

Senior Corps Virtual Conference 2014

Session: Effective Budget Design (Retired Senior Volunteer Program)

Speakers:

- John Hostney, State Program Director
- Janet Caranci, FFMC Grants Management Specialist



This session will begin shortly.

Effective Budget Design: Retired Senior Volunteer Program (RSVP)



Objectives

- Define the standards outlined in the OMB circular
- Identify the components to be included in a Senior Corps budget
- Review the process for submitting budgets in eGrants
- Define methods for budget controls and monitoring

Live Session Features

- Respond in real-time: polling feature
 - All polling questions are multiple choice
- Have your questions answered: chat feature
 - Throughout this live session, chat in your questions as they arise
- Follow up opportunities for engagement
 - Questions not addressed will be posted to the Financial Management message board in the FFMC booth
 - The FFMC will also host a live chat in the FFMC booth

Agenda

Activity	Duration
Effective Budget Design	15 minutes
eGrants Walkthrough	25 minutes
Q&A	10 minutes

The Importance of Budgeting

- Ensures compliance with your contractual obligation to the Corporation, grant provisions, and regulatory restrictions
- Guides staff and partners in the execution of programs
- Serves as a tool to monitor and measure progress and expenses

Key Budgeting Roles

- Program Director
 - Designs and monitors budget
 - Accountable for the budget
- Sponsor Fiscal Staff
 - Assists with budget design
 - Tracks expenditures and match
 - Monitors and provides reports to Program Director

Polling Question #1

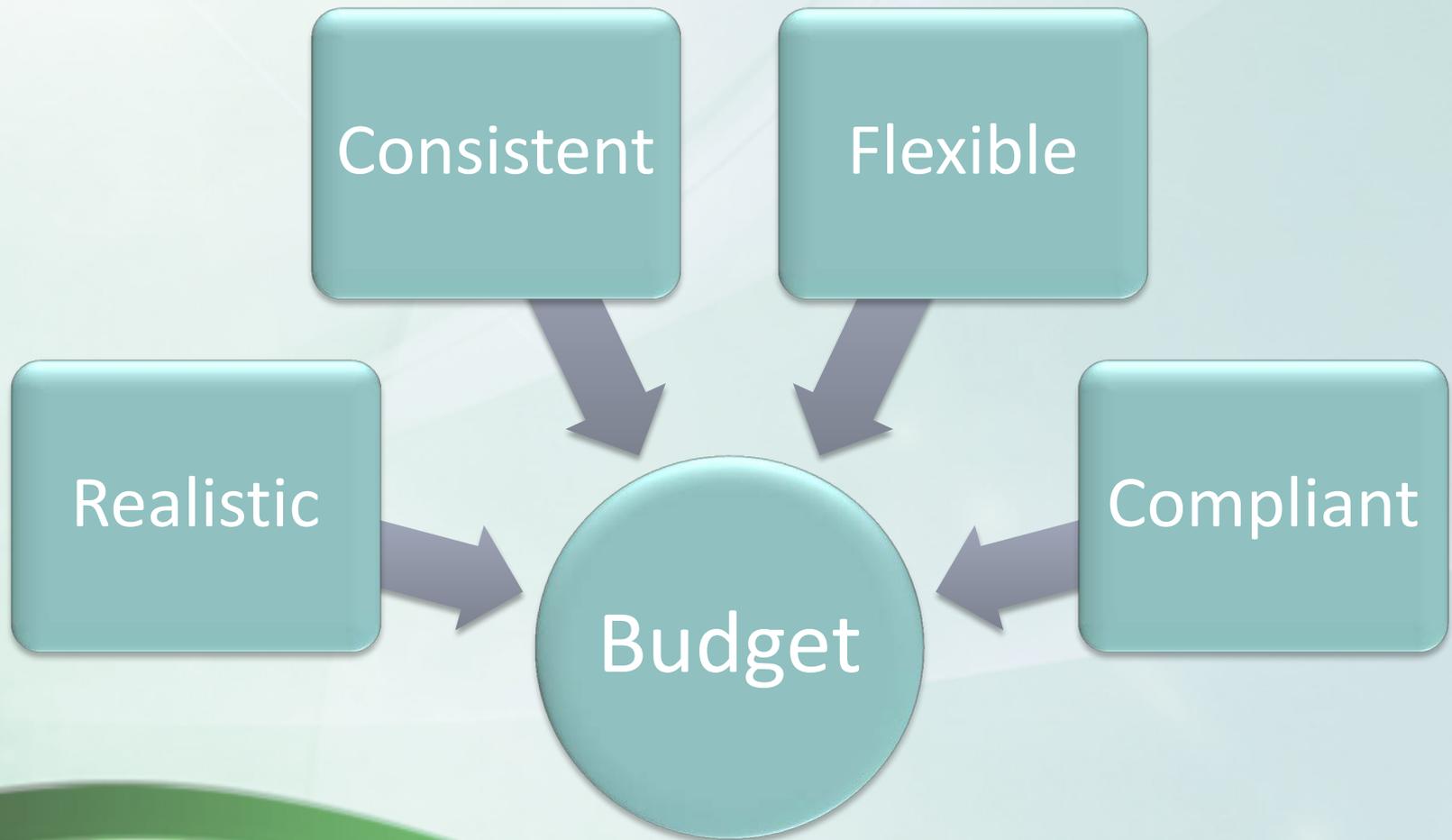
In your organization, who are key stakeholders involved in the budget?

