



EFNEP Budget Sheet Instructions

Stephanie M. Blake,
EFNEP Program Specialist

April 2012

National Institute of Food and Agriculture | www.nifa.usda.gov

Visit the EFNEP FGO Webpage

EFNEP FGO Webpage -
http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html

National Institute of Food and Agriculture | www.nifa.usda.gov

Review Budget Justification Instructions



National Institute of Food and Agriculture | www.nifa.usda.gov

Review Budget Justification Instructions

- Click on Budget Justification “Instructions”
- Review budget category descriptions
- Pay particular attention “Equipment”
- Consider your expenditures and where they fit

National Institute of Food and Agriculture | www.nifa.usda.gov

Obtain a Copy of the Budget Sheet



National Institute of Food and Agriculture | www.nifa.usda.gov

Obtain a Copy of the Budget Sheet

- Click on “Budget Spreadsheet (excel)”
- Select to save the file to your computer

National Institute of Food and Agriculture | www.nifa.usda.gov

Find your Current Allocation Amount



National Institute of Food and Agriculture | www.nifa.usda.gov

Find your Current Allocation Amount

- Click on FGO “Application Package and Instructions”
- Click on “Download Application Instructions” at the bottom of the page
- Go to the Appendix to find your current allocation amount

National Institute of Food and Agriculture | www.nifa.usda.gov

Open the Budget Sheet

COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT Expanded Food and Nutrition Education Program (EFNEP)							
1	A	B	C	D	E	F	G
2							
3							
4	State:				Estimated Carryover		
5	Institution:				Current Allocation		
6	Fiscal Year Ending September 30,				Total Funds Available	\$	
7							
8							
9							
10							
11	COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION						
12	EFNEP Funding	Salaries		Additional Expenses			Other
13		FTE	Amount	Travel	Equipment	Expenses	Total Amount
14	Professional						\$
15	Paraprofessional/Technical						\$
16	Clerical & Secretarial						\$
17	TOTAL	8.8	\$	-	\$	-	\$
18							
19	Other Sources of Funding (university, county, non fee, etc.)						
20							\$
21							\$
22							\$
23							\$
24							\$
25							\$
26							\$
27	TOTAL OTHER FUNDS	8.8	\$	-	\$	-	\$
28	TOTAL ALL FUNDS	8.8	\$	-	\$	-	\$
29							
30	Approved:						(Date)
31							
32							

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter your State: cell C5

COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT Expanded Food and Nutrition Education Program (EFNEP)							
1	A	B	C	D	E	F	G
2							
3							
4	State:				Estimated Carryover		
5	Institution:				Current Allocation		
6	Fiscal Year Ending September 30,				Total Funds Available	\$	
7							
8							
9							
10							
11	COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION						
12	EFNEP Funding	Salaries		Additional Expenses			Other
13		FTE	Amount	Travel	Equipment	Expenses	Total Amount
14	Professional						\$
15	Paraprofessional/Technical						\$
16	Clerical & Secretarial						\$
17	TOTAL	8.8	\$	-	\$	-	\$
18							
19	Other Sources of Funding (university, county, non fee, etc.)						
20							\$
21							\$
22							\$
23							\$
24							\$
25							\$
26							\$
27	TOTAL OTHER FUNDS	8.8	\$	-	\$	-	\$
28	TOTAL ALL FUNDS	8.8	\$	-	\$	-	\$
29							
30	Approved:						(Date)
31							
32							

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter your Institution: cell C6

COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT Expanded Food and Nutrition Education Program (EFNEP)							
1	A	B	C	D	E	F	G
2							
3							
4	State:				Estimated Carryover		
5	Institution:				Current Allocation		
6	Fiscal Year Ending September 30,				Total Funds Available	\$	
7							
8							
9							
10							
11	COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION						
12	EFNEP Funding	Salaries		Additional Expenses			Other
13		FTE	Amount	Travel	Equipment	Expenses	Total Amount
14	Professional						\$
15	Paraprofessional/Technical						\$
16	Clerical & Secretarial						\$
17	TOTAL	8.8	\$	-	\$	-	\$
18							
19	Other Sources of Funding (university, county, non fee, etc.)						
20							\$
21							\$
22							\$
23							\$
24							\$
25							\$
26							\$
27	TOTAL OTHER FUNDS	8.8	\$	-	\$	-	\$
28	TOTAL ALL FUNDS	8.8	\$	-	\$	-	\$
29							
30	Approved:						(Date)
31							
32							

