Learning Systems International
ASN Budget Development Q&A

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14:23:17 [Music]

14:32:29 >> Good afternoon everyone and welcome to the to today's webinar.

14:32:29 On behalf of your AmeriCorps presentation team, I thank you for joining us.

14:32:30 Before starting, let's review the technology so you can get the most out of the session.

14:32:47 The audio for this event is broadcast both by phone and online.

14:32:47 The event is lecture only, so microphones are muted to reduce background noise.

14:32:47 To adjust the audio through your computer, go to the bottom left of your screen, click the small arrow next to audio settings and select a speaker.

14:33:13 Some viewers get better audio when streaming, while others get better quality by phone, so if you have any difficulties you may want to try a different connection method.

14:33:13 There are several Zoom features we will use.

14:33:13 At the top of the screen click the View Options button and select Exit Full Screen to display the Chat panel on the right side of the slides.

14:33:22 You can use the Raise Hand feature if you would like to ask a verbal question during this Q&A session.

14:33:22 Our team will use the Chat panel to provide links and resources.

14:33:27 The Chat panel is disabled for today, so if you have any questions please use the Q&A panel.

14:33:54 You can select the closed caption icon for live captioning in English or if you wish to view it in Spanish, you can select the Streamtext link posted in the Chat to view them in your browser.

14:33:55 We will be recording this event so I will start the recording and turn it over to your host, Senior Grants Management Specialist in AmeriCorps Office of Grant Administration, Tracey Seabolt.

14:33:59 >> Recording in progress.

14:34:20 >> Thank you, Mike. And thank you for joining us today. As Mike said, my name is Tracey Seabolt.

14:34:20 I am the Senior Grants Management Specialist in AmeriCorps Office of Grant Administration.

14:34:21 I am joined today by OGA's director, Lisa Bishop.

14:34:39 We are here today to answer your questions. I am hopeful that before you joined the session you had a chance to review the budget instructions section in the application instructions and you viewed the best practices development recording.

14:34:49 Most of our AmeriCorps State and National applicants are able to find the answers to their budget development questions using those resources.

14:34:59 You will see the instructions and recording, the links are being added to the Chat now.

14:35:20 We are feeling certain that a lot of people, after they review these materials, have additional questions about their budget related details, whether it's something in the NOFO.

14:35:20 Or the application instructions that are on that recording. That is why we scheduled this call, to ask more questions.

14:35:40 This is your chance to ask whatever questions you have about the State and National budget development process.

14:35:40 We will not respond to your questions about specific content of your proposed budget, but what we can do is provide clarification to help you submit a compliant and competitive budget.

14:35:53 This is your chance, whatever questions you have, this is your opportunity to put them in the Q&A panel and we will do our best to address them.

14:36:04 I'm going to pause for a few moments and give you a chance to enter your content in the Q&A.

14:36:26 While I am giving you time to enter your questions, I am just curious, of those of you that are on this call, have you had a chance to review the recording?

14:36:34 Could you push the Raise Hand feature, just to let us know whether you have seen the recording or not.

14:36:51 It is probably helpful for us to have that context, to know if your questions are related to the content in there, or if you just have questions because you have not had the opportunity yet to review that information.

14:37:01 I am not seeing any raised hands yet. We have one, anyone else have a chance to view the recording yet?

14:37:31 Okay. We have a couple people that have seen the recording and I guess have some questions based on content that was not necessarily covered in that, we will definitely address those.

14:37:38 For those that have not had an opportunity to review the recording, if you have additional questions, feel free to ask them and even if it is in the recording, we will make sure to try to get to your questions.

14:37:53 The first question that we have is, when you have trainers doing a training for you, where do their travel costs belong, under the member training piece?

14:38:08 That is a great question, Ashley. The short answer is, it sounds like, you are looking - these are consultants you are bringing in for member training.

14:38:22 You want to know how to budget their costs. Mike, I am going to try to share my sample budget so we have a little bit of context to look at.

