

TRACKS FY 2011 RFP

Staffing Chart/Budget Instructions

Staffing Chart Instructions

Use the Staffing Chart (first and second worksheets of template) to describe how Local Partner staff members support the delivery of SNAP-Ed. (Refer to the Sample Staffing Chart for assistance.) On a per project basis, provide the following information for *all* staff (including cost share staff) listed in the budget that will carry out SNAP-Ed functions.

Please note that similarly to 2010, for 2011, data inputted in the Staffing Chart form is linked and will automatically be reflected in the Budget form. The following input columns are outlined in the Staffing Chart and described below. **Once all data are inputted, please hide rows that are not in use for printing purposes. Do not delete or add any rows in the Staffing Chart. Deletion or addition of rows will cause errors in the Budget. If my input rows are needed, please contact the Management Entity.** Complete the following sections of the Staffing Chart. Please ensure that data are entered from the top of the spreadsheet, starting with row 5.

- A. Name and Position/Title:** Enter the name and title of all staff positions related to SNAP-Ed proposal. Individuals who work in the same location with the same SNAP-Ed duties and the same FTEs may be combined on one line on the staffing chart. For example, 10 SNAP-Ed educators from the same school district with same full-time equivalents (FTEs) may be grouped and entered as “SNAP-Ed educators.”
- B. Former Welfare Recipient:** The Pennsylvania Department of Public Welfare (DPW) has an obligation to assist people making the transition from welfare to work, and as a contractor with DPW, TRACKS is responsible for supporting these efforts. Please place an “X” in the “Former Welfare Recipient” column for any staff member to whom this applies. Only “X” will be accepted into this field.
- C. Summary of SNAP-Ed Duties:** Describe how the position supports the delivery of SNAP-Ed activities. Be specific as possible.
- D. Number of Staff:** List the number of staff for each position/title entered. These data will be used in the automatic calculation of SNAP-Ed FTEs. If only 1 person is fulfilling a given position, enter “1.” If like positions are combined in a line on the staffing chart, enter the number of individuals that fall into the position listed on that line.
- E. Number of Hrs/Week Spent on SNAP-Ed:** List the amount of hours that each staff person will work for the SNAP-Ed project out of a 40 hour work week. These data will be used in the automatic calculation of FTEs and Percent of Time spent on SNAP-Ed. If combining staff with the same FTEs, complete the hours spent on SNAP-Ed per Staff. For example, 2 staff members spending 10 hours a week on SNAP-Ed will be listed as 10.

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- F. Number of Weeks worked on SNAP-Ed per year:** List the amount of weeks that each staff person will work for the SNAP-Ed project out a 52-week year. These data will be used in the automatic calculation of FTEs.
- G. Number of Hours worked per year (TOTAL, not only on SNAP-Ed):** List the number of hours worked per staff person for the year, including all hours worked. Multiply the number of hours worked per week times the number of weeks worked in the fiscal year to calculate the number of hours worked per year. For example, if a teacher works 35 hours per week for 36 weeks, the number of hours worked per year would equal 1,260. If an accountant works 40 hours per week for 52 weeks, the number of hours worked per year would equal 2,080. These data will be used in the automatic calculation of FTEs and Percent of time spent on SNAP-Ed. Please note this is a change from the FY2010 form.
- H. Percentage breakdown of Time Spent on SNAP-Ed:** Provide a breakdown of the percentage of time spent performing SNAP-Ed duties based on the following categories and definitions. The template calculates total percentages of administrative staff time and direct delivery staff time. Verify that these columns equal 100%. **Only enter the percentage of time for Management/Administrative time. The percentage of Program Delivery staff time will automatically calculate once the percentage of Management/Administrative time has been entered.**
- Management/Administrative Staff Time includes:
Time that staff is not directly engaged in delivery of SNAP-Ed to the target audience.
- Clerical, payroll, management functions
 - Reporting of SNAP-Ed activities
 - Training time not directly related to program delivery (e.g. SNAP-Ed policy/administrative trainings)
- Program Delivery Staff Time includes:
Time that staff is engaged in direct delivery of SNAP-Ed to the target audience.
- Instruction or assisting another educator with instruction
 - Administration of evaluation tools
 - Training time directly related to program delivery (i.e. training cost share staff)
- I. Salary:** Only use salary amounts in these columns. **Do not include fringe.** Indicate portions to be paid by Federal funds (USDA Reimbursement) and those representing cost share funds. The template will total these columns. The salary total on the staffing chart must agree with the salary total on the budget. The individual salary amounts on the staffing chart must also agree with the cost share amounts on the applicable cost share letters.
- J. Fringe:** Input the applicable Fringe rate. Fringe amounts will calculate based on federal and/or cost share amounts inputted for salary. Use of columns for calculating fringe benefits is optional.

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The Staffing Chart form for FY2011 includes formulas to automatically calculate FTEs and Percent of time spent on SNAP-Ed based on the data inputted in the Staffing Chart form.

Budget Instructions

Use the Budget form (third worksheet of template) to provide a detailed budget for the proposed SNAP-Ed programming. (Refer to the Sample Budget for assistance.) Verify the Budget for mathematical accuracy, and round to whole dollar amounts (i.e. no cents). Itemize expenditures for which federal funds will be requested in the USDA column, and cost share in the Cost Share column. List the total for each line item of the Budget under the Total column. The template will calculate column totals.

