

***Network for a Healthy California (Network)
African American Campaign Faith Projects
Budget Justification Instructions***

Instructions for completing the Budget Justification

A Budget Justification must be submitted for each budget period that your organization is funded to implement an *African American Campaign Faith Project*.

The budget justification template is available in Excel and can be downloaded from the Web site at <http://www.cdph.ca.gov/programs/CPNS/Pages/AACampaignRFA.aspx>

1. List your organization's legal name in the footer at the bottom left of each page.
2. Round off dollars and percentages to the nearest whole number.
3. Use the Budget Justification to reflect your budget amounts. If the space provided for the required information is not sufficient, you can modify the rows to add additional information as needed. (e.g.: additional personnel titles and information). When adding rows or columns to the Excel form please make sure and format the cells, rows and/or columns added.
4. Use a calculator to check total calculations. Do not rely on formulas.
5. Enter Budget items for each of the Budget Justification lines.
6. Space allocation, equipment, and non-program related travel must be prorated by full time equivalent (FTE) when staff person is not dedicating 100% (FTE) to the *Network* contract. If costs are required to be prorated, please provide the basis of the prorating. Example: Project Coordinator is 75% on budget; rent for the space occupied by the Project Coordinator must be prorated based on the (FTE). The *Network* would only reimburse for 75% of the rental costs. If staff is on reduced time base, but dedicated 100% to the *Network* with no other funding source for salary and benefits, prorating is not required.

Budget Line Item Definitions/Information

Contractors should verify with their appropriate fiscal staff that the following *Network* line item definitions are compatible with their internal line item definitions. Accommodations may be made with the *Network* to place expenses in alternative line items to facilitate accurate invoicing. If needed, such accommodations should be requested by the contractor during contract negotiations and prior to finalizing the budget justification.

A. Personnel Salaries: Describe and justify staffing information for each position budgeted. Contract employees or consultants should not be included in this line item. Include all of the following information:

- **Name** - Enter the employee name(s). If there are more than 8 staff per classification, indicate "multiple staff" and the total number of staff in parenthesis. A list of names is not needed, but should be available upon request.

- **Position Title** - Enter the employee's "generic title". This should be one of the titles found on the list of USDA-approved generic position descriptions found in the Budget Justification form.
- If the generic title differs from the employee's official title, list the official title in parenthesis next to the generic title.
- Note: using USDA-approved generic titles and generic position descriptions is not mandatory, but is recommended.
- If a position is not filled, indicate "vacant".

1. **Annual Salary -**

Enter the annual salary used for each employee. When converting a monthly, semi-monthly, weekly or hourly salary to an annual salary please use the standard 52 week year at 2080 hours/year to make the calculation. Calculations should be based on actual salaries.

2. **Total Full Time Equivalent (FTE) Allocated to Network Contract**

Enter the FTE each employee will spend on allowable *Network* activities (e.g., 20 hours of a 40-hour week equals .50 FTE). Please note: Enter this as a decimal not a percentage. (The FTE should be carried to four decimal places).

3. **Percentage FTE Time for Administrative Duties Allocated to Network Contract**

Estimate the percentage of time for each employee that is spent on administrative duties. (The percent of time entered for Administrative Duties + the percent of time entered for Direct Delivery should add up to the percentage of FTE for each position listed.) Please enter as a percentage (i.e., 50% rather than a decimal - .50FTE).

Administrative Duties are expenses related to personnel positions that perform administrative duties (e.g., processing purchase orders, preparing invoices, collecting weekly time logs, and performing general clerical duties, such as answering phones, ordering supplies and preparing correspondence, etc.).

4. **Percentage FTE Time for Direct Delivery Duties Allocated to Network Contract**

Estimate the percentage of time for each employee that is spent on direct delivery or programmatic duties. (The percent of time entered for Administrative Duties + the percent of time entered for Direct Delivery Duties should add up to the percentage of FTE for each position listed.) Please enter as a percentage (i.e. 50% rather than a decimal - .50FTE).

