable full participation in the Senior Corps Virtual Conference

These funds can also be used to support other approved line items, as you believe may be most beneficial in achieving the goals of the RSVP project.

Please confer with our office if you have any questions about where to include the \$3,000 augmentation in your budget.

- Click on button to Validate the Budget
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- 3) **Complete the Authorization, Assurances, and Certifications**  
The person who electronically signs these 3 items by clicking “I Agree” must be authorized by your agency to do so. Usually, this person is the Executive Director or CEO. It generally should not be the Project Director. The correct person must be logged in under his/her own account before pressing “I Agree.”
  - 4) **Re-submit the application**  
Once the authorization, assurances and certifications are complete, please click on “Return application to PO”.
  - 5) **Please re-submit the amended grant application in eGrants by no later than July 31, 2015.**

Thank you again for your immediate attention to this matter. If you have any questions about the process please do not hesitate to contact me.

Sincerely,

Ben Alamprese  
Program Officer, Texas State Office

**Notice of Grant Award****Corporation for National and Community Service**601 Walnut Street, Suite 876 E  
Philadelphia, PA 19106-3323**Retired and Senior Volunteer Program****Grantee**County of Hidalgo Community Service Agency  
PO Box 204 Edinburg TX 78540-0204EIN: 742234352  
DUNS: 161811138**Award Information**

Agreement No.:	<b>14SRWTX001</b>	Performance Period:	<b>07/01/2014 - 06/30/2017</b>
Amendment No.:	<b>4</b>	Budget Period:	<b>07/01/2015 - 06/30/2016</b>
CFDA No.:	<b>94.002</b>	Grant Year:	<b>2</b>

**Award Description**

Authorize FY2015 funding

**Purpose**

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. § 12501 et seq.).

**Funding Information**

<b>Year 2</b>	<b>Previously Awarded This Year</b>	<b>This Award/ Amendment</b>	<b>Total Current Year</b>
Total Obligated by CNCS	\$0	\$76,751	\$76,751
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$76,751	\$76,751

**Cumulative Funding for Project Period**

Total Awarded in Previous Amendments	\$79,251
Total CNCS Funds Awarded to Date	<b>\$156,002</b>

**Funding Source and Amount**

2015--OPE1-P74-OPO-22413-4101	\$76,751.00
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**Special Conditions**

Costs allowed under this grant are limited to those categories contained in signed application package dated 4/22/15.

Grantee must submit detailed budget information or submit a revised budget by July 31, 2015. Failure to respond to this request may result in a restriction being placed on your ability to draw down grant funds from your organization's Payment Management Account.

The grantee shall be entitled to reimbursement for costs incurred on or after July 1, 2015 which if incurred before the signature date of this award, would have been reimbursed under the terms of this grant.

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/GeneralTermsandConditions20150403.pdf>, and the Program Terms and Conditions found at <https://egrants.cns.gov/termsandconditions/RSVPSpecificTerms&Conditions20150114.pdf>. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations

# Notice of Grant Award

601 Walnut Street, Suite 876 E  
Philadelphia, PA 19106-3323

## Retired and Senior Volunteer Program

### Grantee

County of Hidalgo Community Service Agency  
PO Box 204 Edinburg TX 78540-0204

EIN: 742234352  
DUNS: 161811138

and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

Corporation for National and Community Service:



06/07/2015

Signature

Award Date

Lennette B. White  
Senior Grants Officer

Lennette B. White, 215-964-6309  
Grants Officer

Benjamin Alamprese, 512-391-2944  
Program Officer

County of Hidalgo Community Service Agency  
Legal Applicant

Juan Cedillo  
Project Director

Juan Cedillo  
Certifying Official/Executive Officer

## Rio Grande Valley RSVP 2014 Competition County of Hidalgo Community Service Agency

Application ID: 15SR173115

Budget Dates: 07/01/2014 - 06/30/2017

	Total Amt	CNCS Share	Grantee Share	Excess Amount
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses	110,990	47,162	63,828	0
B. Personnel Fringe Benefits	4,082	2,482	1,600	0
FICA	5,546	4,228	1,318	0
Health Insurance	11,856	8,892	2,964	0
Retirement	5,457	4,164	1,293	0
Life Insurance	54	38	16	0
Total	\$26,995	\$19,804	\$7,191	\$0
C. Project Staff Travel				
Local Travel	5,800	5,000	800	0
Long Distance Travel	1,000	1,000	0	0
Total	\$6,800	\$6,000	\$800	\$0
D. Equipment				
E. Supplies	1,000	1,000	0	0
F. Contractual and Consultant Services	2,000	0	2,000	0
I. Other Volunteer Support Costs	10,997	0	10,997	0
Criminal Background Check	1,000	0	1,000	0
Total	\$11,997	\$0	\$11,997	\$0
J. Indirect Costs				
<b>Section I. Subtotal</b>	<b>\$159,782</b>	<b>\$73,966</b>	<b>\$85,816</b>	<b>\$0</b>
<b>Section II. Volunteer Expenses</b>				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	2,775	0	2,775	0
Recognition	8,000	2,785	5,215	0
Volunteer Travel	0	0	0	0
Total	\$10,775	\$2,785	\$7,990	\$0
<b>Section II. Subtotal</b>	<b>\$10,775</b>	<b>\$2,785</b>	<b>\$7,990</b>	<b>\$0</b>
<b>Budget Totals</b>	<b>\$170,557</b>	<b>\$76,751</b>	<b>\$93,806</b>	<b>\$0</b>
<b>Funding Percentages</b>		<b>45%</b>	<b>55%</b>	
<b>Required Match</b>		n/a		
<b># of years Receiving CNCS Funds</b>		n/a		