14:38:44 Give me a second. Here we are in the section of the budget that has our training costs, staff training, member training, evaluation.

14:39:11 We also have our contractual and consultant services. If you recall from the application instructions, it says this is for all of your consultant and contractual, except for those related to training and evaluation.

14:39:11 Then you will come down here to the training section and figure out if it is staff or member training.

14:39:11 It sounds like the question is specific to member training.

14:39:33 If you have a contract with that consultant, as in this example, and you are providing -- you are also paying for their travel, you would just add another line to your budget.

14:39:34 This would be your travel cost.

14:39:48 You would give the calculation, whether it is airfare, mileage, what have you. And then the amounts you would put in there, as well.

14:40:04 Does that answer the question for you Ashley? I hope so.

14:40:17 Let's go to the next question. Does the stipend of $21,600 go directly from AmeriCorps to the volunteer, or doesn't go through our payroll system?

14:40:26 The living allowance, medical benefits and payroll taxes related to the --

14:40:40 The stipend that you are speaking of in your question is, that living allowance, I believe. I don't think there is any other stipend you are giving to your members.

14:41:10 Those grants funds that you are receiving from AmeriCorps will come to you and whether it is for the member living allowance or if it's for their FICA, their healthcare, their Workers Compensation, whatever it is they think you need to cover for them, those funds will come directly to you as the grantee.

14:41:10 And then you will use your systems to pay for the member support costs and for the living allowance.

14:41:18 If there is another stipend that was referenced somewhere else, please let us know where it is and we will try to get to that.

14:41:29 Ashley, I see your hand is up. Mike, can you unmute Ashley?

14:41:36 >> It looks like she just lowered her hand.

14:41:51 >> Okay. She put it in the Q&A. Are there maximums for travel costs, airfare, ground fair, if yes, where do I find this information?

14:41:56 I had been using federal, but they are not enough.

14:42:06 Do we still provide per diem rate calculating meals?

14:42:22 You may recall one of the conditions of your budget is of those costs need to be reasonable and necessary.

14:42:29 We don't give you maximum amounts except for in rare situations, like we say the minimum, maximum living allowances in your maximum cost for MSY.

14:42:45 The condition around mileage where we say, if you have a rate that is higher than the federal rate, that's fine, as long as it follows your organization's policies and procedures.

14:42:56 That's the bottom line for all of what you included in there. You want to make sure those costs are reasonable and necessary and you are following your organization's policies and procedures.

14:43:13 You are outlining and hear what you require and if you are following those policies and procedures, that is what you need to tell us in your Budget Narratives.

14:43:13 I often recommend that people provide as much information as they can.

14:43:31 We know eGrants has character limits, so whatever additional information you are able to give as to how you are calculating this, if your mileage is calculated at $0.60 a mile, then tell us per organization policy.

14:43:42 Or something to that effect. Just give us that extra information. That will help to eliminate some of the follow-up clarification that is required.

14:44:12 Great question, thank you. Other questions that you all have? I'm going to go back to the sample budget and just show you-I don't know if you pulled up the sample that was online or not.

14:44:23 You can see, here is an example of a $0.60 a mile mileage rate and it says the rate is determined by the organizational policy.

14:44:32 That is the extra information you can give in your budget that can help us understand how you came up with your calculation.

14:45:05 Ashley has another question. Can you give examples of how you would define if match is secured versus unsecured when the funds are general organization funds raised by fundraising?

14:45:14 All we are asking you to do is determine if it is secured or unsecured.

14:45:36 If you know your organization has committed to giving you $20,000, that is a commitment you have that is secured.

14:45:40 If you know you have another $10,000 that your organization is trying to secure for fundraising, whether it's individual, donations, or you are applying for grants or what have you, and that is match that you would put in there as proposed.

14:45:57 Or unsecured. And you would just let us know whether it is-you applied for grants and these are state grants or private grants.

14:46:05 You would still need to give us that information that this is federal or state, local or private and whether it is in-kind.