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter the Fiscal Year: cell E7

COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT Expanded Food and Nutrition Education Program (EFNEP)							
1	A	B	C	D	E	F	G
2							
3							
4	State:				Estimated Carryover		
5	Institution:				Current Allocation		
6	Fiscal Year Ending September 30,				Total Funds Available	\$	
7							
8							
9							
10							
11	COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION						
12	EFNEP Funding	Salaries		Additional Expenses			Other
13		FTE	Amount	Travel	Equipment	Expenses	Total Amount
14	Professional						\$
15	Paraprofessional/Technical						\$
16	Clerical & Secretarial						\$
17	TOTAL	8.8	\$	-	\$	-	\$
18							
19	Other Sources of Funding (university, county, non fee, etc.)						
20							\$
21							\$
22							\$
23							\$
24							\$
25							\$
26							\$
27	TOTAL OTHER FUNDS	8.8	\$	-	\$	-	\$
28	TOTAL ALL FUNDS	8.8	\$	-	\$	-	\$
29							
30	Approved:						(Date)
31							
32							

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter Estimated Carryover: cell H5

The screenshot shows the 'COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT' for 'Expanded Food and Nutrition Education Program (EFNEP)'. In the 'State/Institution' section, 'Estimated Carryover' is entered in cell H5. Below this is a table for 'COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION' with columns for 'EFNEP Funding', 'Salaries', and 'Additional Expenses'.

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter Current Allocation*: cell H6

The screenshot shows the same budget statement as above, but with 'Current Allocation' entered in cell H6. A note at the bottom states: '*Current allocation amount can be found in the Appendix of the FGO Application Instructions'.

National Institute of Food and Agriculture | www.nifa.usda.gov

Verify that Total Funds Available Calculated Automatically*: cell H7

The screenshot shows the budget statement with 'Total Funds Available' calculated in cell H7. A note at the bottom states: '*If total does not calculate automatically, enter the total amount'.

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter Professional FTE*, Salary and Additional Expenses: cells C14-G14

The screenshot shows the budget statement with the 'Professional' row highlighted in yellow. A note at the bottom states: '*FTE stands for Full Time Equivalent. One FTE = 2080 hrs. per year'.

National Institute of Food and Agriculture | www.nifa.usda.gov

Verify that Professional Total Amount Calculated Automatically: cell H14

The screenshot shows the budget statement with the total amount for the 'Professional' row calculated in cell H14. A note at the bottom states: '*If total does not calculate automatically, enter the total amount'.

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter Paraprofessional FTE*, Salary and Additional Expenses: cells C15-G15

The screenshot shows the budget statement with the 'Paraprofessional' row highlighted in yellow. A note at the bottom states: '*FTE stands for Full Time Equivalent. One FTE = 2080 hrs. per year'.

National Institute of Food and Agriculture | www.nifa.usda.gov

Verify that Paraprofessional Total Amount Calculated Automatically*: cell H15

The screenshot shows a budget spreadsheet with columns A through H. Row 13 is labeled 'Paraprofessional' and row 14 is 'Paraprofessional/Technical'. Row 15 is 'Clerical & Secretarial'. Row 16 is 'TOTAL'. The 'Total Amount' column (H) shows values for each row. Cell H15 is highlighted in yellow, indicating the total amount for Paraprofessionals.

*If total does not calculate automatically, enter the total amount

! Paraprofessional Total must be at least 60% of Total Funds Available

(see Policy: <http://www.nifa.usda.gov/nea/food/efnep/pdf/program-policy.pdf>)

To calculate % of funds allocated in support of paraprofessional staff: divide the "Total Amount" for Paraprofessionals by the "Total Funds Available"

Hint: Cell I15 ("eye"15) automatically calculates the above value. If cell I15 is less than 60% it will turn red indicating the budget needs to be revised

Enter Clerical & Secretarial FTE*, Salary and Additional Expenses: cells C16-G16

The screenshot shows the same budget spreadsheet as above. Row 16 is highlighted in yellow, indicating the entry for Clerical & Secretarial staff. The columns for FTE, Amount, Travel, Equipment, Expenses, and Total Amount are visible.

*FTE is Full Time Equivalent (FTE). One FTE = 2080 hrs. per year

Verify that Clerical & Secretarial Total Amounts Calculated Automatically*: cell H16

The screenshot shows the budget spreadsheet with row 16 highlighted in yellow. Cell H16 is highlighted in yellow, indicating the total amount for Clerical & Secretarial staff.

