

**Proposal for Subcontracting with the
Michigan Fitness Foundation to conduct SNAP-Ed Programming
October 1, 2017 – September 30, 2018
(Fiscal Year 2018)**

This document references the current FY 2017 USDA SNAP-Ed Guidance. Updated regulations and guidance may be issued by USDA and/or OMB for FY 2018. New regulations and guidance will, if issued, replace previous versions. All SNAP-Ed projects will need to adjust programming for compliance where applicable.

Budget Worksheet Instructions

The Michigan Fitness Foundation (MFF) FY 2018 Request for Proposal (RFP) includes nine documents:

1. **Letter of Intent** – This **required** document must be completed and submitted to MFF by March 31, 2017. It assists MFF with planning for the proposal review process.
2. **Proposal Backgrounder** – This document includes background information about SNAP-Ed at MFF that will be useful when completing the Proposal Form.
3. **Proposal Form** – This document needs to be completed and submitted to MFF according to the Proposal Instructions.
4. **Proposal Instructions** – This document includes directions for completing and submitting the Proposal Form.
5. **Budget Worksheet** – This document needs to be completed and submitted according to the Budget Instructions.
6. **Budget Instructions** – This document includes directions for submitting the Budget Worksheet.
7. **Letter of Qualification** – This must be completed and submitted according to the Proposal Instructions.
8. **Assurances** – This document must be signed and submitted according to the Proposal Instructions.
9. **Evaluation Assurances** – This document must be completed, signed, and submitted according to the Proposal Instructions.

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Budget Worksheets Instructions

If you have questions or need technical assistance, please email fy2018-rfp@michiganfitness.org. Questions will be recorded, appropriately fielded and answered, and posted in batches a couple of times per week. Please visit: <http://www.michigannutritionnetwork.org/how-to-apply> to find the link to the posted FAQs. To ensure that your questions are answered in time to inform your proposal writing process, please submit questions by Friday, April 14, 2017 at noon.

NOTE: The budget worksheet template was updated for FY18. All applicants are encouraged to read through the instructions and visit the FAQ's.

General Instructions for all tabs

- 1) Enter information, as applicable, in **yellow** cells on each tab. The 'Grant Staffing' tab also includes **peach** cells that must be completed.
- 2) Cells in **gray** will calculate automatically.
- 3) The 'Budget Summary' tab will populate automatically.
- 4) Tabs in the budget worksheet are all built with several additional rows. When data entry on each tab is complete, click the dropdown arrow under FILTER in the upper left corner. Uncheck "N" and the form will condense to only show necessary rows.
- 5) Proofread the worksheets for accurate spelling, especially in the job descriptions. "SNAP-Ed" should be spelled as written here.
- 6) Three worksheets from the budget file are submitted to USDA to describe the costs associated with your project: The Budget Summary, Staff & Management/Admin, and Statement of Work. These worksheets are automatically populated with data from other tabs in the budget file and are password protected. It is important that you review these worksheets for accuracy to ensure they clearly represent your project's costs. If corrections are needed, refer to the detail worksheet containing the original data. Before final submission, it is recommended that you unfilter and refilter these three tabs to make sure all appropriate rows and data updates are showing.

1. Title Page

Enter organization name in the yellow box – this will automatically add your organization's name to the other tabs.

2. Budget Summary

This tab will populate automatically with data entered on the subsequent tabs. **Note:** Once the budget detail tabs are complete, click the FILTER drop-down arrow on the 'Budget Summary' tab, and uncheck "N" to condense the rows that display.

Indirect Costs

In the yellow box at the bottom of the Budget Summary, you may enter a federally approved indirect rate (FAIR) (TMDC derived), if you have one. If you do not have a FAIR, and have never used one, you may enter a 10% de minimus indirect cost rate. **If this box is used**, you must submit your federally certified indirect cost rate (FCICR) letter or a cost proposal substantiating the 10% de minimus rate. All administrative expenses will be evaluated within the context of the proposed programming and must be reasonable, necessary, and properly documented and allocated. Proposals that can deliver effective programming with low administrative costs will receive priority for funding.

Grant Award Funds

Your grant award funds are the total expenses your organization will expend to implement the SNAP-Ed activities outlined in your proposal. You will submit monthly invoices for reimbursement of these expenditures if awarded a grant.

3. Grant Staffing

Data entered on the grant staffing worksheets should describe your staffing needs for your SNAP-Ed work. Recall that this information is linked to the 'Staff & Management/Admin' and 'Statement of Work' tabs and will be submitted to USDA to describe your staffing needs for this project.

The instructions below will assist you in completing this information accurately.

List each staff member's name and title contributing effort to SNAP-Ed.

Job Description

Even though this cell is small, provide enough detail in the job description to support each staff member's contribution to SNAP-Ed activities. The full text will appear on the 'Statement of Work' tab where it can be proofread and checked for spelling.