14:46:19 You don't need to give us the specific details. Just literally a confirmation of you know you absolutely have those resources in hand at your disposal to support the program, or you are still working to secure them.

14:46:28 Do remember, we are telling you, and I'm just going to use the first year because it's the easiest way to talk through it.

14:46:41 You have a 24% match the first year. That first year we need you to put the 24% in your budget, but you have the full three-year grant life to secure those resources.

14:47:06 It's only at the end of the three years, we are going to monitor that over the course of three years and each year look at how close you are to meeting our match, you don't need to secure all of your match until it's time for closeout.

14:47:14 Maybe you only secured 20% in that first year, but in the second year you have 30% of your match. It is going to even out and by the third year, perhaps you are even over budgeting for your match at that point or over securing your match at that point.

14:47:34 Another great question in here, asking if state commission subgrantees have to travel to CNCS meetings, is it in their budget?

14:47:47 If you look at the Guidance, it actually says CNCS sponsored, I think it says AmeriCorps sponsored, that does not necessarily mean convenings that we, as an agency, are hosting.

14:48:03 It could be convenings that we are covering the cost of because the state commission is hosting a gathering using their AmeriCorps funds and they are requiring all of the subgrantees to attend that training.

14:48:16 It's really up to the commission as to whether or not they require that of their subgrantees. But, if they do, then that would be part of that AmeriCorps sponsored training.

14:48:38 I see the comment in here about sometimes commissions require folks to meet the match annually, and that is true and also something that we often tell you.

14:48:51 Your organization might have additional requirements if you are a subgrantee, the state commission may have additional requirements.

14:48:54 The guidance we are providing here is speaking of what AmeriCorps requires of applicants.

14:49:08 If there is someone else you answer to, whether it's a commission or a parent organization of your agency or whoever it happens to be, you will need to follow the guidance from them.

14:49:24 I'm going to pause for a moment and make sure Lisa, make sure you don't have anything to add to what I said so far.

14:49:41 >> No, I think you're doing a great job so far. For everyone's benefit I would just say this is a great time and if you have a question, someone else may as well, so don't be shy.

14:49:42 >> I agree 100%. I appreciate you asking the questions, Ashley.

14:49:59 So that 24% isn't necessarily an average just to clarify, but at the end of the grant, that you are meeting the match for the requirement for each year.

14:50:19 Maybe it's 24 this year, 24 next year, because that is requirement for three years. As you move into your fourth or five and beyond, you will not necessarily be averaging, but you will need to make sure you are meeting the requirement and that total, cumulative total rather than the average at the time of closeout.

14:50:38 I see there is a couple questions, so I will dig here a second. Is there a recommended headcount for staff time percentage for AmeriCorps programs in respect to the number of MSY's?

14:51:02 That is a program design decision, it is up to you to determine what is the staff that you need in order to run the program that you are proposing in your application.

14:51:03 We don't know those answers. We are looking for is to see if it is reasonable, necessary, and aligned to what you propose in the program narrative.

14:51:19 Why does the percentage appeared 0 budget when you input into the calculation field in eGrants percentage and populates an amount and then does not appear on the narrative?

14:51:44 I am not sure what that means, Ashley. I don't know what example you are referencing. I don't know if you want to come off mute, you can clarify by voice, it might be easier. I will pause on that one for the time being.

14:52:04 >> I had a screenshot, but I don't think it's allowing me to put it in the Chat. It may be a technical question.

14:52:29 Maybe it's something I am missing. If you go into the calculation under personal expenses on the budget. You put your position in and say quantity of one and put your annual salary. I say 15% of the time under the time percentage.

14:52:36 Under the amount it auto calculates the amount, eGrants does that math for you. And then you close the calculation to go back into the main screen.

14:52:44 Now I can see my position title in the columns, there is a quantity and annual salary.

14:52:55 It is populating the correct number under total amount, but the percentage of time is appearing as zero.

14:53:23 It seems like it is an issue, I tried deleting the line and creating another field. I'm just wondering if it's sufficient to have in the description and that the calculation can be seen.

