

APPENDIX 3

Evaluation Criteria

Appendix 3 – Budget, Narrative, and Supporting Documentation

Appendix 3 Evaluation Criteria – (0-25 Overall Points)

Appendix 3 and relevant attachments will be reviewed and scored on the following criteria:

Accuracy – Completed within the Budget

The extent to which the Applicant includes all known expenses for the program and accurately calculates all entries within the budget spreadsheet and whether the budget aligns with the program as proposed.

Line-Item Justification – Completed in the Budget Narrative

The extent to which the Applicant completes the budget narrative for each year of the grant such that it describes and sufficiently justifies the proposed costs for each budget line item. Each line should have a detailed description of how the dollars will be used. For example, in the description for the wages and salaries line item the Applicant should break out the positions specific to this project; training costs would list courses or types of courses.

State and Federal Funding Assurance Form – Attachment 8

The extent to which the Applicant includes the required and completed State and Federal Funding Assurance Form.

Match Funds Verification Letter(s) – Attachment 9

The extent to which the Applicant includes the required and completed Match Verification Letter(s), that align with the budget narrative, for the applicable years of the grant award.

Rider 3 – Budget, Narrative, and Supporting Documentation Directions

Budget and Narrative Directions

1. Amount of Funding (up to the maximum of \$50,000 for each year of the grant.
 - a. Ex: Year 1: \$50,000.00.
 - b. Ex: Year 2: \$50,000.00.
 - c. Ex: Year 3: \$50,000.00.
2. As a default all matching funds amounts in the data system will be set to the following whole numbers.
 - a. Ex: Year 1: \$50,000.00, Cash Match: \$6,250, In-Kind: \$6,250.
 - b. Ex: Year 2: \$50,000.00, Cash Match: \$12,500, In-Kind: \$12,500.
 - c. Ex: Year 3: \$50,000.00, Cash Match: \$12,500, In-Kind: \$12,500.
 - d. If you need the match amounts changed to reflect the proposed matching funds, please include this in the email.

Budget Completion - Excel Spreadsheet (Name of form?) and Budget Narrative

Complete the Budget and Budget Narrative for each year, up-to the three years, for which you the Applicant are applying for grant funding.

Maximum Funding

The CTF portion of the Grant award must not exceed the maximum of \$50,000 per year for each of the three years. Applicants may apply for an amount less than \$50,000 per year if such an amount would be sufficient and reasonable to operate their proposed program(s). Applicants should provide a statement

in their responses to the Budget and Work Statement justifying any amount under \$50,000 as reasonable and sufficient to operate the proposed program. Please note that the numbers for matching funds below are the minimum requirements based on a \$50,000 per year CTF grant. Matching funds, cash, may exceed these numbers when necessary to fully operate the proposed program.

In-Kind services **must not exceed 50%** of the required match percentage for each year of the grant.

Matching Funds

Applicant will be assessed to ensure the Applicant's Budgets meet the requirements for in-kind and cash matching funds with respect to their proposed CTF program. Under the CTF Act, selected Applicants must provide a match of 25 percent of the total award for the first year (no more than 50% of which (12.5% of total budget) may be in-kind services) and 50 percent of the total award for the second and third years (no more than 50% of which (25% of total budget) may be in-kind services). Match funds must be dedicated to the provision of the CTF-funded program and may be derived from either private or local government sources. See 11 P.S. § 2235(5)(i).

Sample Match Breakdown Year One:

CTF Grant per year:	\$50,000
Minimum <i>Total</i> Match:	\$12,500 (required cash match of at least \$6,250)
Minimum <i>Total</i> Project Budget:	\$62,500

Sample Match Breakdown Years Two and Three:

CTF Grant per year:	\$50,000
Minimum <i>Total</i> Match:	\$25,000 (required cash match of at least \$12,500)
Minimum <i>Total</i> Project Budget:	\$75,000

Match Definitions

For the CTF Grant award the following definitions apply for matching costs.

In-Kind

The term "In-kind Match" for this CTF Grant means a noncash contribution provided by a non-Federal or State entity that directly benefits and is related to a specific project or program. An in-kind contribution may include real property, equipment, supplies, other expendable property, goods, and services. This would also include Volunteer time dedicated towards the project. In-kind match must be: verifiable from a grantee's records and necessary and reasonable to accomplish program objectives.