The Program Director

Sponsor Fiscal Staff

Both the Program Director and
Sponsor Fiscal Staff

Elements of an Effective Budget



Conceptualizing Your Budget Design

Review program goals and objectives



Ensure compliance requirements



Estimate volunteer and operating costs/resources needed to achieve objectives

Review Program Goals and Objectives

- Think critically about program outcomes
- Define program scope and mitigate risk
- Prioritize program activities

Ensure Compliance Requirements

- Identify the share of each budget
- Adhere to Cost Principles
- Ensure adherence with Match Requirements

Ensuring Compliance: Identify the Share of Each Budget

Grantee Share

- Portion of total expenditures not paid for with CNCS funds
- Paid for with Match contributions

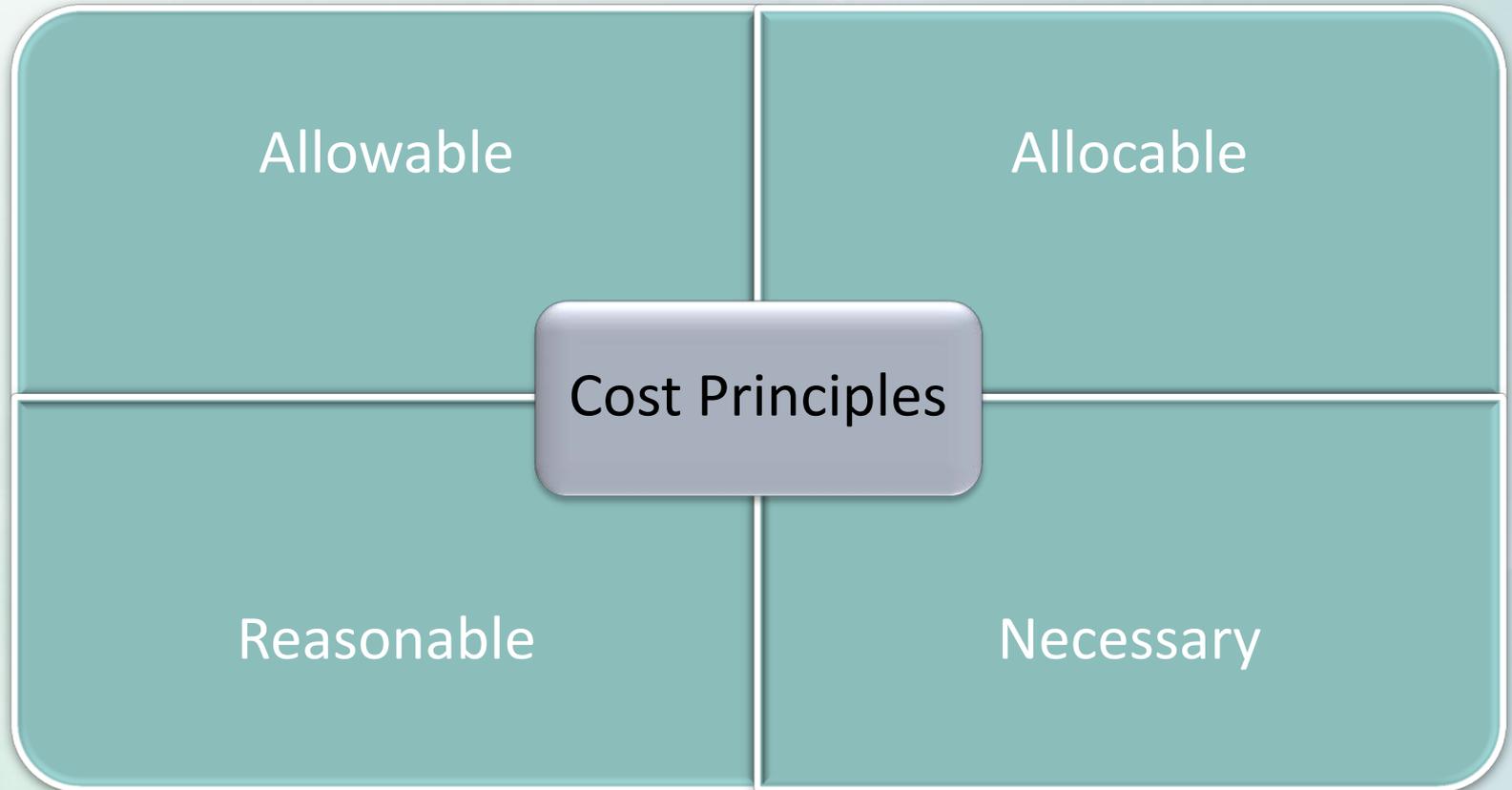
CNCS Share

- Portion of budget or expenditures paid for with Federal funds

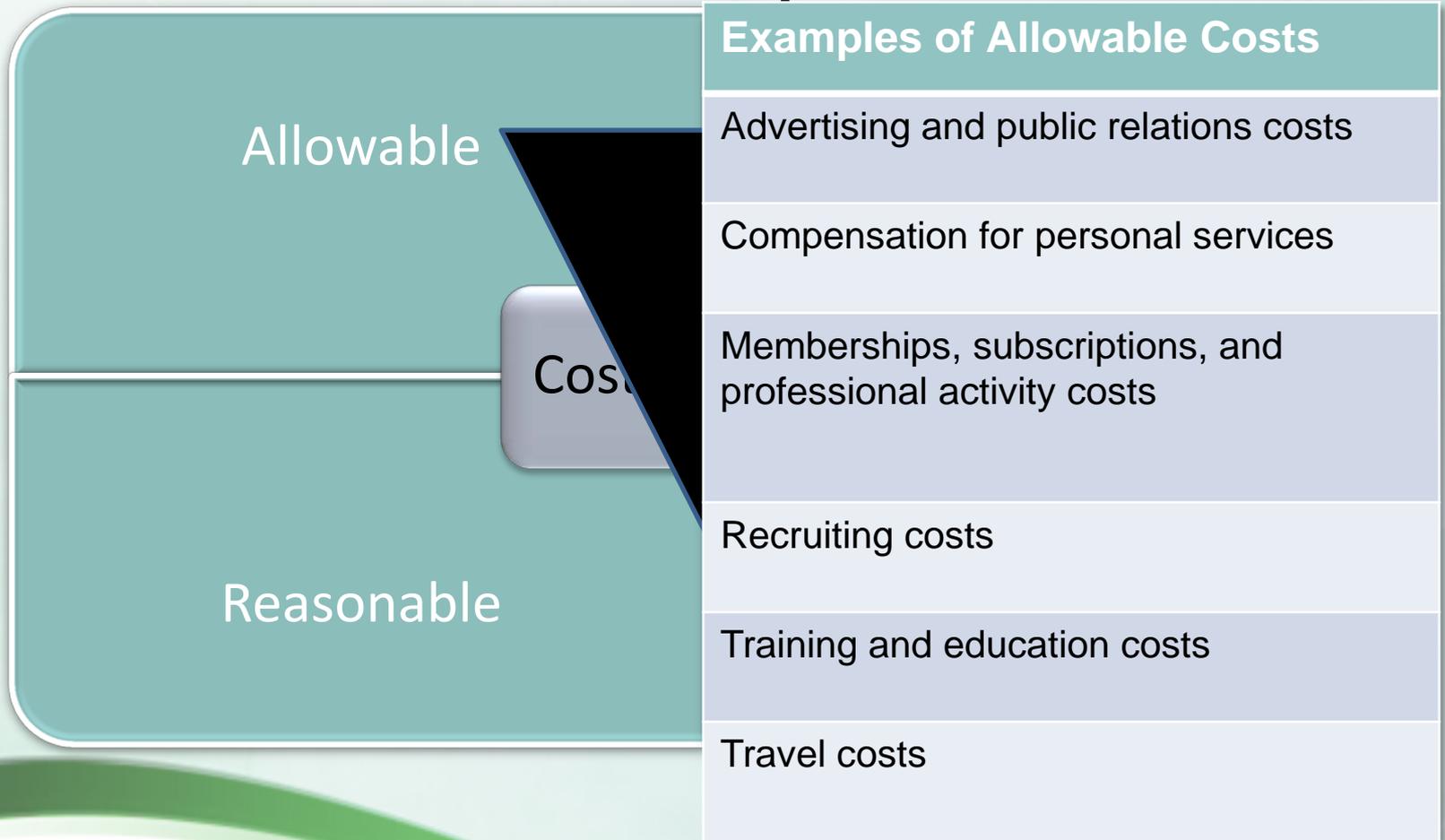
Excess Share

- The amount of non-Federal cash and in-kind contributions generated by a sponsor in excess of the required percentage

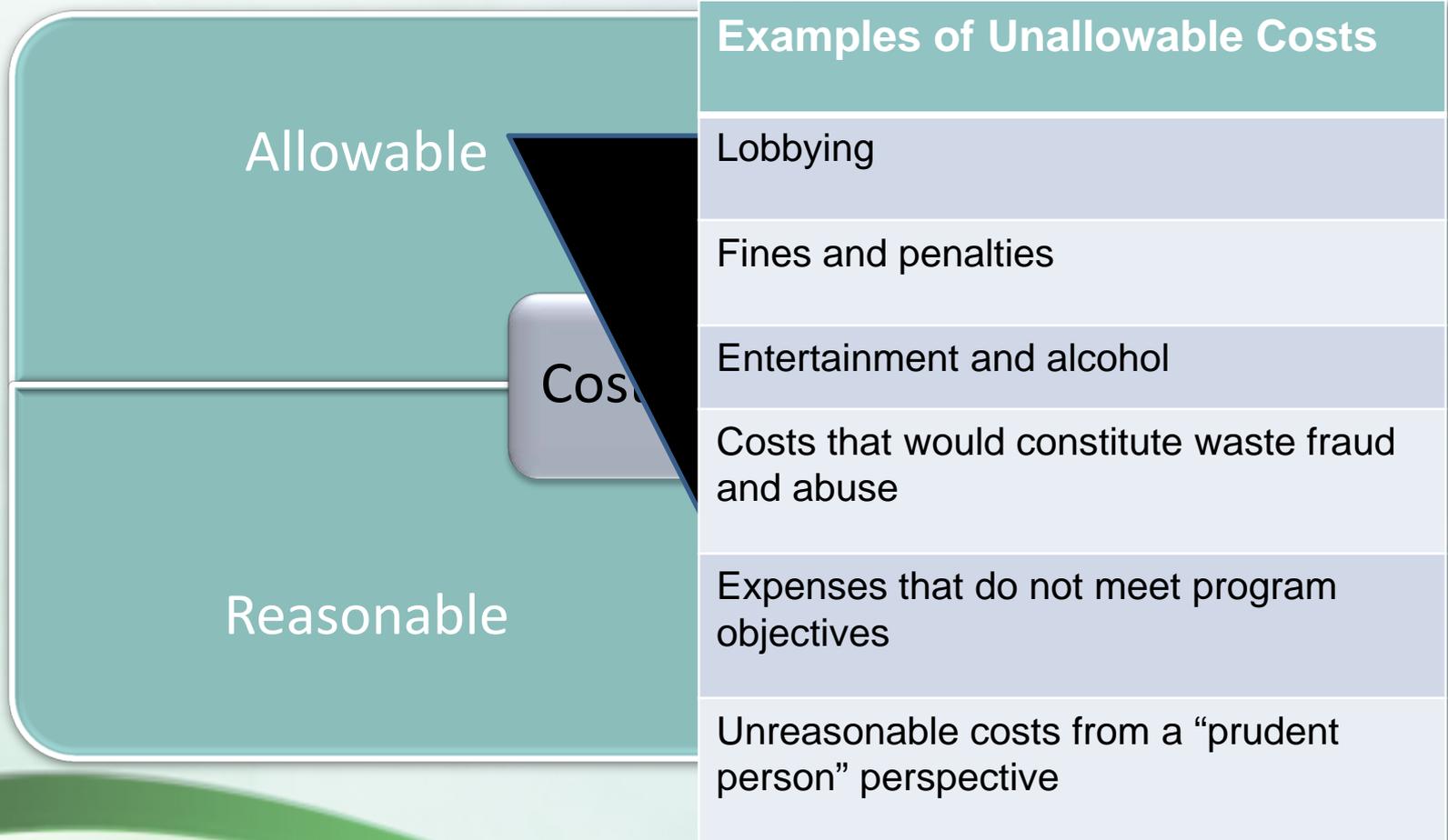
Ensuring Compliance: Adhere to Cost Principles



