

TRACKS FY 2011 RFP

Budget Narrative Instructions

Use the Budget Narrative template to explain and justify, by line item, the need for the funding identified in the Budget. (A Sample Budget Narrative is provided for assistance.) The Budget Narrative reflects the SNAP-Ed activities described in the Track summary/ies. Please include calculations and descriptions for expenses. If applicable, provide additional justification for significant increases from prior fiscal years in any line item. **If specific line items in the Budget Narrative template do not apply to your specific Budget, remove the line items from your Budget Narrative.**

- A. Personnel** - A standard statement is provided in the Budget Narrative template. Remove items that do not apply to your budget.
- B. Materials and Supplies** - Standard statements are provided on the Budget Narrative template for materials and supplies categories. The template includes language to justify the purchase of Materials and Supplies.
- **Nutrition Education Materials**- Include costs to purchase or print materials used to deliver SNAP-Ed to the target audience.
 - **Nutrition Education Reinforcement Items**--All items requested must be for the target audience only, contain or reinforce a nutrition message, and cost less than \$4 per item. Justification for this line item should cover both USDA and Cost Share expenses. Note that the cost of one reinforcement item cannot exceed \$4 per item using both USDA and Cost Share funds.
 - **Food for Nutrition Education**—Includes food costs to provide small taste testing samples to target audience as part of SNAP-Ed programming. Justification for this line item should cover both USDA expenses and cost share.
 - **Supplies for Nutrition Education**- Includes items used by target audience during SNAP-Ed intervention such as crayons, pens, pencils, glue sticks, etc. These items are typically collected by TRACKS staff at the end of intervention and reused in future interventions.
 - **General Office Supplies**- Includes the cost of supplies to support SNAP-Ed programming. Examples of General Office supplies are the cost of ink used to print Nutrition Education Materials, staplers, pens, paper, etc.
- C. Travel** – Specify type and extent of travel and its relationship to your SNAP-Ed programming. Justify how travel directly and clearly links your Local Partner Project to the provision of quality nutrition education for SNAP recipients and eligibles. Provide a brief summary of the following:
- **Local Travel**: Indicate the purpose of local travel. Specify if the Standard IRS rate or an agency rate is being applied for travel.
 - **Conferences/Meetings**
 - **Type of travel** – Specify the type of travel (For conference/meeting) and identify the name of the conference/meeting.
 - **How will attendance benefit SNAP-Ed program goals and objectives**- Specify how the Local Partner’s attendance in this meeting will benefit SNAP-Ed program goals and objections.

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- **Justification of Need for Travel**
 - Justify the purpose of the travel request.
 - Describe how the travel request supports the local partner's SNAP-Ed goals and objectives.
 - Describe how information gained from conferences, trainings, or in-services will be disseminated to other local partner staff.
- **Travel Destination-** (only in-state travel is allowed for Fiscal Year 2011)
Travel requests should be identified for in-state purposes. Note the destination of the meeting, training or conference attendance (e.g., city, town, county, state).
- **Number of Staff Attending**
 - Identify the number and type of staff making the travel request.
 - Justify the number and type of staff making the travel request.
- **Cost of Travel**
 - Identify the costs included in the travel (i.e. registration, per diem, lodging, travel, etc.)

D. Communications - A standard statement is provided on the Budget Narrative template. Communication charges may include telephone, cell phones, postage, and internet charges.

E. Other Direct Costs- Specify the type of other direct costs incurred for SNAP-Ed. Other direct costs may include office equipment, copier lease, insurance, equipment maintenance, institutional memberships/subscriptions, office furniture, office printing, software, space, website maintenance costs, purchased service agreements, etc. Include justification/explanation for only the items on your budget by deleting or adding items to the template. A standard statement is on the template for the items listed above. Consult the Management Entity if you have questions of where a specific expense should be categorized.

F. Subcontracts – *Subcontracting arrangements must have prior approval by the ME for each fiscal year. Inclusion of subcontracting arrangements in SNAP-Ed proposals is discouraged.* Indicate how time records will be maintained for staff that work less than 100% of their time on the subcontracted project. Explain how subcontractors will be monitored to ensure that subcontracted SNAP-Ed activities are being completed as outlined in the Statement of Work, and that the subcontractor requests reimbursement only for allowable costs, as outlined in the FNS Cost Policy. Provide justification for the use of consultants, and a statement of work to be performed. List the name(s) of the consultant(s), the name(s) of their organization(s), and a breakdown of the amount being charged to the project.

G. Indirect Costs –Correspond the Indirect Cost rate (percentage) listed in this section with the percent indicated on the budget and with the submitted indirect rate agreement. A standard statement is provided in the template.