In-Kind Contributions and Value Determination Guidelines

Volunteer services. Skilled and non-skilled labor vital to the program. Value determination guidelines: hourly rates must be consistent with those paid by the grantee for similar work. If no in-house comparison is available, the grantee must use comparable market rates.

Donated items. Items such as equipment, office supplies, and workshop supplies. Value determination guidelines: value assessed may not exceed fair market value, with age and condition of item at time of donation taken into consideration.

Donated space. Value determination guidelines: use fair rental value of comparable space, as determined by an independent real estate appraiser.

Depreciation charges and equipment. As used to support required activities. Value determination guidelines: use documented depreciation schedules, often including tax records, to determine annual cost.

Cash

The term “Cash Match” for this CTF Grant is a monetary donation from individuals or funds from private or community foundations, local government or other local or private grant sources. Applicants can include funds from their organization if the funds originate from a local or private source. Funds from the state and federal government cannot be used as match. Cash matches can include cash donations and non-federal or state income from products or services.

Staff Time. Any staff person compensated by the Applicant organization using local government or other local private grant sources, who is not compensation with anticipated CTF grant funding, but in support of the project is considered a cash match and should be documented as such.

Indirect Costs

Indirect costs are limited to a maximum of 10% of the grant amount for all CTF grant awards.

Indirect Cost Definition

Indirect costs are those costs incurred for common or joint objectives that cannot be identified readily and specifically with a particular proposed project, including the following:

Salaries

The salaries of administrative and clerical staff are generally treated as indirect costs (i.e. facilities and administrative (F&A) costs). Direct charging of these costs may be appropriate only if all the following conditions are met:

- 1) Administrative or clerical services are integral to a project or activity;
- 2) Individuals involved can be specifically identified with the project or activity;
- 3) Such costs are explicitly included in the budget; and
- 4) The costs are not also recovered as indirect costs.

Benefits

Defined as a form of compensation paid by employers to employees over and above salary or wages, which may include but is not limited to: health insurance, workers compensation, retirement, life insurance, long and short-term disability, critical illness insurance, and savings accounts.

Minor Items

Any direct cost of a minor amount may be treated as an indirect cost for reasons of practicality where such accounting treatment for that item of cost is consistently applied.

Additional Examples of Indirect Costs may include:

- 1) Purchased services;

- 2) General office supplies: pencils, pens, paper clips, etc.;
- 3) Basic telephone instrument rental costs;
- 4) Network charges for e-mail and other general-purpose software; and
- 5) Repairs and maintenance of general-purpose equipment.

Direct Costs

The extent to which the Applicant's Budget includes all relevant and known direct costs, which are costs that can be specifically attributed to a particular proposed project. Direct costs include the following:

Activities

For Applicants, the costs of activities performed by the Applicant primarily as a service to members, clients, or the public when significant and necessary to the Applicant's mission must be treated as direct costs and be allocated an equitable share of indirect costs.

Some examples of these types of activities include:

- 1) Maintenance of membership rolls, subscriptions, publications, and related functions;
- 2) Providing services and information to members, legislative or administrative bodies, or the public;
- 3) Promotion and other forms of public education activities;
- 4) Conferences, except those held to conduct the general administration of the agency; and
- 5) Transportation and Travel related to the implementation of the proposed CTF program.

Audit Costs

Please review **Rider 5, Audit Clause A and B**.

Other Operating Costs

Including, but not limited to:

Occupancy

May include but is not limited to: rent, utilities, and other housekeeping expenses.

Insurance

May include but is not limited to: general liability insurance, renters insurance, vehicle insurance, etc.

Trainings/Courses

Includes the mandatory training allocation and other required trainings to operate the proposed CTF program. May include optional trainings if grant funds are available that align with the proposed program and data collection strategies.

Caregiver (Parent) Involvement

May include but is not limited to: any costs associated with conducting parent engagement activities, or ways to increase family engagement.

Recruitment and Retention

May include but is not limited to: advertisements focused specifically on the proposed CTF program and incentives to retain families enrolled in the CTF program.

Dues & Subscriptions

May include but is not limited to: any costs associated with subscription-based services, yearly membership dues for professional organizations, and professional publications.

Required Professional Development Allocation

Applicant will be assessed to determine if the Applicant's budgets satisfy the required professional development allocation. Opportunities for continued professional development are an integral part of program development.

All CTF Applicants are required to budget a total of at least \$500 within each budget year to attend appropriate professional development events, which may include an in-person CTF orientation for the first year of the grant and annual grantee meetings for all years of the grant.