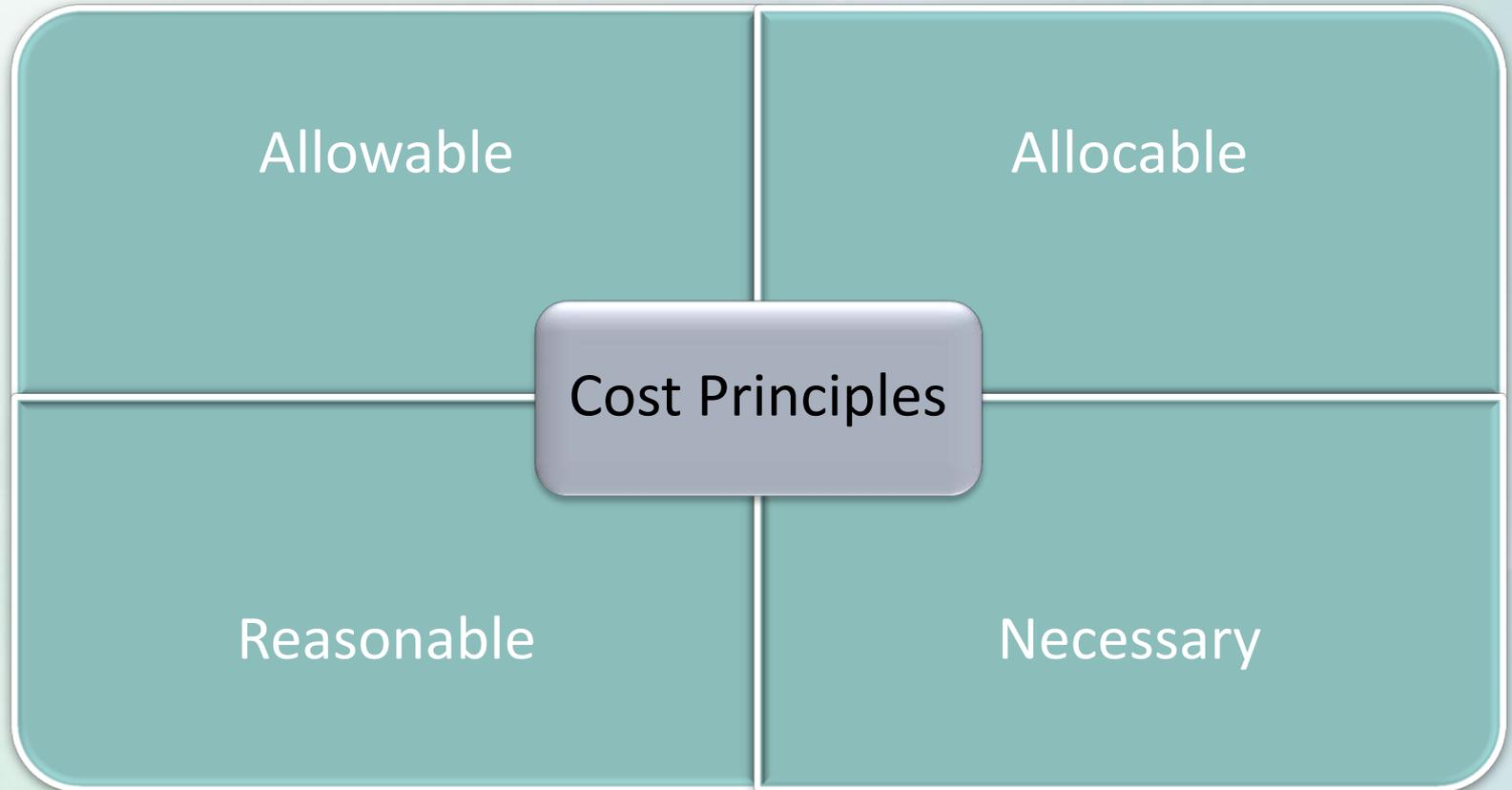
Ensuring Compliance: Adhere to Cost Principles



