

**Corporation for National and Community Service  
FFMC Review Form  
2015 RSVP Competition**

<b>Legal Applicant:</b>	<b>Application ID #</b>
<b>Opportunity #</b>	<b>Panel #</b>
<b>Reviewer Name</b>	

**Using the reviewer rubric as a guide to understanding the ratings, select a rating to show how well the application addresses each selection criterion element.**

**III. Cost Effectiveness & Budget Adequacy (15%)**

Q21. Personnel costs budgeted reflect adequate staffing for the project and the percentage of time spent on fundraising is appropriately allocated to the excess budget column.

__ Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ If part time staff are included in the budget, the application narrative includes appropriate justification.</li> <li>▪ When compared to the application narrative, the excess column appropriately does or does not include fundraising.</li> <li>▪ Level of staff appears appropriate to meet the needs of the project.</li> </ul>
__ Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Part time staff are included in the budget with no justification in the application narrative.</li> <li>▪ When compared to the application narrative, the excess column does not reflect the fundraising information included for project staff.</li> <li>▪ Level of staff seems excessive or inadequate to meet the needs of the project.</li> </ul>

Q22. Fringe benefits provided to staff are applied using the appropriate institutional rate and are charged at the same proportional rate as project staff time.

__ Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ All fringe benefits are applied proportionately to staff time and/or at the institutional rate.</li> </ul>
__ Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Not all fringe benefits are applied proportionately to staff time or the institutional rate.</li> <li>▪ Budget does not include fringe benefits.</li> </ul>

Q23. Staff travel is detailed in the budget narrative to provide adequate justification and is broken out to include details for lodging, food, and transportation.

__ Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ Both local and long distance staff travel is detailed and includes adequate justification.</li> <li>▪ All travel is includes details on lodging, food, and transportation.</li> <li>▪ Travel rates are reasonable.</li> </ul>
__ Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Local and long distance staff travel do not include details or justification.</li> <li>▪ Lodging, food, and transportation details are not included.</li> <li>▪ Travel rates are unreasonable.</li> </ul>

Q24. Contracting services in the budget cover only goods and services that are provided by outside contractors under an existing contract, described in the budget narrative. (If there are no contracting line items, points for Q21 will be doubled.)

__ Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ Contracts listed do not appear to include work by employees of the applicant organization and only include work by outside contractors.</li> <li>▪ Budget narrative includes enough information to determine that a current contract is in place.</li> </ul>
__ Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Contracts listed appear to include work by employees of the applicant organization.</li> <li>▪ Budget narrative does not include enough information to determine that a current contract is in place.</li> </ul>

__ NA (double points for Q21)	<ul style="list-style-type: none"> <li>▪ There are no contracting line items.</li> </ul>
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Q25. Indirect Costs are only charged if an established indirect cost rate agreement is in place and has been submitted as part of the grant application. (If there is no indirect cost line item, points for Q22 will be doubled.)

__ Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ The indirect cost rate agreement was submitted with required documents and is in</li> </ul>
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	alignment with the indirect cost rate budget line item.
__Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ An indirect cost rate agreement was not included in the documents submitted.</li> </ul>
__NA (double points for Q22)	<ul style="list-style-type: none"> <li>▪ There are no indirect cost line items.</li> </ul>
Q26. Supplies included in the budget are itemized, detailed, meet the OMB definition of supplies and are not already included in the overhead costs included in an indirect cost rate agreement.	
__Meets (10pts.)	<ul style="list-style-type: none"> <li>▪ Supplies budgeted include sufficient detail to determine that they meet the OMB definition.</li> <li>▪ Supplies budgeted are itemized.</li> <li>▪ Supplies do not appear to be items already covered in the indirect cost rate agreement.</li> <li>▪ Supplies are not excessive and are reasonable.</li> </ul>
__Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Supplies budgeted do not include sufficient detail to determine if they meet the OMB definition.</li> <li>▪ Supplies budgeted are not itemized.</li> <li>▪ Supplies appear to be items already covered in the indirect cost rate agreement.</li> <li>▪ Supplies are excessive and are unreasonable.</li> </ul>
Q27. Items included in the “other” budget section do not need to be moved to a different budget section and appear necessary to the operations of the project. (If the budget does not include “other” line items, points for Q23 will be doubled.)	
__Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ All items in the “other” budget section are entered correctly, are detailed, and appear necessary to the project.</li> </ul>
__Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ “Other” budget section includes items that should be in other budget sections.</li> <li>▪ “Other” budget section is not detailed enough to be able to determine if the items are necessary or should be included in the “other” narrative section.</li> </ul>
__NA (double points for Q23)	<ul style="list-style-type: none"> <li>▪ There are no “other” line items in the budget.</li> </ul>
Q28. Within the limits of the budget, transportation or meals for RSVP volunteers is included and appropriately detailed.	
__Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ Transportation or meals is detailed and provides a realistic description of how the budget will support volunteer transportation or meals.</li> <li>▪ Travel rates are reasonable.</li> </ul>
__Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Transportation or meals is not sufficiently detailed or is not included.</li> <li>▪ Travel rates are unreasonable.</li> </ul>
Q29. The budget includes required volunteer accident, personal liability, and excess automobile insurance.	
__Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ The insurance line item is sufficiently detailed to determine that all required volunteer insurance is included.</li> </ul>
__Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Insurance is not included or is not detailed enough to determine that all three types of required insurance are covered.</li> </ul>
Q30. Appropriate recognition and, if applicable, recruitment is included in the budget and includes cost per volunteer and cost per event including itemization of functional expenses.	
__Meets (10 pts.)	<ul style="list-style-type: none"> <li>▪ Recognition and, if applicable, recruitment is included in the budget and includes cost per volunteer and cost per event including itemization of functional expenses and is appropriate.</li> </ul>

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<u>  </u> Does Not Meet (0 pts.)	<ul style="list-style-type: none"> <li>▪ Recognition and, if applicable, recruitment are not included or are not detailed enough to determine appropriateness for the project.</li> </ul>
<b>Q31. The adequacy and reasonableness of required non-federal funds that are budgeted.</b>	
<u>  </u> Excellent (50 pts.)	<p>Highest confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <li>▪ The application budget specifically addresses and demonstrates the commitment of the applicant organization to secure resources for exceeding required non-federal funds.</li> <li>▪ Provides a thorough, detailed response to all of the information requested in the Budget Section on applicant organization's financial commitment to the proposal including specific identification of the sources of non-federal funds.</li> <li>▪ Application meets or exceeds the non-federal funding requirement.</li> </ul>
<u>  </u> Good (34 pts.)	<p>High confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <li>▪ Provides a response to all of the information requested in the Budget Section on applicant organization's financial commitment to the proposal including specific identification of the sources for non-federal funds.</li> <li>▪ Application meets their non-federal fund requirement.</li> </ul>
<u>  </u> Fair (18 pts.)	<p>Fair to adequate confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <li>▪ Covers most of the information requested in the Budget Section on applicant organization's financial commitment to the proposal, with a few exceptions.</li> <li>▪ Makes some assumptions and leaves some reasons unexplained.</li> <li>▪ Meets the match requirement, but does not provide sources of non-federal funds.</li> </ul>
<u>  </u> Does Not Meet (0 pts.)	<p>Low confidence in the adequacy of the resources for non-federal funds.</p> <ul style="list-style-type: none"> <li>▪ The applicant organization does not make any commitments to meet the required non-federal funds.</li> <li>▪ Budget Section does not address the applicant organization's financial commitment to the proposal.</li> <li>▪ Does not provide sources of non-federal funds.</li> </ul>

**STRENGTHS: (Provide significant strengths identified in your assessment)**

**WEAKNESSES: (Provide significant weaknesses identified in your assessment)**

**TOTAL SCORE: \_\_\_\_\_ OF 150**

**CLARIFICATION**

LIST CLARIFICATION QUESTIONS BELOW. GUIDELINES FOR CLARIFICATION CAN BE FOUND IN THE FFMC REVIEWER TRAINING. PHRASE ALL CLARIFICATION ITEMS AS QUESTIONS OR REQUESTS FOR

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FURTHER INFORMATION.

INTERNAL