

HMEP Budget Review

Reviewer:

Applicant:

Date:

Section I: Line-item Review

1. Did the applicant provide a Line-Item Budget that is internally consistent and includes the required funds to cover the non-federal match?

Yes	No	N/A

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

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

Yes	No	N/A

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

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

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

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

HMEP Budget Review

Yes	No	N/A

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

Yes	No	N/A

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

Yes	No	N/A

10. What is the summary recommendation? (Exceptional; Acceptable; Unacceptable)

Exceptional	Acceptable	Unacceptable

Section II: Questions for the Record

List any questions for the record that the applicant must address before the Grants Division can approve an award:

Section III: Comments and Special Terms and Conditions

List any recommended special terms and conditions for the Remarks section of the NGA:

Section IV: Update

List any update that resulted from correspondence with the grantee.