14:53:23 Or if that percent of time that populates in the budget, the narrative version of the budget, if that needs to reflect that 15% instead of zero.

14:53:34 >> It looks like Lisa has the same puzzled look on her face as I have on mine. I don't think either of us has ever encountered this challenge before.

14:54:10 I do have a question for you before I give you what I think is probably the answer and that is, are you adjusting this on the eGrants screen or when you generate a PDF of your budget narrative, does that also appear as 0% there?

14:54:10 >> That's a good question. I did not try to generate a PDF. I don't know if that would fix it.

14:54:10 >> I don't know if it would or not, but I am thinking if I was looking at your budget, that's what I would look at.

14:54:29 Just the whole version rather than the online. If it was there, then I would not even know that it was wrong on your end. Part of me feels like if it is populating there, then you might be okay.

14:54:43 I would still recommend putting the 15% in the calculation description, and I would also recommend checking in with the hotline and reporting it to them.

14:54:53 It could be an issue that we are just not aware of yet. The sooner we find out about it, the sooner we can fix it.

14:54:53 Lisa, do you have anything to add?

14:55:03 >> No, I have never encountered that either. I am not sure. Sometimes these are unique issues. We always encourage people to reach out to the hotline.

14:55:19 >> It looks like, I will take your advice, some of the line items when we put percentages in at different rates, for example one person was 20%, one person was 80%.

14:55:30 Again, the math was correct, but the percentage that was showing up was either 100 or zero. But the math was correct.

14:55:36 >> That is.

14:55:45 >> We will look into that. Thank you for that.

14:55:54 >> I am not aware that anyone else is encountered that issue. I am not seeing that folks are saying yes, I have that same problem.

14:56:05 It may be that it was a unique situation. I think we got everything that was in that question.

14:56:20 Kayla is saying, where can we find additional information on how to request a waiver on the matching requirement?

>> I believe that is in the NOFO.

14:56:28 >> I just put the link in the Chat, Tracey.

14:56:41 >> Thank you, I appreciate that. Ashley is asking if we know where the state national convening will be for 22-23 planning purposes.

14:56:56 I have not heard anything official. But I think it is probably safe to assume that if there is a live convening, it will be in the DC, Metro area.

14:57:06 Lisa, I don't know if you have heard anything specific about what is happening with convening for this year?

14:57:12 >> I haven't. I think that's a safe assumption, based on prior years.

14:57:22 >> Let's move on to the next question. Is 2% of living allowance a standard Workers Compensation estimate?

14:57:39 >> I think that number probably came out of the sample budget that was on the funding page and that is a standard Worker's Compensation estimate that came out of my head, as I was making up the sample budget.

14:57:51 You need to check with your state to find out if Workers Compensation is required, and what the rate is. That is up to the individual applicant to get that information.

14:58:11 Lindsay is asking, are we required to select an indirect cost rate? You are never required to -- you are allowed to budget indirect cost based on the parameters in the Notice.

14:58:28 If you choose to budget those costs directly or to cover the costs that would normally be an indirect cost rate, to cover those off of your budget, you are welcome to do that, as well.

14:58:44 You are also allowed to budget a portion of your budget costs into the indirect cost category. The Guidance and this is one thing I will strongly encourages that you please follow that Guidance directly, as it is written.

14:58:56 Probably a majority of our clarification items come from people looking at that Guidance, but not necessarily following it to the letter and/or the number.

14:59:07 By that I mean there are specific rates for calculating the AmeriCorps share of Indirect Costs is always going to be limited to 5%.

14:59:19 Of the AmeriCorps share of the budget. And the process for calculating, that is very specific. Please do follow those calculations.

14:59:37 Let's move on to the next one. A lot of our subgrantees are having --
they cannot use the pulldown menus. Is there a solution?

14:59:49 Is there an email address that is associated with the OFMS, Lisa?