Ensuring Compliance: Adhere to Cost Principles



Ensuring Compliance: Adhere to Cost Principles



Ensuring Compliance: Match Requirements

- Two types of contributions: Cash and In-Kind
- Increasing scale % of total program budget

$$\text{Match} = \frac{\text{CNCS Award Amount}}{(1 - \text{Match \%}) - \text{CNCS Award Amount}}$$

Year 1 = 10%
Year 2 = 20%
Years 3+ = 30%

Questions?



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Entering Budgetary Information into eGrants



Preparing the Budget Narrative

- Follow instructions in the NOFO/NOFA or other guidance received from CNCS
- Organize the narrative
- Provide adequate descriptions and calculations

Welcome Jennifer

Start New Grant Application

back next

Start New

- Applicant Info
- Application Info
- Narratives
- Work Plan
- Documents
- Budget Section 1
- Budget Section 2
- Funding/Demographics

Review

Authorize and Submit

Grant Application Info

Grant Application ID:

Grant #:

NOFA: RSVP 2013 Competition Appendix A Part 1 Funding Opportunities

Type: New

NOFA Information

- NOFA: RSVP 2013 Competition Appendix A Part 1 Funding Opportunities
- Grant Application ID #:
- Grant ID #:
- Due Date: 10/18/2012
- Summary: For RSVP grantees/applicants with start dates in the 3rd quarter of FY 2013 (April 1, 2013 - June 30, 2013) entering year 1 of a new grant cycle OR with start dates in the 4th quarter of FY 2013 (July 1, 2013 - September 30, 2013) entering year 1 of a new grant cycle.

View/Print your application

Please click on any of the following links to view/print a report.

- Application [View Revision Log](#)
- Application for Federal Assistance: [view/print report](#)
- Budget: [view/print report](#)
- Budget Narrative: [view/print report](#)
- Funding Summary Chart: [view/print report](#)
- Organization/People Report: [view/print report](#)
- Program Summary Chart: [view/print report](#)

Completing Match Information

- Select Source of Matching Funds
- Enter Match information in pop-up box
- Save & Close

Welcome Jennifer

Start Continuation Grant Application

back save next

Budget Section I. Volunteer Support Expenses Enter Source of matching funds ?

Please enter the necessary budget information for your project.

Project Personnel Expenses : Add a new budget item ?

Position/Title	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Director of RSVP	1	\$53,102	100%	\$53,102	\$43,544	\$6,903	\$2,655	edit	del
Grantee Business Office	1	\$58,000	6%	\$3,480	\$3,480	\$0	\$0	edit	del
Grantee President/CEO	1	\$139,633	2%	\$2,793	\$2,793	\$0	\$0	edit	del
RSVP Administrative Assistant	1	\$31,715	40%	\$12,686	\$12,686	\$0	\$0	edit	del
Subtotal	4	\$282,450		\$72,061	\$62,503	\$6,903	\$2,655		

Personnel Fringe Benefits : Add a new budget item ?

