

Budget Review Worksheet - RSVP

WORKSHEET PART 1: Volunteer Support Expenses

Section I. Volunteer Support Expenses	Yes	No	Comments
Personnel Expenses			
Does the budget narrative describe the % of time to be devoted to the grant for each staff position?			
Are calculations provided based on the FTE salary? For example, a part-time coordinator = \$30,000 (FT salary) x 50% (actual time spent on this grant) = \$15,000.			
Personnel Fringe Benefits			
Are all costs in this section itemized and explained in the narrative? (<i>Fringe benefits can include FICA, Workers Comp, Retirement, SUTA, Health & Life Insurance, IRA, and 401K – can be itemized or shown as a percentage of salary</i>)			
Project Staff Travel			
Local Travel: Travel within the service area. Calculations are provided. For example, \$0.36/mile with an average of 147 miles/month = \$635.			
Long Distance Travel: Travel outside of the service area. All Senior Corps grantees <i>must</i> budget for training of one staff person, primarily the Project Director. Training may include any training event approved by the CNCS State Office. Grantees <i>may</i> budget for an additional staff member to attend the event, if funds permit. The recommended amount, for budgeting purposes is \$1,000. Long distance travel funds may be re-budgeted later in the year, depending on actual training activities.			
Equipment			
Are items that meet the definition of equipment (items costing \$5,000 or more) included in this line?			
Supplies			
Is there a calculation for supplies? An example of the narrative for this cost might be: Desktop supplies historically average \$150 per year per FTE.			
Contract and Consultant Services			
Are calculations provided for contractual services? For example, Payroll Services are \$100/month or \$0.25 per expense/ subsistence check. The term “contractual service” means you must have a contract for these services to include the cost in the category. Examples of contractual costs might include volunteer training, staff training, or equipment repair/maintenance, payroll services. The daily rate for consultants should be noted, where applicable.			

	Yes	No	Comments
Other Volunteer Support Costs			
Are there costs for Criminal Background Checks for staff and volunteers?			
Examples could include phones, printing, space, volunteer training, etc. Did you provide calculations for each line item?			
Indirect Costs			
Do you have an approved indirect cost rate and has a copy been sent to CNCS?			
What is the type of rate, the approved rate, and the rate being claimed being entered in the narrative?			

WORKSHEET PART 2: Volunteer Expenses

Section II	Volunteer Expenses	Yes	No	Comments
	Other Volunteer Costs			
	Meals: Did you include calculation with a cost per volunteer? Remember, that if your volunteers are having meals that are part of another senior nutrition program, such as Title III C-1, Congregate meals under the Older Americans Act, you may only use toward your non-federal support (MSR), that part of the meal value not paid for with other federal money.			
	Uniforms: Did you include a calculation with a cost per volunteer? This can include nametags, smocks, etc. used to identify your volunteers. If a station <u>requires</u> your volunteers to have a particular smock or uniform – that is NOT an allowable program cost and should be paid for by the station.			
	Insurance: Did you include the calculation with a cost per volunteer for secondary insurance? (Volunteers must have primary insurance of their own).			
	Recognition: Did you include the calculation with a cost per volunteer?			
	Volunteer Travel: Did you include the calculation with a cost per volunteer? There is not a set rate for mileage and many programs budget what they can afford. Do not exceed the IRS limit. Travel costs can include monthly bus passes. Only mileage from home to site and from site to site should be paid.			
	Physical Examinations: Did you include the calculation with a cost per volunteer?			

WORKSHEET PART 3: Program Income (Excess Column)

Budget Summary	Yes	No	Comments
Are there funds that are in excess of the required non-federal share?			
Are these funds listed in the excess column?			

WORKSHEET PART 4: Fundraising

Budget Summary	Yes	No	Comments
Will any portion of the program director's time be spent on fundraising?			
Is there an approval from CNCS for the program director to be part-time?			
Is the portion of the program director's time spent on fundraising going to be charged to another account and not budgeted for with CNCS grant funds?			

WORKSHEET PART 5: Match and Source of Non-Federal Share

Budget Sections I and II Matching Funds	Yes	No	Comments
All non-federal share budgets should identify the source(s), type (cash or in-kind), amount of funds in the budget narrative			
Does the match meet the minimum standards for the program? Match for first year RSVP projects is 10% Match for second year RSVP projects is 20% Match for third year (and older) RSVP projects is 30% Match = [CNCS award amount divided by (1 minus Match percent expressed as a decimal)] minus CNCS award amount.			
Section I Match: Are allowable source(s), type (cash or in-kind, federal funds okay if authorized), amount, and intended purpose identified in the narrative?			
Section II Match: Are allowable source(s), type (cash or in-kind, federal funds okay if authorized), amount, and intended purpose identified in the narrative?			