*If total does not calculate automatically, enter the total amount

Verify that Column Totals Calculated Automatically*: cells C17-H17

The screenshot shows the budget spreadsheet with row 17 highlighted in yellow. This row contains the column totals for FTE, Amount, Travel, Equipment, Expenses, and Total Amount.

*If totals do not calculate automatically, enter the total amounts

Verify that cell H7 Total Funds Available Equals cell H17 Total Amount

The screenshot shows the 'COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT' for the 'Expanded Food and Nutrition Education Program (EFNEP)'. In the 'Other Sources of Funding' section, cell H7 (Total Funds Available) and cell H17 (Total Amount) are highlighted in yellow, indicating that they do not match.

National Institute of Food and Agriculture | www.nifa.usda.gov

Verify that cell H7 Total Funds Available Equals cell H17 Total Amount

Hint: If your Total Funds Available does not equal your Total Amount, cell H17 will turn yellow and you will get a red message in cell I17 ("eye" 17) indicating "Your total funds available do not equal your total".

National Institute of Food and Agriculture | www.nifa.usda.gov

List Other Sources of EFNEP Funding

The screenshot shows the 'Other Sources of Funding' section of the budget spreadsheet. An orange arrow points to row 20, indicating where to list other funding sources.

National Institute of Food and Agriculture | www.nifa.usda.gov

Name Other Sources of Funding: cells A20-A26 (add rows as needed*)

The screenshot shows the 'Other Sources of Funding' section of the budget spreadsheet. An orange arrow points to the rows labeled A20 through A26, indicating where to name the funding sources.

National Institute of Food and Agriculture | www.nifa.usda.gov

Enter FTE, Salary, and Additional Expenses for Other Sources of Funding: cells C20-G26

The screenshot shows the 'Other Sources of Funding' section of the budget spreadsheet. An orange arrow points to the columns labeled C20 through G26, indicating where to enter FTE, Salary, and Additional Expenses.

National Institute of Food and Agriculture | www.nifa.usda.gov

Verify that Other Sources of Funding Total Amounts Calculated Automatically: cells H20-H26

The screenshot shows the 'Other Sources of Funding' section of the budget spreadsheet. An orange arrow points to the columns labeled H20 through H26, indicating where the total amounts for each funding source are calculated automatically.

National Institute of Food and Agriculture | www.nifa.usda.gov

Verify that Totals for Other Funds Calculated Automatically: cells C27-H27

*If total does not calculate automatically, enter the total amount.
 ! If rows are added/formulas to calculate totals may need to be adjusted

Verify that Totals for All Funding Sources Calculated Automatically: cells C28-H28

*If total does not calculate automatically, enter the total amount

Obtain a Signature from your Extension Director or Administrator

! The Budget Sheet must be signed by your Extension Director or Administrator.

Prepare the Budget Justification

- Follow the Budget Justification Instructions
- Make sure the Budget Justification aligns with the Budget Sheet.

Check Your Work

Nutrition
 EFNEP Formula Grant Opportunity (FGO)
 Formula Grant Opportunity (FGO)
 • EFNEP 2012 FGO
 • Application Package and Instructions
 • FGO Overview and General Reporting Information
EFNEP Specific Reporting Requirements
 • Checklist to Avoid Common Errors
 • FGO FPG
 • Instructions
 • Templates
 • Delivery Sites/Locations Chart (word)
 • Training Webinars
 • System Plan: Presentation | Handout of Slides
 • Program Priorities: Presentation | Handout of Slides
 • Annual Update
 • Cover Sheet and Instructions
 • Budget Sheet
 • Instructions
 • Budget Spreadsheet (excel)
 • Allowable and Unallowable Expenses - Administrative Manual for the Smith-Lever Act
 • Budget Justification
 • Instructions
 • Frequently Asked Questions

Check Your Work

- Click on “Checklist to Avoid Common Errors”
- Go through the checklist
- Make revisions to the budget and budget justification as needed

National Institute of Food and Agriculture | www.nifa.usda.gov

Save and Submit

- Save the budget files as PDF documents using Adobe 8.1.1 or higher.
- Review the FGO “Application Instructions” for submission information

National Institute of Food and Agriculture | www.nifa.usda.gov

Contact NIFA for Additional Information

Stephanie M. Blake
Program Specialist, NIFA
sblake@nifa.usda.gov
202-720-6079

Helen Chipman
National Program Leader, NIFA
hchipman@nifa.usda.gov
202-720-8067

National Institute of Food and Agriculture | www.nifa.usda.gov