Direct Delivery Duties are expenses related to personnel positions directly engaged in service/program delivery (e.g., nutrition education classes and promotions, food stamp promotion, food demonstrations, community outreach activities, physical activity promotion, nutritional aspects of gardening, etc).

The *Network* is implementing this requirement using the following methodology: if the majority of the activities for the staff person are administrative, i.e. an accounting assistant, then place all that person's FTE allocated to the *Network* contract under "Administrative Duties", if the person is an RD, working as a Project Coordinator, place that person's FTE allocated to the *Network* contract under "Direct Delivery Duties". This methodology must be applied consistently in order to meet USDA's requirement.

Example: if a person is working as a Project Coordinator and dedicating .5 FTE, this should be reflected as 50% Direct Delivery Duties in column # 5. If the person is working as an Administrative Assistant and dedicating .75 FTE, this should be reflected as 75% Administrative Duties in column #4.

Note: The percentages listed under columns 4 (% Administrative Duties) and column 5 (% Direct Delivery Duties) should equal the FTE listed for each employee(s). For example, if a nurse is budgeted at .25 FTE, then we should see 25% listed in the Direct Delivery Duties column for that row. Similarly, if 10 nutrition educators are budgeted for a total of 2.5 FTE, we should see 250% in the Direct Delivery Duties column for that row.

5. **Budget Total Dollars**

For each employee calculate the total amount of dollars allocated. Annual Salary (column 2) multiplied by Total FTE (column 3) = Total Dollars (column 6).

Position Description

Include a brief description of each employee's duties and responsibilities as they relate to allowable nutrition education and physical activity promotion to SNAP-Ed eligibles. There is a list of generic position descriptions approved by USDA in the Budget Justification form.

Next to each position description title, include the corresponding number(s) in parenthesis from each staff listed under the Personnel Salaries line item that the position description applies to. **Please remove any position descriptions that are not applicable to your organization.** If none of the generic position descriptions apply, add a short position description. **The order of personnel listed in the Personnel Salaries line item should correspond directly with the list of position descriptions.** The *Network* recommends the use of these generic position descriptions as well as inserting the actual organization staff title in parenthesis next to the generic position description.

- B. Fringe Benefits:** Fringe Benefits may include expenses such as statutory benefits, a comprehensive benefits package, or other benefits (e.g., medical, dental, vision coverage, long-term disability, accidental death insurance, and a tax-sheltered annuity program). Benefits may be calculated using various rates depending on individual factors. List the type of fringe benefits included in the Fringe Benefit rate. Indicate the fringe benefit percentage used for calculating the fringe benefit line.
- C. Operating Expenses:** Contractors must provide sufficient information on the budget justification to determine that the calculation of SNAP-ED expense was accurate. Operating Expense must be prorated based on FTE of staff incurring the expense. Identify the major areas of operating expenses and provide a detailed cost breakout of these expenses. The detailed cost breakout should include the basis for the calculation. Example: Postage 505 -1000 stamps at 44 cents each for nutrition newsletter to SNAP-Ed eligibles). Operating expenses should be prorated based on the FTE dedicated to SNAP-Ed. Please indicate the percentage by which you are prorating the expense. [Operating Expenses include expenses for routine items such as office supplies, communications (telephone, facsimile, e-mail), postage, overnight mail, routine printing and duplication, and space-rent/lease (include formula for calculating space costs). Indicate the total operating expenses in the Budget column (Note: Non-routine and one-time types of expenses should be budgeted under the "Other Costs" line item.)].
- D. Equipment Expenses:** Describe and itemize any equipment expenses and indicate the staff assigned to the equipment. Equipment is defined as non-expendable property used to conduct eligible nutrition education activities, and includes items such as computers, televisions, VCRs/DVDs, cameras, typewriters, furniture, etc. If your equipment will not be used exclusively for allowable *Network* activities or by a 100% FTE, then the expense must be prorated by FTE to include only the portion related to nutrition education. If prorating, please indicate the percentage by which you are prorating the expense and the staff the equipment is assigned to. The % FTE for the staff must match the prorated % of the cost. Indicate the total equipment expenses in the Budget column.
- E. Travel and Per Diem Expenses:** For each trip, include personnel title and FTE of person(s) traveling, dates of travel, purpose of trip as it pertains to SNAP-Ed scope of work, location and approximate cost. The approximate cost should include an expense breakdown for registration, hotel, mileage, meals, parking, etc. Indicate the travel and per diem expenses in the Budget column. The reimbursable State Department of Personnel Administration (DPA) mileage rate is 50 cents per mile (effective January 1, 2010). Travel and Per Diem expenses included on the Budget may be no greater than the current DPA rates as outlined at <http://www.dpa.ca.gov/jobinfo/statetravel.shtm>.