14:59:58 >> I was just trying to check on that. I have not heard of this issue, but
it may have not have gotten to us.

15:00:23 I would say that you contact them at the address where you would
submit your survey and explain the challenge and see if they have a workaround.

15:00:26 >> I know that's not a great answer, but unfortunately that's not
something we can control at the Office of Grant Administration.

15:00:42 >> We can share it with our colleagues who are responsible for that,
just in case they may not be aware. We will give them a heads up that some folks
are having an issue with that.

15:01:10 >> Thank you. These are great questions. Thank you so much. So next
question, Ashley is asking if we contract with training providers, do they need to
be subject to the National Service Criminal History Checks process?

15:01:27 The guidance around criminal history checks is that it is for all members
or employees or other individuals who receive a salary, living allowance, stipend,
or similar payment.

15:01:41 I don't think, unless they are in a covered position, which I can imagine
your training providers are, I don't think that they would necessarily fit the criteria
for a criminal history.

15:01:54 I don't think we have ever said anything definitive that contractors have
to have one. Lisa, are you aware of any situations where we have said
something to that effect?

15:01:59 >> Not offhand, Tracey.

15:02:17 >> Yeah. I would just say, look at the conditions for requiring a Criminal
History Check costs, and if your training providers do not meet those conditions
that you will not need to provide that.

15:02:32 Astley is asking back to Indirect Costs, you select the indirect cost rate of 5% or 10% of this federal grant, does it obligate us to assume the same rate for other grants that we received?

15:02:44 Great question. If you have a federally - federal cost rate, that is the rate that you would use for all of your federal grants.

15:02:58 If you don't have one and you choose to budget for Indirect Costs, you can use that di Minimis rate and if you use that, you are required to use that for all federal grants across the government.

15:03:12 We also had AmeriCorps offer you that opportunity to use that 5/10% fixed percentage option. I know we reference that in a couple of different ways.

15:03:32 Using the 5% of the AmeriCorps share and then 10% of your total budget as your Grantee Share. That is unique to AmeriCorps. If you use that, that is the only place you will be able to use that option.

15:03:33 Otherwise, you would have to follow the negotiated rate if you have one, or the di Minimis rate.

15:03:58 Circling back to you Ashley, trainers receiving payment as a consultant, they probably are not going to be in a covered position, and therefore, would not be subject to a Criminal History Check costs.

15:04:14 Lisa just put the AmeriCorps grants at @cns.gov address in the chat and that is where you can send any general questions.

15:04:20 I would suggest directing your OFMS question there as well, and we can also follow-up.

15:04:46 Thank you. She also put the eGrants contact info. Terrific. Ashley, how long does it typically take to get a response to the hotline to the AmeriCorps grants email or somewhere else?

15:05:04 Thank you. AmeriCorps grants email, I think generally speaking, they tend to turn those around rather quickly. I would say give them probably a 48-hours.

15:05:14 They should be responsive by then. If you don't get a response, I think you need to circle back.

15:05:24 This time of year there is staff in and out, so it might take just a tiny bit longer, but I think overall they're probably pretty responsive to your questions.

15:05:38 If it takes a little time, it could be that maybe it's not a simple question and they have to check with other staff in the agency to find an answer for you. Definitely give them a little more time.

15:05:52 You are welcome. You have asked some fantastic questions. What else can we answer while we are all together?

15:06:11 It looks like we have got some more time on the call. If you have additional questions, we will certainly stay on here to answer them.

15:06:20 If we have answered all of those, then we can close out the call early. I do not want to cut you short if you are still thinking about a question.

15:06:42 Actually is asking a great question. Can you share what types of recognition items are appropriate for the budget. Excellent question that goes back to that point that I made earlier.

15:07:09 Where we can't give you the specifics of what you would put on your budget. So short answer is, no. The longer answer is, it would be appropriate for whatever you all are proposing in your narrative and aligned to that.

15:07:19 Is on you all to make the justification of here's what you need to include on your budget. Whether it is for that line item or anything else. You want to make sure that everyone of your budget line items is connected back to your program narrative.

