

BIOENERGY, CLIMATE AND ENVIRONMENT
FOOD PRODUCTION AND SUSTAINABILITY
YOUTH, FAMILY AND COMMUNITY
FOOD SAFETY AND NUTRITION
INTERNATIONAL PROGRAMS
OFFICE OF GRANTS AND FINANCIAL MANAGEMENT

USDA NIFA

WebNEERS Training:
EFNEP Budget & Budget
Justification Training





Final Budgets

- Final Budgets are due 45 days after announcement of final allocation.
- Previous Preliminary or Final Budget can be transferred forward as a template to the next required budget
 - Please ensure all necessary information is updated and accurate
- Sufficient details are needed in the body of each section, including totals, calculations and justification for the expenses. Budgets lacking details will be returned.

Expectations/Avoiding Common Mistakes



EFNEP Core information

- Created on EFNEP Final Budget
- Verify Correct Information for:
 - Fiscal Year
 - Equipment
 - Allocation Amount
 - Carryover



Resources for Allowable Expenses

1. EFNEP policy guidelines (funds support program priorities and policies)
2. NIFA Policy Guide (EFNEP and Smith-Lever information, as appropriate)) <http://nifa.usda.gov/policy-guide>
3. RFA (annual conference requirement and appendix A)
4. Smith-Lever Act
5. OMB circular A-21



EFNEP Budget Justification

- Expenses are:
 - Allowable
 - Broken Down by Staff Type
 - Proportionate Distribution of Expense Relative to EFNEP
 - Sufficiently Explained
- Includes travel funds for National Conference



Avoiding Common Mistakes

- ✓ Make sure your math adds up
- ✓ If you have one number duplicated in multiple spots, make sure you update all occurrences. Be consistent.
- ✓ Include sufficient and clear information so that reviewer can tell how you did your calculation.
- ✓ Include necessary rates (ex. Mileage, per diem, fringe)
- ✓ Make sure all expenses are allowable.
- ✓ Make sure technology expenses follow Federal and University/Partner Policy.
- ✓ Ensure expenses are in the correct category.
- ✓ Ensure funds are being spent down (and follow first-in first-out).

How to draft in WebNEERS and submit



Start your Final Budget Draft in WebNEERS

https://www.webneers.net/user/login?return_url=/

To start your Final Budget draft, you have two options:

1. Transfer prior preliminary budget
2. Start a new draft



Start as an Institute
User on the home page.

Select Manage Budget

The screenshot shows the WebNEERS home page interface. The browser address bar displays 'webneers.net/?logs%5B0%5D%5Btype%5D=alert&logs%5B0%5D%5Bmessage%5D=Successfully+changed+to+institute+access&logs'. The page header includes the WebNEERS logo, user information (efnepconf@gmail.com), and navigation links like 'Help', 'WebNEERS Manuals', and 'Logout'. A dropdown menu shows 'Federal Test Institute' and '2020'. The main content area is divided into several sections:

- Annual Update/5-Year Plan:** Contains buttons for 'Manage Annual Update / 5-Year Plan', 'Manage Program Impacts', 'Manage Budget' (circled in blue), 'Manage Delivery Sites and Partnerships', 'Manage Community Partnership Impacts', and 'Manage Settings and Sectors: Policy, Systems and Environmental (PSE) Change'.
- Questionnaires:** Sub-sections for 'Adult' (Manage Adult Questionnaires, Manage Adult Questions) and 'Youth' (Manage Youth Questionnaires, Manage Youth Questions).
- Reports:** Lists reports for 'Adult' (Adult Questionnaire Report, Youth Questionnaire Report, Adult Question List Report, Youth Question List Report, Adult Question Detail Report, Youth Question Detail Report) and 'Youth'.
- Summary Reports:** Sub-sections for 'Adult' (Adult Summary, Adult Diet Summary, Adult Questionnaire Summary), 'Youth' (Youth Summary, Youth Questionnaire Summary), and 'Staff' (Staff Summary).
- Browse:** Sub-section for 'Adult' (Browse Adult Summary, Browse Adult Diet Summary, Browse Adult Questionnaire Summary).
- Setup:** Sub-sections for 'Adult' (Adult Subgroups, Adult Groups, Adult Filters, Adult Public Assistance, Food Tags) and 'Youth' (Youth Subgroups).
- Users:** Buttons for 'View Users', 'Add User', and 'View Pending Users'.
- Institute Regions:** Buttons for 'Manage Regions' and 'Add Region'.
- Coordinator:** Buttons for 'Manage Coordinator Data' and 'View Coordinator List'.
- Reporting Years:** Buttons for 'Manage Reporting Years', 'Manage Reporting Dates', and 'View Feedback Report'.
- Tables:** Buttons for 'Table Version Info', 'View Foods', 'Daily Recommendations', and 'Recommended Calories'.