## Budget Narrative: Rio Grande Valley RSVP 2014 Competition for County of Hidalgo Community Service Agency

### Section I. Volunteer Support Expenses

#### A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Project Director: - 1 person(s) at 44845 each x 100 % usage	32,660	12,185	44,845	0
Area Coordinator A: - 1 person(s) at 33093 each x 100 % usage	14,502	18,591	33,093	0
Area Coordinator B: - 1 person(s) at 33052 each x 100 % usage	0	33,052	33,052	0
<b>CATEGORY Totals</b>	<b>47,162</b>	<b>63,828</b>	<b>110,990</b>	<b>0</b>

#### B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 7.56% of salary of 51,996	4,228	1,318	5,546	0
Health Insurance: 494.00/month x 12mos. for (2) employees	8,892	2,964	11,856	0
Retirement: 7.00% of salary for 12 mos for 2 employees	4,164	1,293	5,457	0
Life Insurance: 2.25/mo x 18mos -- employees (12mos + 6mos)	38	16	54	0
Workers Comp: .87% of salary (2) employees \$53,223	463	400	863	0
Unemployment Ins: .0137 of salary for (2) employees \$53,223	729	630	1,359	0
Longevity Pay: Project Dir 18 yrs + Area Cood 7 yrs - 12mos -- 6mos	1,290	570	1,860	0
<b>CATEGORY Totals</b>	<b>19,804</b>	<b>7,191</b>	<b>26,995</b>	<b>0</b>

#### C. Project Staff Travel

##### Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Staff Travel: 545/m x .56 per mi. x 12mos	5,000	800	5,800	0
<b>CATEGORY Totals</b>	<b>5,000</b>	<b>800</b>	<b>5,800</b>	<b>0</b>

##### Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
Director Conference Travel: Texas/Nat'l - Meals/Lodging/other a & Mtgs- Meals/Lodging 575 Trans 400 Other 25	1,000	0	1,000	0
<b>CATEGORY Totals</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>

**D. Equipment**

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**E. Supplies**

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Office Supplies: 83.33/m x 12	1,000	0	1,000	0
<b>CATEGORY Totals</b>	1,000	0	1,000	0

**F. Contractual and Consultant Services**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Audit Services: Annual Audit Services BMC & CPA Co	0	2,000	2,000	0
<b>CATEGORY Totals</b>	0	2,000	2,000	0

**I. Other Volunteer Support Costs**

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	1,000	1,000	0
Telephone Svs & Internet (\$35/mo x 12 mos):	0	420	420	0
Postage/Document Delivery:	0	400	400	0
Printing and Reproduction Cost:	0	250	250	0
Rental Office Space (\$695.25/mo x 12 mos):	0	8,343	8,343	0
Utilities (\$103.25/mo x 12 mos):	0	1,239	1,239	0
Computer Svs Maint:	0	345	345	0
<b>CATEGORY Totals</b>	0	11,997	11,997	0

**J. Indirect Costs**

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0
<b>SECTION Totals</b>	73,966	85,816	159,782	0
<b>PERCENTAGE</b>	46%	54%		

**Section II. Volunteer Expenses**

**A. Other Volunteer Costs**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals:	0	0	0	0
Uniforms:	0	0	0	0
Insurance: Volunteers insurance cost est. 801 vol @ 3.44 CIMA	0	2,775	2,775	0
Recognition: Volunteers recognition for 801 volunteers @ 8.50 ea vol.	2,785	5,215	8,000	0
Volunteer Travel:	0	0	0	0
<b>CATEGORY Totals</b>	2,785	7,990	10,775	0
<b>SECTION Totals</b>	2,785	7,990	10,775	0
<b>PERCENTAGE</b>	26%	74%		

<b>BUDGET Totals</b>	76,751	93,806	170,557	0
<b>PERCENTAGE</b>	45%	55%		

**Source of Funds**

Section	Description
Section I. Volunteer Support Expenses	
Section II. Volunteer Expenses	