The template provides specific descriptions of SNAP-Ed expenditures. If line items do not apply to the Local Partner budget, hide rows or change descriptions of expenditures.

Include costs only for activities defined in the Statement of Work and Track Summary/ies. Please note that it is not necessary for each line item to be 50% match and 50% reimbursement; some line items may be only USDA reimbursement, while others may be only cost share. If you have questions concerning specific budget categories, contact the ME office at (814) 863-0074.

In the Budget form, identify and itemize the total amount (both cash and non-cash) of cost share support that will be available to the proposed Local Partner. All cost share amounts must be allowable by FNS (See Cost Policy in Appendix C of SNAP-Ed Federal Guidance at www.panutritiontracks.org). When using staff time as cost share, ensure all percentages agree with amounts discussed in any other section of the application, including that in Cost Share Letters.

- When using training for staff as cost share, confirm that this portion of the training will relate directly to provision of SNAP-Ed to the target audience.
- All Local Partners *must* include a minimum of 16% administrative fee in the amount of total cost share listed in their budget. Partners can provide more than 16% but not less. For example, a project securing \$100,000 of cost share for SNAP-Ed programming will be eligible to be reimbursed \$84,000 in USDA funds. This PA SNAP-Ed operating cost share provides funds to administer SNAP-Ed in PA.

Budget Categories:

A. Salaries and Wages - Salaries of the project director(s) and other personnel associated directly with the Local Partner project must constitute direct costs in proportion to their effort devoted to the Local Partner project. All salaries requested must be consistent with the regular practices of the organization.

- All salary and wage amounts will be automatically updated from the Staffing Chart. Please ensure that all information is entered accurately and correctly in the Staffing Chart. This will ensure that amounts are accurately reflected on the

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Budget. Please hide rows you are not using for printing purposes. **Do not delete or add any rows in this section of the Budget. Adding or deleting rows will result in errors in the Budget and Staffing Chart forms.**

- Reimbursed funds may not be used to augment the total salary or rate of salary of Local Partner project personnel. Reimbursed funds also may not be used to reimburse consulting or other time in addition to a regular full-time salary, covering the same general period of employment.
- Itemize student stipends, such as tuition, with a dollar amount provided for each item. Indicate the number of students to be supported for each item.

B. Fringe Benefits - If the usual accounting practices of the organization provide that the organizational contributions to employee benefits (social security, FERS, retirement, etc.) be treated as direct costs, fringe benefits may be included to defray such expenses as a direct cost. The Staffing Chart lists Fringe USDA and Fringe Cost Share amounts calculated based on the fringe benefit percentage entered and the salary amounts entered for Federal and Cost Share. Use this information to total fringe benefits on the Budget. Group fringe benefits at similar rates and total. Detail different categories which apply different rates. For example, Part-time staff with fringe rates of 8% must be broken out from Full-time staff with fringe rates of 20%.

C. Materials and Supplies - Indicate estimated costs for expendable materials and supplies. If applicable, budget the following line items separately (see Budget Narrative for definitions) :

- Nutrition Education Materials
- Nutrition Education Reinforcement Items
- Food for Nutrition Education Activities
- Supplies for Nutrition Education
- General Office Supplies

D. Travel - Currently, allowable mileage is reimbursed at the standard IRS rate or an agency approved rate no greater than the standard IRS rate. Mileage cannot be reimbursed to members of the target audience for travel to SNAP-Ed activities.

E. Communications- includes postage, telephone, cellular phone, and internet expenditures.

F. All Other Direct Costs - Indicate other anticipated direct costs not included above and itemized in the Budget. Examples are provided in the template. If space is used for USDA reimbursement or as cost share, complete the Space Calculation Form.

G. Equipment - (**\$5,000 and greater per item**) Nonexpendable equipment is defined as tangible property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more. Please refer to Policy F-13. All equipment purchased must have prior approval from the ME.

H. Subcontracts - *All subcontracting arrangements must have prior approval by the ME for each fiscal year. Inclusion of subcontracting arrangements in SNAP-Ed is*

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discouraged. If a subcontracting arrangement is approved for a specific Local Partner project, include a separate budget for each subcontract/purchased service showing the breakdown of costs, along with a budget narrative. Include consultant services in this section. Partners are expected to use the services of their own staff to the maximum extent possible in managing and performing proposed SNAP-Ed activities. Follow the same guidelines for these budgets and budget narratives as for the primary Local Partner's Budget and Budget Narrative.

- I. Indirect Costs** - Indicate rate and base for calculation of indirect costs. Verify that any Indirect Cost Rate Percentage shown in this section corresponds with the rate shown on the budget. The indirect cost rate(s) established by the cognizant agency cannot be exceeded in computing indirect costs for the application. Determination of the appropriate indirect cost rate(s) is dependent upon a combination of factors including, but not limited to, the physical location of the work and any statutory limit. Submit a copy of your current/most recent Indirect Cost Rate Agreement if you are indicating any indirect costs on the Budget. (See FNS Cost Policy, found in the RFP appendices).