15:07:31 And that those costs are reasonable, necessary, that you are providing the appropriate allocation and you are well aware that everything in there is allowable.

15:07:40 Under the Uniform Guidance, under the Notice of Funding Opportunity and under the application instructions.

15:08:13 Where do we submit the OFMS? I believe that is on the funding page if I'm not mistaken that it has all of that information. I'm going to go to that page right now and pull the information.

15:08:26 >> Tracey, I can give you a head start. It's in the Notice of Funding Opportunity. There is a whole section of additional documents. I will put it in the Chat.

15:08:46 This is where it becomes imperative to read both the NOFO and the allocation instructions. This is actually a mailbox, but there is other places. I know we get a little nervous answering these questions and we are happy to do so.

15:08:46 Please, please, please make sure you are sending stuff to the right place.

15:08:54 I will go ahead and add it to the Chat now.

15:09:09 >> Thank you. I also just pulled up the site and just so folks can see, here is where it is referenced in the heading, and you can scroll down.

15:09:11 There is the section and the link to the survey itself.

15:09:39 Okay. Ashley has another question. Per recording, it said the evaluation Section H is not only where we put the external evaluation cost, but also might also be an appropriate place to put internal evaluation time.

15:10:09 Section H - for your evaluation, because to look at both the evaluation of your program and of your systems. It is not where you would assess the progress toward your performance measures.

15:10:15 You are really looking at the impact on the community and the assessment of the overall program design and the systems.

15:10:32 You can put any of those costs in that section. And if you have an internal evaluator that is helping with that, absolutely that could be included in there.

15:10:59 Other questions? How about those of you that have not asked any questions? Is there something we can highlight for you or give me some detail on how you might answer that in your budget?

15:11:11 Concerns that you have about what you would put in there? The appropriate way to justify it, to calculate it, anything like that.

15:11:22 Allocation can often be a challenging piece of the puzzle. I want to make sure you all have that information, as well.

15:11:41 Kayla is saying there has been a lot of discussion about three-year budgets. Is the program required to be a minimum of three years long, or can applicants apply for a one-year program?

15:11:52 Great question. You will actually submit a one-year application. Your program narrative, your budget narrative will all be reflective of a single year of operation.

15:12:04 If you are funded, generally your awards are funded as three-year awards. It will give you that first year of funding upfront, and appropriate MSY's to go with that.

15:12:16 We will give you that upfront and next year you would apply for a continuation. And you get the second year funding, and then the third year of funding in the third year.

15:12:25 You are just looking for this first year of content for now.

15:12:34 Rachel is asking, should allocation rationale be included in the calculation for something?

15:12:43 It really depends. We want to know, how did you come up with the figures that you have included in your budget?

15:12:58 In some cases, it is pretty clear. If you are looking at travel costs, you might know that it costs - let's go back to the question about the AmeriCorps symposium.

15:13:17 Assuming, let's say you are in Indiana and coming to DC. Maybe you know that the flight is going to be $400.

15:13:17 Perhaps you know that your lodging is going to run about $200 a night and you will be there three nights.

15:13:27 There is there going to be pretty standard explanations. But there might be some other things. Like the member healthcare, where you are required to budget for all of your full-time members.

15:13:42 Or less than full-time members that are serving in a full-time capacity. Maybe you have got 20 members, but you are only including 10 members in that line item.

15:14:01 It could be because for the last three years you have only had 50% of your members accept that benefit.

15:14:01 If you put 10 members in there, it's going to flag to the reviewer to say, they did not budget healthcare for all of their full-time members.

15:14:14 If you put 10 members in there and you say it's based on historical records or some kind of content to that, then it gives us enough information that we say okay.

15:14:26 This was not just a mistake that they made that they did not budget for all of the members to receive healthcare or all of the full-time members.

15:14:29 But it's really based on a historical information. That is the kind of rationale that you would want to include. If it is not obvious from the actual calculations.

