

To: 2019-20 Fixed Amount Subgrantees  
From: ServeOhio, Ohio Commission on Service and Volunteerism  
Date: July 1, 2019  
Re: Guidance on OCSV's 2% Grant Administration Requirement

When issuing the 2019 Application Instructions, ServeOhio informed applicants beginning in PY2019-2020, the State Commission 2% Fixed Amount Option for Commission Administration would apply to all Ohio-funded programs, including Fixed Amount Grants (see Attachment D). This memo is to provide information and guidance on how ServeOhio is implementing this option.

Upon acceptance of your Fixed Amount Grant, ServeOhio will use this option to retain 2% of the total amount expended by your organization to use for our own administration. This will leave the Fixed Amount Grant, 98% of the award to use for your program. The 2% will be calculated when you request payment reimbursement.

The following formula will be used to calculate ServeOhio's 2%: Total Payment Request\*0.0526\*0.40. Note: the factor 0.0526 is used to calculate the amount of federal funds that may be calculated for administrative (indirect) costs rather than 0.0500, as a way to mathematically compensate for determining administration when actual total spending is not yet determined.

**EXAMPLE**

Total Payment Request – \$6,000

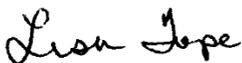
ServeOhio's 2%:  $\$6,000 * 0.0526 * .40 = \$126.24$

Amount Reimbursable to Fixed Amount Grant (98%):  $\$6,000 - \$126.24 = \$5,873.76$

Note: Fixed Amount Grants draw funds on the basis of member service hours completed; ServeOhio's Request for Funds Form (RFF) - Fixed Amount may be found on our website under AmeriCorps Program Director Resources [Financial Management Resources](#). Please use this form when requesting funds.

For questions regarding this guidance, please contact Lisa Tope at [lisa.tope@serveohio.gov](mailto:lisa.tope@serveohio.gov) or 614.728.2920. Thanks.

Sincerely,



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