

## TRACKS FY 2010 RFP

### Staffing Chart/Budget Instructions

#### Staffing Chart

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 Partner 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 for 2010, data inputted in the Staffing Chart is linked and will automatically be reflected in the Budget.** The following input columns are outlined in the Staffing Chart and described below. **Once all data is inputted, please hide rows that you are not using. Please do not delete.**

- 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 a checkmark in the “Former Welfare Recipient” column for any staff member to whom this applies.*
- C. Summary of SNAP-Ed Duties:** Describe how the position supports the delivery of SNAP-Ed activities.
- D. Number of Staff:** List the number of staff for each position/title entered. This 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. This data will be used in the automatic calculation of FTEs.
- F. Weeks worked per year:** List the amount of weeks that each staff person will work for the SNAP-Ed project out a 52-week year. This data will be used in the automatic calculation of FTEs.
- G. Percent of Time Spent on SNAP-Ed:** List the amount of time that each staff person will work for the SNAP-Ed project as a percent of their usual hours worked.

## TRACKS FY 2010 RFP

**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%:

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:** Use only salary. Do not include fringe in these columns. 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 and the individual salary amounts on the staffing chart must agree with the applicable cost share letters.

**J. Fringe:** Input applicable Fringe rate. Fringe amounts will calculate based on Federal and/or Cost Share amounts inputted for Salary.

Please note that for FY2010, FTEs will automatically calculate based on the data provided for number of staff, the number of hours/wk spent on SNAP-Ed, and weeks worked per year.

### **Budget**

Use the Budget (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. Please note that as programming plans are amended, budget changes must also be made.

Include only costs 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.

## TRACKS FY 2010 RFP

On the Budget, 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). 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% cost share above the amount of total USDA reimbursement listed in their budget. Partners can provide more than 16% but not less. For example, a project securing \$116,000 of cost share for SNAP-Ed programming will be eligible to be reimbursed \$100,000 in USDA funds. This PA SNAP-Ed operating cost share provides funds to operate 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 should 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 in accurately and correctly on the Staffing Chart. This will ensure that amounts are correctly reflected on the Budget. Please hide rows that you are not using. Do not delete.
- Reimbursed funds may not be used to augment the total salary or rate of salary of Local Partner project personnel, or to reimburse them for 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.

**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

## TRACKS FY 2010 RFP

- Food for Nutrition Education Activities
- Supplies for Nutrition Education
- General Office Supplies

**D. Travel** - Currently, allowable mileage is reimbursed at the standard IRS rate. Effective January 1, 2009 the rate will be \$.55 per mile; this rate is subject to change. 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; service charges for use of equipment, user fees for procedures or processes charged to the project, lease of equipment, equipment maintenance, and photocopying. Small equipment (\$5,000 and under per item) is also included in this category. Examples include computers, printers, phone equipment, desks, etc. If space is used, whether 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.

**H. Subcontracts** - *All subcontracting arrangements and purchased service agreements must have prior approval by the ME for each fiscal year. The ME discourages inclusion of subcontracting arrangements in SNAP-Ed proposals.* 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 RFA appendices).