



Senior Corps Budget Development



Budget Challenges



What are the most pressing issues and concerns you have related to Senior Corps budget preparation?



Budget Functions

An approved Senior Corps budget is part of the grantee's contractual obligation and:

- A financial blueprint for grant-supported activities
- Helpful to ensure terms and conditions compliance
- A tool for measuring progress toward match requirements and monitoring budget to actual expenses

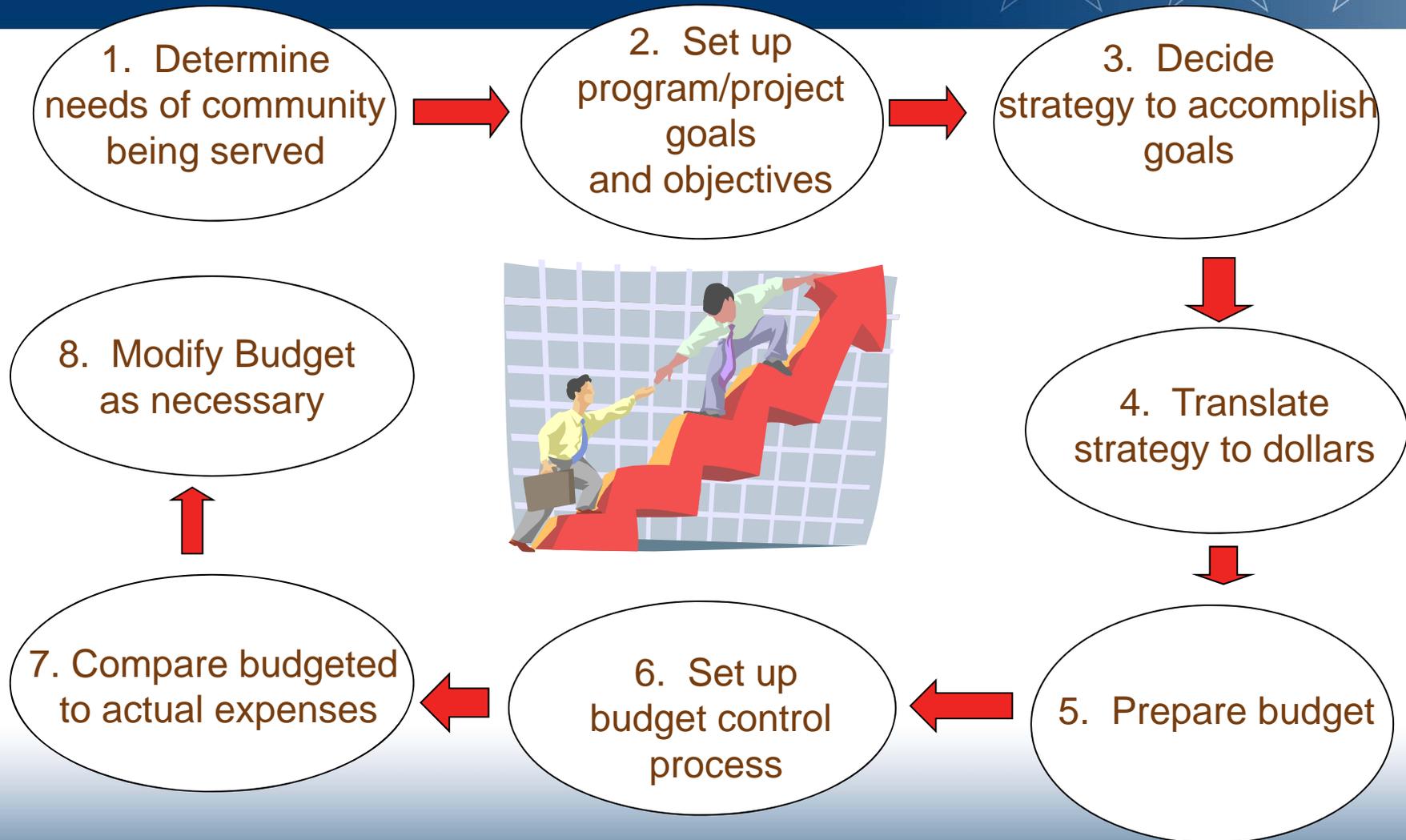
Budget Effectiveness

An effective budget is:

1. Realistic – It reflects expected program revenues and expenses and its capacity to carry out program activities
2. Consistent – The budget is aligned with program goals and objectives
3. Flexible – A project budget must be able to adapt to changing financial and operating circumstances



Effective Budget Management



Budget Narrative

- Follow instructions in NOFO
- Only includes allowable, reasonable, necessary, and allocable costs, as defined by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)
- Estimate resources needed to achieve program goals
- Organize narrative to fit budget categories
- Provide adequate descriptions and calculations based on a consistent and documented cost allocation plan
 - Level of effort: % of time on activity X salary
 - Rent: CNCS program space ÷ total host agency space



Unallowable Costs

Unallowable costs include:

- Lobbying
- Fines and penalties
- Expenses not necessary to meet program objectives
- Entertainment, alcohol
- Costs that would constitute waste, fraud and abuse
- Unreasonable costs from a “prudent person” perspective
- Costs with no logical basis for allocating to your program



SCP & FGP Match Requirements

Cash and in-kind: 10% of total budget:

- Match = [CNCS award amount divided by (1 minus Match percent expressed as a decimal)] minus CNCS award amount

Example:

For a 10% Match of a \$100 award:

$$\begin{aligned}\text{Match} &= [\$100 \text{ divided by } (1-.1)] - \$100 \\ &= (\$100 / .9) - \$100 \\ &= \$111.11 - \$100 \\ &= \$11.11 - (\$11.00 \text{ rounded})\end{aligned}$$



Direct Benefit Ratio- SCP/ FGP

Section II. Volunteer Expenses

	Total Amt	CNCS Share	Grantee Share	Excess Amount
A. Stipends				
Corporation Funded	135,583	135,583	0	0
Non-Corporation Funded	0	0	0	0
Non-Stipended	0	0	0	0
Total	\$135,583	\$135,583	\$0	\$0
B. Other Volunteer Costs				
Meals	26,000	0	26,000	0
Uniforms	787	787	0	0
Insurance	240	240	0	0
Recognition	2,700	2,500	200	0
Volunteer Travel	16,947	13,947	3,000	0
Physical Examinations	6,070 A	770	5,300	0
Total	\$53,844	\$18,444 D	\$35,400	\$0

A (Section II Subtotal) Divided by B (CNCS Share) = must be at least 80%



Budget Structure

Budget is separated by major categories and divided into CNCS and Grantee share

Direct	Indirect or Administrative
Grant Operating Costs and Volunteer Costs directly attributable to meeting the goals and objectives of the program	General or centralized administrative expenses of organization receiving CNCS financial assistance
Examples: <ul style="list-style-type: none">• Allowable, direct Senior Corps volunteer charges• Costs related to staff who train, recruit or supervise Senior Corps volunteers• Uniforms; special equipment• Independent program evaluations• Senior Corps volunteer and staff travel	Examples: <ul style="list-style-type: none">• Accounting, auditing, general legal services• Internal evaluation• General liability insurance• Salaries and benefits related to general organizational management and support

Budget Structure

- Excess Column
 - Track total project costs
 - Unallowable cost such as fundraising & other Federal funding

Budget Narrative, Section I

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Program Director: - 1 person(s) at 68537 each x 92 % usage	60,532	0	63,054	2,522
Program Specialist: - 1 person(s) at 37292 each x 100 % usage	37,292	0	37,292	0
Volunteer Coordinator - Imperial Valley: - 1 person(s) at 14747 each x 87 % usage	11,798	1,032	12,830	0
Program Director: - 1 person(s) at 69866 each x 46 % usage	30,851	643	32,138	644
Program Specialist: - 1 person(s) at 38635 each x 50 % usage	19,318	0	19,318	0
Volunteer Coordinator IV: - 1 person(s) at 18806 each x 35 % usage	6,582	0	6,582	0
CATEGORY Totals	166,373	1,675	171,214	3,166

