



## Budget Worksheets Instructions

**Proposal for Subcontracting with the  
Michigan Fitness Foundation to conduct SNAP-Ed Programming  
October 1, 2019 – September 30, 2020  
(Fiscal Year 2020)**

**This document references the current FY 2019 USDA SNAP-Ed Guidance.**

Updated regulations and guidance will be issued and replace previous versions. All SNAP-Ed projects will need to adjust programming for compliance when applicable.

The Michigan Fitness Foundation (MFF) FY 2020 Request for Proposal (RFP) packet includes the following documents:

1. **Letter of Intent** – This **required** document must be completed and submitted, according to the Proposal Instructions, to MFF by **4:00 pm EST, March 26, 2019**. 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 completing and submitting the Budget Worksheet.
7. **Letter of Qualification** – This must be completed and submitted according to the Proposal Instructions.
8. **SNAP-Ed Compliance 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.
10. **Current and Pending** – This must be completed according to the instructions accompanying the document.

**If you have questions, email: [fy2020-rfp@michiganfitness.org](mailto:fy2020-rfp@michiganfitness.org).** Questions will be logged, answered, and posted in batches weekly. Please visit: <http://www.michigannutritionnetwork.org/how-to-apply> to find the FAQs. To ensure that questions are answered in time to inform your proposal writing process, please submit questions by Wednesday, April 11, 2019 at noon.

**NOTE:** The budget worksheet template was updated for FY2020. All applicants are encouraged to read through the Budget Worksheet Instructions in its entirety and visit the FAQs at <http://www.michigannutritionnetwork.org/how-to-apply>.

**\*\*\*NOTE: For the budget file to work correctly, you must click to enable macros when opening.\*\*\***

### **General Instructions for all worksheet tabs**

- 1) Enter information, as applicable, in **yellow** cells on each tab. The 'Grant Staffing' tab also includes **peach** cells that must be completed and must total 100% for each person.
- 2) Cells in **gray** will calculate automatically.
- 3) The 'Budget Summary' tab will populate automatically for all items except for indirect costs.
- 4) Tabs in the budget worksheet are built with several additional rows. When data entry in the file is complete, return to the Title Page and click the "PROPOSAL COMPLETE" button. There is also an option to "show all rows on all tabs" if you need to go back and make changes. Once updating is complete, use "PROPOSAL COMPLETE" again.
- 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: 'Budget Summary,' 'Staff Admin & Pgm,' 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 program's costs. If corrections are needed, refer to the Staffing tab containing the original data.

#### **1. Title Page**

Enter organization name in the yellow box titled 'Organization Name' – this entry 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, except for expenses associated with indirect. **Reminder:** use 'PROPOSAL COMPLETE' on the Title Page once all budget detail tabs have been filled out.

##### Indirect Costs

In the yellow box at the bottom of the Budget Summary, you may enter a federally approved indirect rate, if you have one that is a percentage of your total costs (enter as %). If you have never had a federally approved indirect rate, you may use a 10% de minimus indirect cost rate. **If this box is used**, you must submit your federal negotiated indirect cost rate agreement (NICRA) letter, Michigan Department of Education rate, or a certification that you are using the 10% de minimus rate.

If your indirect cost rate is not a percentage of your modified total direct expenditures, but is applied only to certain portions of your budget (e.g., 10% applied only to salary and fringe), submit the justification for that calculation and enter an amount (in dollars) in the 'Budget Summary.' **Do not include an indirect cost rate or indirect cost amount if you do not have the proper documentation.**

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.

### Total Grant Request

Your total grant request is the total amount your organization will expend in FY2020 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 & 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. If a position is open, enter "TBD" along with the position title in the 'Name' column, e.g. TBD-Nutrition Educator.

### 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. <b>Note:</b> Administrative time and effort will be evaluated in the context of the full proposal and the scope of programming.	Annual salary for an hourly employee = \$/hour x total # hours worked/week x 52 weeks/year *Total hours worked should represent FTE status annually Example: If Jane works 10 hours a week for your organization and 5 hours are SNAP-Ed. If she were paid \$10/hour, her annual salary would be entered as \$5,200 (\$10.00 x 10hours/week x 52 weeks/year).

### Annual Organization FTE Status

Description	How to Calculate
Each person's employment (FTE) status at your organization.	FTE status = # hours worked in a week relative to 40 hours 1.00 = 40 hours/week; 0.50 = 20 hours/week; 0.25 = 10 hours/week, etc. Example: If Jane works 10 hours a week for your organization and 5 hours are SNAP-Ed. Her annual FTE = 0.25 (10 hours divided by 40 hours = 0.25)

### FTE Reimbursed by SNAP-Ed

Description	How to Calculate
The percent of time worked 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)
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Time Spent on SNAP-Ed Program Admin, SNAP-Ed DE, and SNAP-Ed PSE

