

# Staffing Chart/Budget Instructions

## FY 2013 Request For Partners

### General Information-Staffing Charts

Use the Staffing Charts (first and second worksheets of template) to describe how Local Partner staff support the delivery of SNAP-Ed. Provide this information for all staff (including cost share staff) that will carry out SNAP-Ed functions. If you need additional rows, please contact the Management Entity. When all staffing information has been entered, hide unused rows, do not delete them.

NOTE: Individuals who work in the same location with the same SNAP-Ed duties and the same Full Time Equivalent (FTEs) may be combined on one line of the staffing chart. For example, 10 teachers from the same school district with same full-time equivalents (FTEs) may be grouped and entered as "ABC School District teachers."

### Instructions

- Name and Position/Title-Enter the name of the staff and title of the position.

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. Place an "X" in the "Former Welfare Recipient" column if this applies to any staff member.

- Summary of SNAP-Ed Duties-Describe how the position supports the delivery of SNAP-Ed activities. Be specific. The duties described for cost share staff should match the duties described on the cost share letter.
- Number of Staff-List the number of staff for each Position/Title entered. If only 1 person is fulfilling a given position, enter "1." If like positions are combined on one line of the staffing chart, enter the number of individuals that fill the position described on that line.
- 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 is the number of hours per staff person, not total hours for all staff in this position. This data will be used in the automatic calculation of FTEs.
- Weeks worked per year-List the number of weeks that each staff person will work for the SNAP-Ed project out of a 52-week year. This data will be used in the automatic calculation of FTEs.
- Percent of Time Spent on SNAP-Ed-This percentage will automatically calculate. The percentages listed for cost share staff should match the percentages listed on the cost share letter.
- Percentage of Time Spent on SNAP-Ed by Management/Administrative and Program Delivery-Use the definitions below to determine the percentage of time spent on management/administrative duties and program delivery. The form calculates total percentages of administrative staff time and direct delivery staff time. Verify that these columns equal 100%.

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*Management/Administrative Staff Time-staff is not directly engaged in delivery of SNAP-Ed to the target audience. Includes 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-staff is engaged in direct delivery of SNAP-Ed to the target audience. Includes instruction or assisting another educator with instruction, administration of evaluation tools, and training time directly related to program delivery (e.g. training cost share staff.)*

- Salary-Salary only, do not include fringe in these columns. Indicate portions to be paid by federal funds (USDA Reimbursement) and those representing cost share funds. The form will total these columns. Individual salary amounts on the staffing chart must match cost share letters, if applicable. The salary total on the staffing chart must match salary total on the budget.
- Fringe-Input applicable fringe rate. Fringe amounts will calculate based on federal and/or cost share amounts entered for Salary. This amount will not carry over to the budget automatically.
- 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.

### **General Information-Budget**

The budget template (third worksheet of the form) contains the most commonly used line items only. Add or remove lines as needed.

Use the Budget to provide a detailed budget for proposed SNAP-Ed programming. 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. 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. The template will calculate line item and column totals.

Include only costs for activities defined in the Programming Summary/ies and Statement/s of Work. If you have questions concerning specific budget categories, contact the Management Entity.

In the Budget, identify and itemize the total amount (both cash and non-cash) of cost share support that will be available to the Local Partner. All cost share sources must be allowable. If staff time is used as cost share, ensure all percentages agree with amounts listed in the cost share letters and the staffing charts.

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.

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*Administrative Fee:* Local partners provide an administrative fee to the Management Entity that is equal to 16% of cost share committed. Therefore, the USDA budget cannot exceed 84% of the total cost share committed. 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. The administrative fee may decrease pending fiscal review.

### **Instructions**

- Salaries and Wages-Salaries of the Project Director(s) and other personnel associated directly with the Local Partner TRACKS 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.

Salary and Wage amounts transfer automatically from the Staffing Charts, do not enter into the Budget template.

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, with a dollar amount provided for each item. Indicate the number of students to be supported for each item. Please note that in most cases tuition is not an allowable cost. Contact the Management Entity for more information.

- Fringe Benefits-If the usual accounting practices of the organization provide that the organizational contributions to employee benefits (Social Security, Federal Employee Retirement System, 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 USDA and cost share. Fringe Benefits calculated on the Staffing Chart do not automatically carry over to the budget. These amounts must be manually entered.
- 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 and Supplies
  - Nutrition Education Reinforcement Items
  - Food for Nutrition Education Activities
  - Office Supplies and Equipment (under \$1,000)
- Travel-Currently, allowable mileage is reimbursed at the standard IRS rate. Effective July 1, 2011 the rate is 55.5 cents per mile; this rate is subject to change. Mileage cannot be reimbursed to members of the target audience for travel to SNAP-Ed activities.
- Communications-Includes postage, telephone, cellular phone, and internet expenditures.

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- All Other Direct Costs-Indicate other anticipated direct costs not included above and itemized in the Budget. Other direct costs may include 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 (\$1,000 to less than \$5,000) is also included in this category. Examples of small equipment are computers, printers, phone equipment, desks, etc. If space is used, whether for USDA reimbursement or as Cost Share, complete the Space Calculation Form.
- 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.
- Subcontracts - *All subcontracting arrangements and purchased service agreements must have prior approval each fiscal year. Inclusion of subcontracting arrangements in SNAP-Ed proposals is 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.
- 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.