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: 7.65 of applicable salaries (171,214)	12,727	242	13,099	130
Health Insurance: 1.92 fte @ 420.22mo (Kaiser)= 807; 1.92 fte@36.72 mo (dental)= 70.5; monthly exp = \$877.50 x 18 mos.= \$15,795>excess = 420.22 med.+36.72 dental= 457 mo x.04 x12mos= \$219+.02 x6mos)=228+9 non-fed@2%	15,558	9	15,795	228
Retirement: Applicable wages by 6% (\$95,192)	5,483	39	5,712	190
Life Insurance: 3.00x 3 FTEs x 12mos.=79	108	0	108	0
SUI: calculated at 1.5% of applicable wages (21K for 3 fte's)	315	0	315	0
Workers Comp: 1.12% x total wages (171,214)	1,863	20	1,918	35
Employee Assistance Program: 3.00 x 12 x 3 FTEs = 108	108	0	108	0
CATEGORY Totals	36,162	310	37,055	583

PART II - BUDGET

Applicant Organization:		Budget Dates:				
SECTION 1: VOLUNTEER SUPPORT EXPENSES						
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
A. PROJECT PERSONNEL EXPENSES	Annual Salary	% Time Spent on Project	Total Amount	CNCS Share	Grantee Share	Excess Amount
Position Title						
TOTAL PERSONNEL EXPENSES			\$	\$	\$	\$
B. PERSONNEL FRINGE BENEFITS						
C. PROJECT STAFF TRAVEL						
		Local Travel				
		Long Distance Travel				
D. EQUIPMENT						
E. SUPPLIES						
F. CONTRACTUAL SERVICES						
G. OTHER VOLUNTEER SUPPORT COSTS						
H. INDIRECT COSTS						
TOTAL VOLUNTEER SUPPORT EXPENSES			\$	\$	\$	\$
SECTION 2: VOLUNTEER EXPENSES						
		Column 3	Column 4	Column 5	Column 6	
A. VOLUNTEER STIPENDS						
B. OTHER SERVICE-RELATED COSTS AND REIMBURSEMENT EXPENSES	Meals					
	Uniforms					
	Insurance					
	Recognition					
	Volunteer Travel					
	Physical Examinations					
	Other Allowable Expenses					
TOTAL VOLUNTEER EXPENSES			\$	\$	\$	\$
TOTAL PROJECT COSTS			\$	\$	\$	\$
FUNDING PERCENTAGES (percent distribution between Columns 4 and 5)						
VOLUNTEER STRENGTH PROJECTION						
A. Non-Stipended FGP/SCP Volunteers:				C. Volunteer Hours:		
B. VSYs or Volunteers — Federal: Non-Federal:				D. Stations:		

NSSC Form 424A

(Modified SF-424A (Rev. 3/03 to conform to the CNCS eGrants system))



Budget Structure

Section I. Volunteer Support Expenses

- A. Project Personnel Expenses
- B. Personnel Fringe Benefits
- C. Project Staff Travel – Local and Long Distance
- D. Equipment
- E. Supplies
- F. Contractual and Consultant Services
 - I. Other Volunteer Support Costs
- J. Indirect Costs (Indirect Cost Rate/ De Minimis)

Budget Structure

Section I. J. Indirect Costs

Two methods to recover administrative costs:

1. Federally Approved Indirect Cost Rate Method

- Requires approved rate from Federal government
- Approved rate constitutes documentation of costs, including any amount payable by CNCS

2. De Minimis Rate

- Amount equal to ten percent of modified total direct costs (MTDC). Only available if you never received a negotiated rate.

Budget Narrative, Section II

B. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals: 70 volunteers x 170 school days x \$3.50/meal; Approx. training meals, meeting hospitality	1,100	39,500	40,600	0
Uniforms: Polo shirts for volunteers \$10 x 70 volunteers; photo badges and lanyard @ \$2.25 x 146; Jackets as needed @\$15.00 each x 5 jackets.	840	0	840	0
Insurance: 80 Volunteers @ \$10.71/ea;	857	0	857	0
Recognition: Recognition yearly event and misc recognition activities for 125 volunteers @ \$35/ ea. Community Donations for recognition of volunteers. Items- mugs, tote bags, pens etc.	3,950	3,200	7,150	0
Volunteer Travel: Emphasis is on attending initial and in-service training, mileage coverage to sites as funding permits. Note: All of vol. drive private vehicles approx 13,500.@ .40/mi.	3,600	0	3,600	0
Physical Examinations: 10 exams for uninsured volunteers @ \$75	750	0	750	0
TB testing:: New volunteers and 3 year updates. \$47.50 per test x 10 volunteers. (Based on last year's expense in this category)	475	0	475	0
CATEGORY Totals	11,572	42,700	54,272	0
SECTION Totals	191,427	42,700	234,127	0
PERCENTAGE	82%	18%		