15:14:46 >> This might be a good place about the commercial about before you submit, have someone that is not familiar with it take a look at it.

15:14:46 That is what our reviewers will do at the -. That is not your intent, necessarily.

15:14:58 If it's not clear, I know we are all big components of saying give it to someone fresh and have them look at it.

15:15:07 Have them give their feedback on it. If they can understand it.

15:15:15 >> Absolutely. I appreciate you adding that. To add on to that, you are all working in these documents, you are living and breathing them right now.

15:15:22 You can probably start quoting the content narrative to me if we took everybody off mute right now.

15:15:40 Words that are missing, or calculations that you transpose that figure, those are things that are not going to necessarily jump out to you because you have been living and breathing this for way too long.

15:15:56 Not just for the budget, but for your program narrative as well, if you can give it to someone else, a former colleague called it a Mom test.

15:16:09 Give it to someone who has nothing to do with your program. To me it seems much easier because you have someone to just go through and do the

math to make sure that the content of the budget narrative actually does make sense.

15:16:25 Whoever you give it to, just let them make sure that it does serve as a standalone document and everything is clear, that the math is correct.

15:16:25 Those are all things we are checking as part of the review.

15:16:50 There's nothing worse than having this fantastic program coming through a strong application, but the application is not scoring as high because there are lots of calculation errors or they didn't provide the level of detail that we need to understand how they budgeted those costs.

15:16:51 That's why we try to emphasize that as much as possible for you all.

15:17:05 Thank you for the commercial, Lisa, I appreciate it. We have a few more minutes. If there are any other questions, we will certainly take them.

15:17:17 If there are not, then we will close early. We will definitely give you a few more minutes to toss out any additional questions that you have.

15:17:54 >> Tracey, we have another great question in the Q&A.

15:18:01 >> I see it. Ashley is asking if amending the budget proposed award is allowable?

15:18:29 It's not only allowable, it's something that is required. If you viewed the recording, you saw we went through the budget management process, we talked about the fact that you all are determining your needs and figuring out what it is that you want to do with these grant funds.

15:18:34 Then you put together your budget based on your plans and the activities you want to complete.

15:18:36 And then you will set the budget management process and you will have ways of monitoring your budget.

15:18:51 And then when needed, modify your budget. We didn't go into the details of that. We will certainly talk about that when you are funded for these.

15:18:55 --.

15:19:10 This is December and you are writing a budget for a program that might not start until the middle of next year, or maybe even later. Things change, and we know that and recognize that.

15:19:17 We definitely have built-in opportunities for you to amend the budget, as necessary.

15:19:31 Not just right after you get an award, but throughout the life of the grant. It's a living, breathing document.

15:19:48 We want to always reflect what is going on. We know sometimes it might take a course correction and change your needs.

15:19:48 The budget will have to change accordingly. It is important to keep that in mind.

15:19:52 When you get the terms and conditions of your word, you will see those times when it is required of you.

15:19:52 It is also noted in the Uniform Guidance.

15:20:04 Definitely there are other times when things come up and you say, this is very different from where we are and we need to amend the budget and we will work with you to approve that.

15:20:23 It's funny that we talk about the cart a little bit before the horse. This is part of the whole budget management process. We want you to know how to manage these budgets once you get your award.

15:20:29 I think it's fine to talk a little bit about that during this time. Thank you for the question.

15:20:33 Other questions you all have?

15:21:01 I will give you a couple minutes in case something comes to you. If you all are typing and need some time to enter it, again you can also raise your hand if you want to ask by voice.

15:21:11 We will certainly unmute you to hear your verbal question.

15:22:02 It looks like things - Ashley, you put in another question. Percentage of staff time. In prerecorded training mentioned ensuring you don't budget more than 100%.

15:22:02 We have existing programs with percentage of time budgeting, how do you account for one program closing and the brief overlap.

15:22:13 It isn't more than total adding up to 100% versus in real time you could have 60% --

15:22:32 >> Hopefully it makes sense to others, as well. Sometimes you do have that overlap and I think it is important for reviewers to have an understanding.