Option 1: If you have minor changes from prior year's preliminary budget, you can transfer prior preliminary budget

- Find approved prior year preliminary budget
- Transfer to final budget

Transfer to
next Fiscal
Year

Prior Fiscal
Year

WebNEERS (24:39) x +

webneers.net/budgets

Help WebNEERS Manuals efneconf@gmail.com (Institute User) Switch to Region Access 24:39 Logout

<< Back Home >> View Budgets

Federal Test Institute 2020

PRELIMINARY FINAL

+ Add Preliminary Budget

SEARCH: [] SHOW 10 ENTRIES

Manage	Name	Status	Fiscal Year	Created By	Date Created
[Transfer]	Test Prelim Budget Copied On 04/13/2020 Migrated On 04/13/2020	Draft	2020	dsbatem@clemsn.edu	April 13, 2020
[Transfer]	Test 2019 Budget Final Migrated On 04/13/2020	Draft	2020	dsbatem@clemsn.edu	April 13, 2020
[Transfer]	Transfer Test Migrated On 04/23/2020	Draft	2020	efneconf@gmail.com	April 23, 2020
[Transfer]	Transfer Test Migrated On 04/23/2020	Draft	2020	efneconf@gmail.com	April 23, 2020

SHOWING 1 TO 4 OF 4 ENTRIES

Home Settings Logout

Developed by the Youth Learning Institute

Version: 1.3

OMB Number: 0524-0044 (expires: 03/31/2023)

Type here to search

9:05 PM 4/14/2021



Option 2: If you have major changes from prior year's preliminary budget, then start a new draft.

- Enter the Final Budget tab
- Add Final Budget

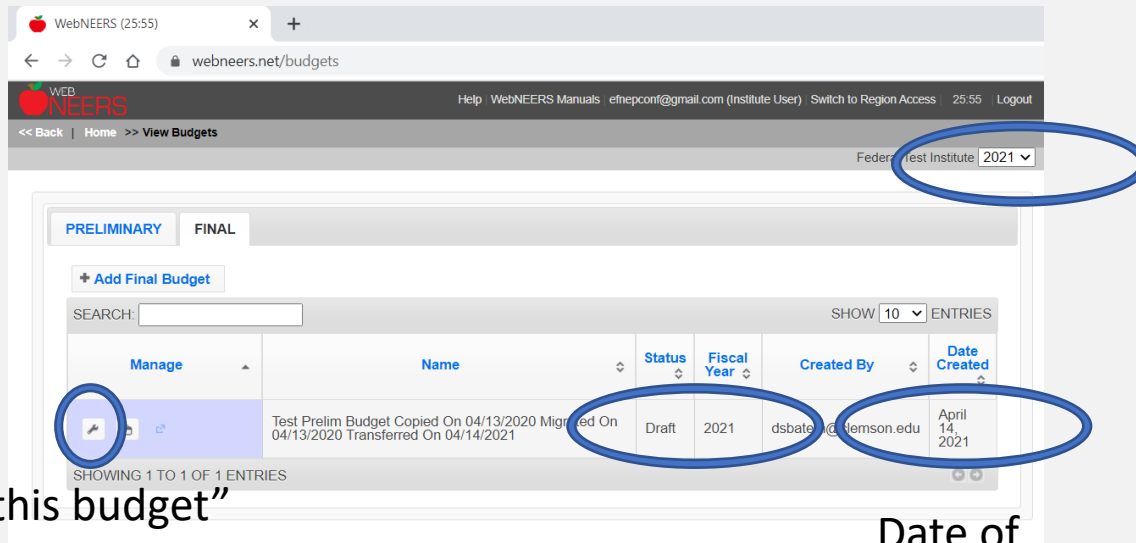
The screenshot shows the WebNEERS interface. At the top, there's a navigation bar with 'Federal Test Institute' and a dropdown menu set to '2021'. Below this, there are two tabs: 'PRELIMINARY' and 'FINAL'. The 'FINAL' tab is active. A blue circle highlights the '+ Add Final Budget' button. Below the button is a search bar and a 'SHOW 10 ENTRIES' dropdown. A table displays budget entries with columns for 'Manage', 'Name', 'Status', 'Fiscal Year', 'Created By', and 'Date Created'. One entry is visible: 'Test Prelim Budget Copied On 04/13/2020 Migrated On 04/13/2020 Transferred On 04/14/2021', with a status of 'Draft', fiscal year of '2021', and created by 'dsbatem@clemson.edu' on 'April 14, 2021'. At the bottom, it says 'SHOWING 1 TO 1 OF 1 ENTRIES'.