Description	How to Calculate
<p><u>SNAP-Ed Admin:</u></p> <ul style="list-style-type: none"> <li>• Administrative staff time and effort that is <b>NOT</b> included in your organization’s indirect justification</li> <li>• Staff time spent on SNAP-Ed administration and not on program delivery (DE or PSE interventions)</li> <li>• Training to perform program administrative functions like fiscal record keeping, accounting, etc.</li> <li>• Staff hiring and other program administrative oversight duties</li> <li>• Processing financial invoices and other grant-related financial paperwork and reporting (beyond review of program lead)</li> <li>• Business office staff functions</li> </ul> <p><u>SNAP-Ed PSE:</u></p> <ul style="list-style-type: none"> <li>• Planning for PSE activities</li> <li>• Coordination of programming and partnerships, including staff supervision</li> <li>• Multi-sector partnership development</li> <li>• PSE implementation, including meetings, assessments, coordination, etc.</li> <li>• Data collection and evaluation</li> <li>• Completing program-related paperwork and reports</li> <li>• Staff training to directly support PSE programming</li> </ul> <p><u>SNAP-Ed DE:</u></p> <ul style="list-style-type: none"> <li>• Interventions where a participant is actively engaged in the learning process with an educator or interactive media</li> <li>• Planning for program direct education delivery</li> <li>• Coordination of programming and partnerships, including staff supervision</li> <li>• Preparation time for program delivery</li> <li>• Implementation of DE, including meetings, coordination, etc.</li> <li>• Data collection and evaluation</li> </ul>	<p>The distribution of time for delivering SNAP-Ed direct education (DE), SNAP-Ed policy, systems, and environmental change (PSE) activities, 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 DE; 2) SNAP-Ed PSE activities; and 3) 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 &amp; 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>

<ul style="list-style-type: none"> <li>• Completing program-related paperwork and reports</li> <li>• Staff training to directly support direct education programming</li> </ul>	
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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. Program Expenses**

\*\*\* Note that expenses previously listed on a separate 'Contracts' tab now go in this section\*\*\*

Postage

Include postage and shipping costs necessary to conduct your program. Ensure postage to ship statewide evaluation surveys back to MFF is included in this budget line item.

Evaluation Services

Include expenses for evaluation consultants. Ensure that evaluation services equate to at least approximately 5% of your overall total budget if your total budget is \$150,000 or greater. MFF will provide evaluation services for organizations that have a total budget less than \$150,000.

**NOTE: The network-wide evaluation strategy for SNAP-Ed funded subrecipients may be adjusted based on the outcomes of the FY 2019 evaluation, as determined by MFF.**

Other Program Expenses

Include all other supplies and services necessary for your program. (See Backgrounder for details pertaining to allowable and unallowable expenses.)

Including supplies and materials necessary to deliver evidence-based programming with fidelity is essential.

- **Program supplies**, materials, and equipment reasonable and necessary to conduct your program can include: curriculum, printing, reproduction of materials, training, food tasting, and equipment with unit costs <\$5,000 (computer, printer, blender, etc.). Ensure that you include costs associated with purchasing surveys from MFF.
- Provide a description of the items and how they support your program objectives.

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.

\*\*\*For each line, be sure to indicate what percentage (if any) is for PSE\*\*\*

**5. Travel**

Description	How to Calculate
Travel rates for SNAP-Ed are available on the MNN website at: <a href="http://michigannutritionnetwork.org/programming-operations-manual/">http://michigannutritionnetwork.org/programming-operations-manual/</a> MFF will reimburse actual costs up to maximum per diem. All meal costs require an overnight stay; no alcohol allowed. Conference/workshop travel will be reviewed for allowability. Please include the reasonable and necessary conferences	<u>Mileage</u> SNAP-Ed mileage rate \$0.580/mile as of January 1, 2019.  MFF will reimburse actual travel costs up to the maximum per diem rates.  -For example, if your agency reimbursed you for mileage at \$0.45/mile, you can

<p>and workshops your SNAP-Ed staff members plan to attend during FY2020.</p> <p><b>MFF/MNN sponsored Choices Conference (encouraged)</b>  Registration fee \$50 per person for grantees. 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><b>SNAP-Ed University (required for 2 staff)</b>  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><b>MFF offers professional development to subrecipients.</b>  Check the MNN website at <a href="http://michigannutritionnetwork.org/training-at-a-glance/">http://michigannutritionnetwork.org/training-at-a-glance/</a> to see the offerings for FY2020 as a guide and budget for travel expenses.</p> <p>Only in-state travel is allowed for MFF subrecipients.</p>	<p>only request reimbursement for that amount.</p> <p>-If your agency reimbursed you for mileage at \$0.75/mile, you can only request reimbursement for \$0.580/mile from MFF, the maximum amount for SNAP-Ed.</p> <p><u>Meals</u>  Use the allowable meal rates to determine meal costs for each person attending a conference/workshop with an overnight stay.</p> <p><u>Lodging</u>  The SNAP-Ed lodging rate is \$85/night (taxes are in addition to this maximum amount).</p>
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**\*\*\*For each line in the top section, be sure to indicate what percentage (if any) for PSE\*\*\***

**6. Administrative/Space/Miscellaneous**

Include administrative, space, and other miscellaneous costs that are reasonable and necessary to support your SNAP-Ed program and that are not included in your indirect cost justification.

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.

**\*\*\*For each line, be sure to indicate what percentage (if any) for PSE\*\*\***