Staff from your organization should budget for the training opportunities required in Objective 7, Activity 5 of the Scope of Work. The mandatory and optional trainings and meetings described in the activity do not need to be prorated.

Prorate all non-*Network* sponsored travel and per diem by the percentage of FTE for all personnel traveling and again by the percentage of allowable nutrition education and physical activity promotion included in the trip agenda. All non-*Network* sponsored conference/trainings must be prorated, require state approval and are subject to further justification by contractor staff including objective/purpose as it pertains to SNAP-Ed scope of work.

F. Subcontracts: The Subcontractor line is to include both subcontractor and consultant costs. The following information must be provided for the Budget:

- Subcontractor name (if known); list as "TBD" if not known;
- Brief description of services to be provided;
- Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and
- Total costs.

If consultant services or stipends are budgeted, provide the following details:

- Consultant name; list as "TBD" if not known;
- Brief description of services to be provided;
- Basis for the Cost - approximate number of consulting hours and/or days to perform the deliverable that will be contracted for and the hourly/daily rate; and
- Total costs.

Subcontractor/Consultant budgets and budget justifications will be reviewed and approved during contract negotiations with *Network* staff. If the subcontractor/consultant has not been determined, submit the required subcontract information to the *Network* as soon as the agreement is negotiated with contractor but prior to execution, so that *Network* staff can review and approve the subcontract for compliance with USDA, CDPH, and PHI regulations. As required by USDA, prior written authorization is required for all subcontracts. No subcontractor expenses will be paid by the *Network* to the agency unless a fully executed copy of the subcontract has been submitted to the *Network* for review and approval. Attach the subcontractors' budget justification and brief project description as part of the application.

G. Other Costs: This line item includes non-routine, occasional, or one-time expenses such as publications, training, nutrition education materials, and food (for demonstration/taste testing purposes only). Identify the major areas of expense and provide a brief cost breakout of these expenses (e.g., 1,000 flyers @ \$1.00 each = \$1,000). Indicate the other costs expenses in the Budget. If there are nutrition education materials included in the budget, please include the following informational statement under the Other Costs budget line, "Nutrition Education Materials required for the delivery of critical program services which

have prior CDPH approval and must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content.”

H. Indirect Costs: Indirect Costs are defined as expenses not directly or exclusively associated with the project’s deliverables such as overhead or allocated expenses. Examples of overhead or allocated expenses include: administrative personnel, bookkeeping, payroll services, janitorial services, insurance, and audit expenses. Describe briefly the expenses associated with this line item. Calculations should be based on rates as indicated below. Please submit documentation from your fiscal department that supports how the indirect rate was determined and calculated.

- The indirect rate used to calculate this line item should be your organization’s standard indirect rate. If your organization has a federally negotiated indirect cost rate, this must be used.
- If your indirect costs are based on a modified amount, please identify what expenses are not included in your calculations to arrive at your total Indirect Costs amount; and
- For colleges and universities: Since most services take place off-campus, the off-campus rate is considered most appropriate to use. Only if the majority of the nutrition education activities are conducted on campus can the on-campus rate be allowed.

I. Total Expenses: Enter the sum of line items A through H to reflect total expenses.