

Budget Checklist for RFP Projects

Item	Yes	No
1. Are all the budget items allowable costs?		
2. Are all the budget items within scope of services in the Program Application?		
3. Has each amount budget justification form, SPO-H-206, been copied correctly into the total budget form, SPO-H-205?		
4. Is each budget justification form, SPO-H-206, mathematically correct?		
5. Has the SPO-H-205 form total been added correctly?		
6. Are pro-rata amounts based on the FTE (full-time equivalents) of staff in the budget? If not, explain why in the justification/comments.		
7. Is the prorated amount used consistently for all budget items? If not, does the budget include an explanation as to why the amount differs in the justification/comments?		
8. Are the formulas used to calculate budget items mathematically correct? (For example, annual cost x prorated amount = requested amount.) Is there a formula provided for each amount for each budget item?		
9. Are the indirect costs allowable (no leases, rentals, etc.), if applicable?		

If any of your answers are “No,” please check your budget and correct any errors.