Total Annual Salary

Description	How to Calculate
A staff person's annual compensation for employment at your organization. Administrative salary will be evaluated in the context of the full proposal and the scope of programming.	Annual salary for an hourly employee = $\$/\text{hour} \times \text{total \# hours worked/week} \times 52 \text{ weeks/year}$ *Total hours worked should represent FTE status annually

Annual Organization FTE Status

Description	How to Calculate
Each person's employment (FTE) status at your organization.	$\text{FTE status} = \# \text{ hours worked in a week} / 40 \text{ hours}$ $1.00 = 40 \text{ hours/week}$ $0.50 = 20 \text{ hours/week,}$ $0.25 = 10 \text{ hours/week, etc.}$

FTE Reimbursed by SNAP-Ed

Description	How to Calculate
The percent of time each person contributes to their SNAP-Ed roles and responsibilities.	If Jane works 10 hours a week for your organization and 5 hours are SNAP-Ed. Her % of FTE for SNAP-Ed = 50% (5 of the 10 hours each week) Her annual FTE = 0.25 (10 hours divided by 40 hours = 0.25)

	If she were paid \$10/hour, her annual salary would be entered as \$5,200 (\$10.00 x 10hours/week x 52 weeks/year).
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Management & Admin vs. SNAP-Ed Delivery

Description	How to Calculate
<p><u>Management & Admin:</u></p> <ul style="list-style-type: none"> • Staff time spent on SNAP-Ed administration and not on program delivery (direct education and PSE interventions) • Training to perform administrative functions like fiscal record keeping, accounting, etc. • Staff hiring and other administrative oversight duties • Processing financial invoices and other grant-related financial paperwork and reporting • Business office staff functions <p><u>SNAP-Ed Delivery:</u></p> <ul style="list-style-type: none"> • Interventions where a participant is actively engaged in the learning process with an educator or interactive media • Planning for program delivery (direct education and PSE interventions) • Coordination of programming and partnerships, including staff supervision • Multi-sector partnership development • Preparation time for program delivery • Program implementation (direct education and PSE interventions), including meetings, assessments, coordination, etc. • Data collection and evaluation • Completing program-related paperwork and reports • Staff training to directly support programming 	<p>The distribution of time for SNAP-Ed delivery and administrative activities must total 100 percent for each staff person.</p> <p>Record the percent of time each person spends providing: 1) SNAP-Ed delivery (both direct education and policy, systems, and environmental change (PSE) activities); and 2) management & administration using the definitions to the left, as it pertains to their SNAP-Ed job duties.</p> <p>Remember that this information is linked to the 'Staffing & Management/Administration' or 'Program Delivery worksheet that is submitted to USDA. Please refer to this worksheet to proofread and check spelling before submitting your proposal.</p>

Contracted Staff

List each contracted staff person who supports your SNAP-Ed project and functions similar to an employee on your agency's payroll. Complete all salary, FTE, and distribution of responsibilities as described in the sections above for grant staffing.

4. Postage and Shipping

Include postage and shipping costs necessary to conduct your program.

5. Supplies/Materials/Equipment <\$5,000

Careful attention to supplies necessary to deliver evidence-based programming with fidelity is essential. Program supplies, materials and equipment reasonable and necessary to conduct your program. Including: curriculum, printing, reproduction of materials, training, food tasting, and equipment with unit costs <\$5,000 (computer, printer, blender, etc.). Include a description of the items and how they support your program objectives.

6. Travel

Description	How to Calculate
<p>Travel rates for SNAP-Ed are available on MNN's website at: http://michigannutritionnetwork.org/programming-operations-manual/</p> <p>MFF will reimburse actual costs up to maximum per diem.</p> <p>All meal costs require an overnight stay; no alcohol allowed.</p> <p>Conference/workshop travel will be reviewed for allowability. Please include the reasonable and necessary conferences and workshops your SNAP-Ed staff members plan to attend during FY18.</p> <p>MFF/MNN sponsored Choices Conference (encouraged)</p> <p>Registration fee \$50 per person. MFF will cover lodging and meals during the conference for staff supporting SNAP-Ed. Your budget should include mileage and any other meals needed.</p> <p>SNAP-Ed University (required for 2 staff)</p> <p>MFF's annual training for subrecipients. MFF will cover lodging and meals during SNAP-Ed U. Your budget should include mileage and any other meals needed.</p> <p>MFF offers professional development to subrecipients.</p> <p>Check the MNN website at http://michigannutritionnetwork.org/training-at-a-glance/ to see the offerings for FY18 as a guide and budget for travel expenses.</p> <p>Out-of state travel is not allowable for MFF subrecipients.</p>	<p>SNAP-Ed mileage rate \$0.535/mile as of January 1, 2017.</p> <p>MFF will reimburse actual travel costs up to the maximum per diem rates.</p> <p>For example, if your agency reimbursed you for mileage at \$0.45/mile, then you can only request reimbursement for that amount.</p> <p>If your agency reimbursed you for mileage at \$0.75/mile, then you can only request reimbursement for \$0.535/mile from MFF, the maximum amount for SNAP-Ed.</p>

7. Contracts

Identify the type of contractual services needed to support your SNAP-Ed programming. Include the name of the contractor and how the service supports your program objectives.

Contracted Staff

These individuals should be reported on the 'Grant Staffing' tab. For example, individuals hired through PCMI who function like a staff member on your project.

8. Space/Miscellaneous/Administrative

Include space, miscellaneous, and other administrative costs that are reasonable and necessary to support your SNAP-Ed program.

If your agency does not have an indirect cost rate, these expenses may be prorated and submitted for reimbursement. If your organization is awarded funding, the justification and method of allocation will require review and approval post-award.