

**Grant Program: Supplemental Public Sector Training Grant
Budget Review Checklist**

Applicant Name:

Reviewer Name:

Date of Review:

Section I: Line-item Review

1. Did the applicant provide a Line-Item Budget that is internally consistent and match the budget listed on the SF 424?

Yes	No	N/A

Comments:

2. Did the budget narrative provide detail as to how the costs under Personnel correspond to the staff included in the narrative, and how they were calculated?

Yes	No	N/A

Comments:

3. Did the budget narrative provide an explanation or breakout of the staff Fringe Benefits?

Yes	No	N/A

Comments:

4. If there are funds entered under Travel, does the budget narrative provide a clear and reasonable explanation that relates to these costs?

Yes	No	N/A

Comments:

5. Did the budget narrative clearly identify what is being purchased as Equipment and separated from what is budgeted as Supplies (e.g. <\$5000) based on per unit cost?

Are costs adequately explained?

Yes	No	N/A

Comments:

6. If there are funds under Contractual, does the budget narrative clearly describe how contractual costs were derived for each contractual agreement and/or subaward?

Yes	No	N/A

Comments:

7. If there are funds under “Other”, have the costs been reasonably explained?

Yes	No	N/A

Comments:

8. If indirect costs are requested, does the application/budget narrative include an approved, current Indirect Cost Rate (IDCR) agreement?

Yes	No	N/A

Comments:

9. Did the applicant adequately explain how matching requirements would be met in the budget narrative?

Yes	No	N/A

Comments:

Overall Comments:

Recommended Special Terms/Conditions:

Summary Recommendation: (*Exceptional; Acceptable; Unacceptable*)