15:22:42 Especially if they are looking at more than one. They had to have an understanding it might have 60% in this grant and 60% in this grant and there is a month overlap.

15:22:53 But for this period of time where you are overlapping, you are not going to be budgeting that staff at 120%, it's just going to be the other times.

15:23:01 I think that's something you can probably put, a handful of words in your budget narrative.

15:23:16 Just say, you might not even want to go into the details of what you just put in this question. You could just do that simple language that I included in the recording.

15:23:29 Where no staff budgeted at more than 100%, or something like that.

15:23:38 If you gave us that kind of language, it just raises a flag for us that we know that you know not to budget or not to charge these salaries to more than 100%.

15:23:46 And that you have the awareness and understanding, and you will manage your grant accordingly.

15:24:03 I think it is up to you to figure out what is the exact language to use. Again, we know that there are character limits in eGrants, so you might not be able to give us the great American novel.

15:24:15 You should be able to add something that provides a little bit of clarification, and this goes back to the question that was asked earlier about what kind of rationality we want to have in these budgets?

15:24:25 That is a perfect example where a little additional information is helpful, can cut down on clarifications.

15:24:45 We have about five minutes left. If you have additional questions, we will definitely take them.

15:24:58 Ashley is out of questions. Thank you for asking all of the questions, Ashley.

15:25:07 They were great. As Lisa said, if one person has a question about something, there is probably someone else who does.

15:25:13 And there is probably people who are not joining us live today that may have the same question. We definitely appreciate you asking them.

15:25:32 Kayla, was it you that just had your hand up? If you have a question and you want to be unmuted, we can certainly unmute you.

15:25:39 If that was by accident, that is fine, too. I have done that plenty of times. I understand the accidental hand raise.

15:25:59 All right, it seems like the questions have definitely dried up a little bit. I'm guessing you are all out of questions. I think it's probably safe for us to start to wind down.

15:26:16 I will remind you, if you have questions or you are not sure of something or if something is allowable or required, you go back to the Notice, the application instructions, you go back to the recording.

15:26:30 Or just the slides or the sample budget. There are a lot of resources that are out there that will certainly support your budget development.

15:26:50 And help you create a strong, a compliant, and a competitive budget. I would definitely encourage you to use those resources that are available.

15:26:59 I'm going to ask before we close. I will ask Mike to flip us over to slide 25, please.

15:27:09 It is a checklist that is in the recording and we showed this a couple of times throughout.

15:27:23 I think these are important points to remember. These are the highlights, when Lisa was talking about having that other person go through and

look at your budget, I think these are probably the highlights of what you want to look at.

15:27:38 You want to make sure that what you are putting in here really does follow what's in the Notice and that all of your costs are allowable and reasonable and necessary and allocable.

15:27:40 And you are looking at the Uniform Guidance, as well as the Notice, and the instructions.

15:28:00 And you are estimating those resources in the best way that you can and you are making it clear to us how you were able to determine those costs.

15:28:01 And you are putting the information in the correct budget categories. You are not putting training in travel and vice a versa.

15:28:06 And mixing the member and staff support costs in each other's cavities.

15:28:17 It is specific what goes where. Again, part of this is me telling you because it creates less for work for you.

15:28:34 We don't want you to have to fix these during the clarification process. We want to comment strong and correct the first time, so the more you can do to pay attention to this, and then give us the descriptions and make sure that math is correct, the better off we all are.

15:28:48 And it will definitely cut down on the number of clarifications that you have during that process. I will definitely encourage you to keep this checklist in front of you.

15:28:58 Give it to whoever is doing the Mom test for you and just keep it in mind as you are looking through your budgets one last time before you submit.

15:29:11 With that, I will thank you all again for joining us. We appreciate it. And I wish you the best as you finish putting your applications and your budgets together. Good luck with the competition.

15:29:16 End of webinar.

15:29:18 Recording stopped.