Item	Description	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del

Grant Application Info

Grant Application ID:

Grant #:

NOFA: RSVP 2014 Quarter 3 (Year 2)

Type: Continuation
Status: Awaiting SPO Approval
Submitted: 01/22/2014 11:36, EST

Legal Applicant Info

Section 1. Volunteer Support Expenses

- Project Personnel Expenses
- Personnel Fringe Benefits
- Project Staff Travel
- Equipment
- Supplies
- Contractual and Consultant Services
- Other Volunteer Support Costs
- Indirect Costs

Completing Section 1 in eGrants

- Relevant fields
 - Project Personnel Expenses
 - Personnel Fringe Benefits
- How to enter info:
 - Select Add a new budget item
 - Input information in pop-up window

The screenshot shows the eGrants web application interface. At the top left is the logo for the Corporation for National & Community Service. The top right features the 'eGRANTS' logo. Below the header, there are two orange navigation bars: 'Start Continuation Grant Application' and 'Budget - Personnel Fringe Benefits'. A 'cancel' button and a 'save & close' button are located at the top right of the form area. The main content area contains the instruction: 'Please enter the necessary budget information for your project.' Below this, there are several input fields: a text box for '* Item:', a dropdown menu for 'Description:', and four monetary input fields for '* Total Amount:', '* CNCS Share:', '* Grantee Share:', and '* Excess Amount:'. Each monetary field is formatted with a dollar sign, a text box for the amount, and a fixed decimal part (e.g., '.00'). At the bottom right of the form, there are 'cancel' and 'save & close' buttons.

Travel Costs

- Relevant fields
 - Project Staff Travel – Local and Long Distance
- How to enter info:
 - Select Add a new budget item
 - Input information for travel costs in pop-up box including the calculation
 - Save & Close

The screenshot displays the 'eGRANTS' interface for a 'Start Continuation Grant Application'. The 'Budget -' section is active, showing a form with the following fields and controls:

- cancel** and **save & close** buttons at the top right.
- Instruction: "Please enter the necessary budget information for your project."
- * Purpose:** A text input field.
- Calculation:** A dropdown menu.
- * Total Amount:** A numeric input field with a value of "0" and a ".00" decimal field.
- * CNCS Share:** A numeric input field with a decimal field.
- * Grantee Share:** A numeric input field with a decimal field.
- * Excess Amount:** A numeric input field with a decimal field.
- cancel** and **save & close** buttons at the bottom right.

Other Categories

Follow the same process to enter budget information

Equipment : Add a new budget item ?								
Item/Purpose	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Subtotal								

Supplies : Add a new budget item ?								
Item/Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del	
General office supplies anticipated for 4 Staff. Federal and in-kind costs.	Supplies for 3 staff, 3 X \$400.00 per person per year = 1200, Purchase of computer, software, additional hardware, as needed, printer, scanner, program updates etc. = \$1,000 for	\$2,200	\$1,800	\$400	\$0	edit	del	

Indirect Costs

- Relevant indirect costs
 - Final
 - Fixed
 - Predetermined
 - Provisional
- How to enter info:
 - Select Add new budget item
 - Select rate type and cost basis
 - Complete cost information
- Save & Close

The screenshot shows the 'Budget - Indirect Costs' form in the eGRANTS system. The form is titled 'Start Continuation Grant Application' and 'Budget - Indirect Costs'. It includes a 'cancel' and 'save & close' button at the top right. The main instruction is 'Please enter the necessary budget information for your project.' The form contains several fields and a dropdown menu:

- * Rate Type:** Select a Cost Type (dropdown menu)
- Cost Basis:** Select a Cost Type (dropdown menu)
- Calculation:** Final, Fixed, Predetermined, Provisional (dropdown menu)
- Rate:** [] - [] %
- Claimed:** [] - [] %
- Total Amount:** \$0 [] - [] .00
- * CNCS Share:** \$ [] - []
- * Grantee Share:** \$ [] - []
- * Excess Amount:** \$ [] - []

At the bottom right, there are 'cancel' and 'save & close' buttons.

Subtotal of Section 1

- View Subtotal amounts under Indirect Costs
 - CNCS Share
 - Grant Share
 - Excess Amount
 - Total Amount

Indirect Costs : [Add a new budget item](#) ?

Rate Type	Cost Basis	Calculation	Rate	Claimed	Total Amount	CNCS Share	Grantee Share	Excess Amount	edit	del
Subtotal										
Subtotal:										
Total Amount		CNCS Share		Grantee Share		Excess Amount				
\$92,577		\$68,818		\$21,578		\$2,181				
		74%		23%		2%				

able the pictures

[back](#) [save](#) [next](#)

Questions?



