



# **PUBLIC HEALTH**

**ALWAYS WORKING FOR A SAFER AND  
HEALTHIER WASHINGTON**

# SNAP-Ed

## FY14 Budget Workbook Training

February 20, 2013

# Housekeeping

1. Keep your phone on mute when not speaking.
2. Use the Go-to-Webinar questions box anytime to submit a question or comment.
3. During Q&A Opportunities – Use the question box or raise you hand.
4. When talking to the group remember to:
  - State your name and agency before speaking.
  - Ask questions that will benefit the group.
5. Keep an open-mind.

# Meeting Agenda

- Welcome & Housekeeping
- Anatomy of the Budget Workbook
- Tips for a successful budget
- Resources
- Timeline

# Anatomy of the Budget Workbook

- Staffing
- Contracts Worksheet
- Non-Capital Equipment
- Materials/Goods & Services
- Travel
- Building/ Space Cost Allocation Worksheet
- Local Share Worksheet
- Budget Summary



# Staffing: Salary & Benefits

- Names, position title, & duties
- SNAP-Ed FTE
- Salary
- Benefits
  - Provide calculations used to derive benefit costs.
- Annual Job Salary
  - Total: SNAP-Ed + non SNAP-Ed work

# Questions?

- Raise your hand or enter a question into the chat box.
- Remember to un-mute yourself when it is your turn to talk.



# Contracts Worksheet

- Use if you will be sub-contracting work out.
- If unsure, send a question via the question box or to [snap.ed@doh.wa.gov](mailto:snap.ed@doh.wa.gov)



# Non-Capital Equipment

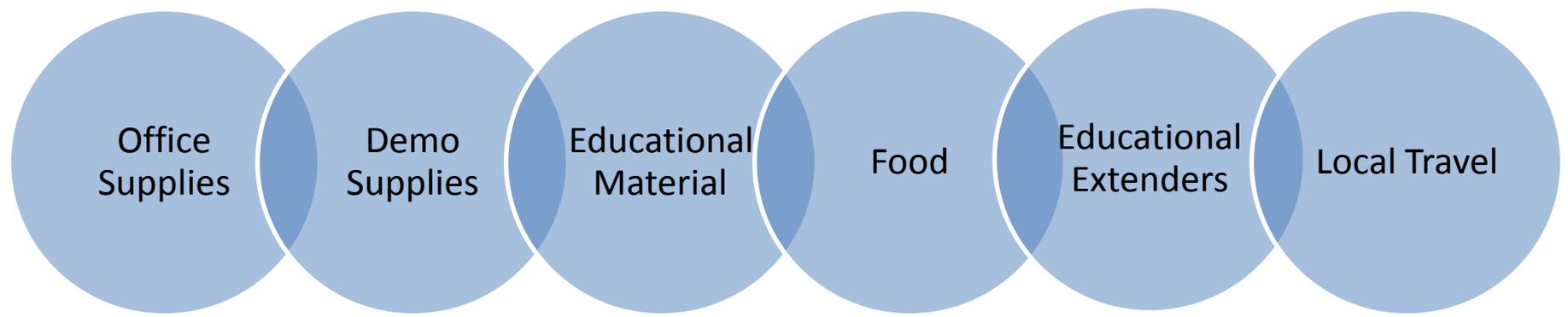
- Any items not consumed, tossed out, or given out.
- Examples could be...
  - Bowls, serving spoons, cutting boards
  - Printer, computer, camera
  - Chair, desk

# Materials/Goods & Services (Examples)

- Office Supplies:
  - Pens, paper, file folders, printer ink
  - Administration of SNAP-Ed and Program needs
- Telephone costs
  - Show how much/month
- Educational Materials
  - Books, curriculum, games, handouts, posters
- Information Services
  - Internet charges
- Demo Supplies, Food for Demo. Educational Extenders(see extra spreadsheets)
- Other
  - Translation services, insurance



# New Worksheets



# Travel

Place  
Holders:  
please enter  
\$0

Quarterly Report Form  
Training

Fiscal Training

Regional Training

Local  
Mileage, use  
\$0.565

Use the detail  
travel worksheet  
to figure local  
mileage;

how many classes  
per location x how  
many miles round  
trip

# Questions?

- Raise your hand or enter a question into the chat box.
- Remember to un-mute yourself when it is your turn to talk.



# Building/Space Cost Allocation

Option 1

- Based on actual costs.

Option 2

- Based on estimated costs.

See Building/Space Cost Allocation worksheet for calculations.  
Contact the SNAP-Ed mailbox if your agency uses another formula.



# Local Share Worksheet

- Not required, but encouraged
- Only include eligible costs
- Helps USDA see the REAL cost of your SNAP-Ed program.
- Keep back-up documentation on file, in the event of an audit.

# Budget Summary

- All totals will carry forward
- Enter the Indirect Rate onto line 11
  - Automatically applies to Total Direct Costs, line 10
  - If your indirect rate doesn't apply to all budget line items, please contact the SNAP-Ed E-mailbox for an adjusted budget summary sheet.

# Indirect Cost

- Indicate the percentage rate
- Use the rate approved by your cognizant authority
- The rate must be valid for the time period of the SNAP-Ed contract
- Required: submit a copy of your agency's Indirect Cost Plan
- Max Indirect Rate is 26%

Show your math

Be realistic

Tips for  
Success

Use the resources  
provided (USDA  
Guidance & DOH  
guidance)

Use extra worksheets  
provided

# Resources

- Allowable vs Unallowable costs (pg 54-57)
- Financial & Cost Policy Supplement (pg 93-100)
- Reasonable and Necessary (pg47-48)

## SNAP-Ed Guidance

## Budget Guidance

- DOH prepared document on how to complete budget workbook

# Timeline

- Letter of Intent Due - February 25<sup>th</sup>
- Applications Due - April 22<sup>nd</sup>
- Application Content Review- April 23<sup>rd</sup>
- Preliminary Funding Awards - Week of May 6<sup>th</sup>
- Finalize Application details for USDA – May and June
- Submit Applications to DSHS & USDA – June 25<sup>th</sup>

### Final Q&A

- Please raise your hand & we will un-mute your line.

### Thank you for joining our call today.

- You are free to depart our call at any time. If you have additional questions or comments, please send them to:  
[snap.ed@doh.wa.gov](mailto:snap.ed@doh.wa.gov)
- You will receive one final e-survey, please complete it to aid us in future webinars.

### Final Reminders

- Letter of Intent is due February 25
- Application is due April 22
- Check the SNAP-Ed website for updated FAQs
- Other updates will be sent out via email from the SNAP-Ed mailbox