Current Fiscal Year



In either case you now have a Final Budget Draft

- Next click edit this budget



Current Fiscal Year

“Edit this budget”

2021 Draft

Date of migration



Edit the Budget Name

WebNEERS (29:56) x +

webneers.net/budget/638

Help WebNEERS Manuals efneconf@gmail.com (Institute User) 29:56 Logout

<< Back | Home >> View Budgets >> Edit Budget

Test Prelim Budget Copied On 04/13/2020 Migrated On 04/13/2020 Transferred On 04/14/2021 [Edit Name](#) Update the Budget Name

Type: Final Status: Draft Role: User Contact Support Print PDF

\$0 Professional
\$0.01 Est. 2020 Carryover [Edit](#) ? \$0.01 Paraprofessional
\$0 Allocation \$0 Administrative
+\$0.01 Total Funds Available ? **-\$0.01 Total Direct Costs**

\$0
to be budgeted

Direct Costs ?

	Professional	Paraprofessional	Administrative	Total
Personnel ?				
FTE		0	0	0
Salary		\$0	\$0.01	\$0.01
Fringe		\$0	\$0	\$0
Additional Expenses				
Travel ?	\$0	\$0	\$0	\$0
Equipment ?	\$0	\$0	\$0	\$0
Supplies ?	\$0	\$0	\$0	\$0
Other ?	\$0	\$0	\$0	\$0

[Save Draft](#) [Submit Budget](#)



Check Carryover and Allocation

- Update the Carryover
- Verify your Allocation

The screenshot shows the WebNEERS interface for editing a budget. The main header displays "Test Institute Final Budget FY 2021" with an "Edit Name" button. Below this, there are buttons for "Save Draft" and "Submit Budget". The budget summary shows:

- Est. 2020 Carryover: \$0.01 (with an "Edit" button circled in blue)
- Allocation: \$0
- + \$0.01 Total Funds Available** (with a question mark icon)
- Professional: \$0
- Paraprofessional: \$0.01
- Administrative: 0
- \$0.01 Total Direct Costs**

A green callout box indicates "\$0 to be budgeted". Below the summary is a table for "Direct Costs" with columns for Professional, Paraprofessional, Administrative, and Total.

	Professional	Paraprofessional	Administrative	Total
Personnel				
FTE		0	0	0
Salary		\$0	\$0.01	\$0.01
Fringe		\$0	\$0	\$0
Additional Expenses				
Travel		\$0	\$0	\$0
Equipment		\$0	\$0	\$0
Supplies		\$0	\$0	\$0
Other		\$0	\$0	\$0
Direct Costs	\$0	\$0.01	\$0	\$0.01
Projected Carryover	\$0	\$0	\$0	\$0
Direct Costs + Carryover	\$0	\$0.01	\$0	\$0.01

At the bottom, there is a section for "Other Sources of Funding" with an "Add New" button.



If you have questions, check the (?)

Direct Costs (?) Every (?) has hover text that may be useful

	Professional	Paraprofessional	Administrative	Total
Personnel (?)				
FTE	0	0	0	0
Salary	\$0	\$0.01	\$0	\$0.01
Fringe	\$0	\$0	\$0	\$0
Additional Expenses				
Travel (?)	\$0	\$0	\$0	\$0
Equipment (?)	\$0	\$0	\$0	\$0
Supplies (?)	\$0	\$0	\$0	\$0
Other (?)	\$0	\$0	\$0	\$0
Direct Costs (?)	\$0	\$0.01	\$0	\$0.01
Projected Carryover (?)	\$0	\$0	\$0	\$0
Direct Costs + Carryover (?)	\$0	\$0.01	\$0	\$0.01
Other Sources of Funding Add New (?)				



Budget Categories

- The budget is split into
 - Personnel,
 - Additional Expenses, which includes
 - Travel,
 - Equipment,
 - Supplies
 - Other
- Each category has Professional, Paraprofessional and Administrative section.

Direct Costs [?]				
	Professional	Paraprofessional	Administrative	Total
Personnel [?]				
FTE		0	0	0
Salary		\$0	\$0.01	\$0
Fringe		\$0	\$0	\$0
Additional Expenses				
Travel [?]		\$0	\$0	\$0
Equipment [?]		\$0	\$0	\$0
Supplies [?]		\$0	\$0	\$0
Other [?]		\$0	\$0	\$0
Direct Costs [?]		\$0	\$0.01	\$0
Projected Carryover [?]		\$0	\$0	\$0
Direct Costs + Carryover [?]		\$0	\$0.01	\$0
Other Sources of Funding Add New [?]				

Every entry field must have text. If a space is intentionally left blank, type "NA" or "No expense to report."