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Section 2: Volunteer Expenses

- Meals
- Uniforms
- Insurance
- Recognition
- Volunteer Travel

Entering Volunteer Costs

- Relevant Volunteer Costs:
 - Meals
 - Uniforms
 - Insurance
 - Recognition
 - Volunteer Travel
- How to enter info
 - Select Add new budget item
 - Input information about the budget item
 - Save & Close

The screenshot shows the eGRANTS system interface. At the top left is the logo for the Corporation for National & Community Service. The main header is orange with the text "eGRANTS". Below the header, there are two orange buttons: "cancel" and "save & close". The main content area is white and contains the text "Please enter the necessary budget information for your project." followed by a form with the following fields:

- * Item:
- Description:
- * Total Amount: \$.00
- * CNCS Share: \$
- * Grantee Share: \$
- * Excess Amount: \$

At the bottom right of the form area, there are two blue buttons: "cancel" and "save & close".

Budget Validation

- Select validate this budget
- Review the estimated funding
- Select Next
- Select Close

Subtotal:

Welcome Jennifer

Start Continuation Grant Application

back save next

Estimated Funding

Total	
Total Amount	\$108,009.00

Federal Share

Amount	\$74,045.00
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Applicant Share

Amount	\$33,964.00
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Applicant Share Breakdown

Please breakdown the applicant share into the following sources. The sum of the source amounts must add up to \$33,964.00.

Local:	\$17705	.00
State:	\$3772	.00
Other:	\$12487	.00
Income:	\$0	.00

Questions?



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Review The Budget

Is there adequate explanation for budget items?

Are all projected costs in the budget allowable?

Is the budget realistic, reasonable and aligned with program goals?

Is the budget consistent with CNCS's guidelines?

Does the budget cover all the project costs, CNCS funds and match?

Budget Summary

- Review the budget summary document for errors
- Return to budget sections to correct any errors

July 24, 2014 10:30 AM RFT_BGT_424

Welcome Jennifer Start New Grant Application

Start New [back](#) [next](#)

NOFA Information

- NOFA: RSVP 2013 Competition Appendix A Part 1 Funding Opportunities
- Grant Application ID #:
- Grant ID #:
- Due Date: 10/18/2012
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- Program Summary Chart: [view/print report](#)

Grant Application Info

Grant Application ID:

Grant #:

NOFA: RSVP 2013
Competition Appendix A Part
1 Funding Opportunities

Type: New

Budget Totals	\$136,041	\$39,223	\$40,812	\$0
Funding Percentages		70%	30%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		

Authorize and Submit

[Start Continuation](#)

- [Applicant Info](#)
- [Application Info](#)
- [Narratives](#)
- [Work Plan](#)
- [Documents](#)
- [Budget Section 1](#)
- [Budget Section 2](#)
- [Funding/Demographics](#)
- [Review](#)
- Authorize and Submit**

[Grant Application Info](#)

Grant Application ID:
Grant #:
NOFA:
Type: Continuation
Status: Awarded
Submitted: 04/23/2014 12:01, EDT

[Legal Applicant Info](#)

[back](#)

Authorize and Submit

Please read the authorization, assurances and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification.

If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.

If a section has already been agreed on by someone else, you can click on it yourself to override.

Authorization:

To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Authorized by:
 Authorized on 04/23/2014

I Agree

Assurances: [view/print certification](#)

I Will comply with relevant statutes as referenced in the assurances and will meet the requirements of the grant award and have the legal authority to apply for federal assistance.

Authorized by:
 Authorized on 04/23/2014

I Agree

Certifications: [view/print certification](#)

By selecting "I Agree", you certify that you agree to perform all actions and support all intentions in the Certification sections of this Grant Application.

Authorized Certifying Official:
 Certified on 04/23/2014

I Agree

A Brief Discussion on Budget Monitoring



Polling Question #2

How often do you review the budget through a project's lifecycle?

Once, at the end of the project

Monthly

Quarterly

Weekly

Monitoring and Reporting

- Monitor budgets regularly to and compare actual year-to-date and current period expenditures or outlays
- Explain any budget variations that are unexpected or unusual and determine necessary adjustments
- Ensure compliance with laws, regulations, and CNCS provisions, particularly matching percentage requirements
- Request prior approvals for modification, if necessary
- Assure budget changes are properly approved

General Q&A

Summary

- Define the standards outlined in the OMB circular
- Identify the components to be included in a Senior Corps budget
- Enter budget information into eGrants
- Define methods for budget controls and monitoring