Volunteer Expenses

Section II. A. Volunteer Stipends

- Payment provided to FGP & SCP volunteers for each hour served.

Section II. Volunteer Expenses

A. Stipends

Item - # -Annual Stipend	CNCS Share	Grantee Share	Total Amount	Excess Amount
Corporation Funded: - 147 x 2767	406,749	0	406,749	0
Non-Corporation Funded: - 0 x 2767	0	0	0	0
CATEGORY Totals	406,749	0	406,749	0

Volunteer Service Years (VSY) - Calculations

- VSY = 1,044 hours
 - Multiple volunteers can serve contributing hours to equal 1,044
 - Volunteers receive \$2.65/hr. stipend
 - $1,044 \text{ hours} * \$2.65 = \text{Cost per VSY} = \$2,766.70$ (\$2,767 rounded)

Total VSY Calculation

How to calculate total program VSY hours and stipend costs:

- Assuming you are budgeting for 70 VSY's. Your calculation is:
 - $70 \text{ VSY} * 1,044 \text{ hours} * \$2.65 / \text{hour} = \$193,662$

Volunteer Expenses

B. Other Volunteer Costs

- Meals
- Uniforms
- Volunteer Physicals
- Recognition
- Volunteer Travel Costs

Budget Narrative, Source of Funds

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	Contractual Support: \$400 (In-kind) Space Provided: \$4,429 (In-kind) Difference in charged Indirect (18.5% of Wages & Salary, O&E) \$15,566 and actual contract rate of 44% TDC \$129,215 = \$113,649 waived Indirect, In-kind, sponsor support, local grantee support
Section II. Volunteer Expenses	Community support from stations: \$39,500 Meals provided to volunteers (In-kind) Community support: \$ 3,200 Recognition (In-kind) Total \$42,700



Budget – Final Review Checklist

- Is the budget presented in the format and forms required by CNCS?
- Is the budget consistent with CNCS's guidelines?
- Are all cost calculations clearly described and correct if duplicated?
- Do the costs on all the budget forms, justification and supporting documentation agree?
- Does the budget cover all the project costs, CNCS funds, and match?
- Does the budget cover required costs, for example, program evaluation?

Budget: Final Review Checklist (cont'd)

- Is there adequate explanation for budget items?
- Are all projected costs in the budget allowable?
- Have the appropriate fringe and indirect cost rates been used? Do you have an updated copy to send with your Application?
- Is the budget realistic, reasonable, credible, and aligned with program goals?
- Is your A-133 up to date in the Federal Audit Clearinghouse or 990 in GuideStar?
- Is your organization's information up to date with the System for Award Management (www.SAM.gov)? This is a free service.



eGrants

- eGrants flags incorrect entries with “warnings” and “error” messages...
 - Budget Rules: Warnings and error messages are established for each Corporation program and can vary based on the needs and controls over that program
 - Warning Messages: You can proceed with the information entered but the message is a warning that you may not be compliant with the application or budget guidelines
 - Error Messages: You cannot proceed with the information until the information entered is edited
 - **Contact the National Service Hotline for eGrants technical assistance: 1-800-942-2677**

Helpful Links



Description	Website Address
Financial Management- Online Courses	http://www.nationalservice.gov/resources/online-courses
System For Award Management	www.sam.gov (must be updated yearly)
GuideStar	www.guidestar.org
Uniform Guidance Resources	http://www.nationalservice.gov/resources/uniform-guidance
Step by Step Guidance for Entering eGrant Application Including Budget	http://www.nationalservice.gov/documents/senior-corps/2015/egrants-visual-instructions





Questions