Budget Categories

- Under Personnel budget information
 - **FTE** (Full-Time-Equivalents)-How many staff, what position, what FTE, and what this person does for EFNEP (justification)
 - **Salary**-salary or hourly wage information and calculation. If hourly include number of hours.
 - **Fringe**-non-salary expenses ex. fringe rate/costs and calculation

Direct Costs ?				
	Professional	Paraprofessional	Administrative	Total
Personnel ?				
FTE		0	0	0
Salary		\$0	\$0.01	\$0
Fringe		\$0	\$0	\$0
Additional Expenses				
Travel ?		\$0	\$0	\$0
Equipment ?		\$0	\$0	\$0
Supplies ?		\$0	\$0	\$0
Other ?		\$0	\$0	\$0
Direct Costs ?	\$0	\$0.01	\$0	\$0.01
Projected Carryover ?	\$0	\$0	\$0	\$0
Direct Costs + Carryover ?	\$0	\$0.01	\$0	\$0.01
Other Sources of Funding Add New ?				

Every entry field must have text. If a space is intentionally left blank, type "NA" or "No expense to report."



Important information

- If personnel or expenses are split with other programs, ensure EFNEP cost is proportionate to EFNEP effort. Provide the time or percentage dedicated to EFNEP.
- Include detailed math that can be verified.
- Suggestion: Don't duplicate data, if data needs updated/edited it's easy to miss that it was placed under both FTE and Fringe. Put information where it is needed.

Direct Costs ?					
	Professional	Paraprofessional	Administrative	Total	
Personnel ?					
FTE		0	0	0	
Salary		\$0	\$0.01	\$0	\$0.01
Fringe		\$0	\$0	\$0	\$0
Additional Expenses					
Travel ?		\$0	\$0	\$0	\$0
Equipment ?		\$0	\$0	\$0	\$0
Supplies ?		\$0	\$0	\$0	\$0
Other ?		\$0	\$0	\$0	\$0
Direct Costs ?	\$0	\$0.01	\$0	\$0.01	
Projected Carryover ?	\$0	\$0	\$0	\$0	
Direct Costs + Carryover ?	\$0	\$0.01	\$0	\$0.01	
Other Sources of Funding Add New ?					

Every entry field must have text. If a space is intentionally left blank, type "NA" or "No expense to report."



Enter your information into the correct respective entry field. You cannot submit until all money is budgeted

WebNEERS (21:44) | webneers.net/budget/638

Help | WebNEERS Manuals | efneconf@gmail.com (Institute User) | 21:43 | Logout

<< Back | Home >> View Budgets >> Edit Budget

Test Institute Final Budget FY 2021 [Edit Name](#)

Type: Final | Status: Draft | Role: User | Contact Support | Print PDF

[Save Draft](#) [Submit Budget](#)

\$0 Professional
\$0.01 Est. 2020 Carryover [Edit](#) [?](#) \$0.01 Paraprofessional
\$0 Allocation \$0 Administrative
+\$0.01 Total Funds Available [?](#) **-\$0.01 Total Direct Costs**

\$0 to be budgeted

Direct Costs ?				
	Professional	Paraprofessional	Administrative	Total
Personnel ?				
FTE		0	0	0
Salary		\$0	\$0.01	\$0
Fringe		\$0	\$0	\$0
Additional Expenses				
Travel ?	\$0	\$0	\$0	\$0
Equipment ?	\$0	\$0	\$0	\$0
Supplies ?	\$0	\$0	\$0	\$0
Other ?	\$0	\$0	\$0	\$0
Direct Costs ?	\$0	\$0.01 i	\$0	\$0.01
Projected Carryover ?	\$0	\$0	\$0	\$0
Direct Costs + Carryover ?	\$0	\$0.01	\$0	\$0.01

Fringe		Total
		\$0
Professional	<input type="text" value="\$0.00"/>	\$0.00
Paraprofessional	<input type="text" value="\$0.00"/>	\$0.00
Administrative	<input type="text" value="\$0.00"/>	\$0.00

Other Sources of Funding [Add New](#) [?](#)



Once you have entered all of your expenses, any remainder may be put into carryover

The screenshot shows the WebNEERS interface for editing a budget. The main summary table is as follows:

Professional	\$0			
Paraprofessional	\$0.01			
Administrative	\$0			
Total Funds Available	+\$0.01			
Total Direct Costs		-\$0.01		

A green callout box highlights the \$0.01 difference, stating "\$0 to be budgeted".

The 'Projected Carryover' modal is open, showing:

- Projected Carryover: \$0
- Carryover Ratio: Please add direct costs in order to calculate carryover ratio.
- Carryover Justification: A text area with a placeholder "Insert text here...".
- Professional: \$0.00
- Paraprofessional: \$0.00
- Administrative: \$0.00

WebNEERS will calculate your **carryover** rate and give specific instructions

- **Less than 100%**-brief justification
- **Between 101 and 150%**-detailed justification
- **More than 150%**- detailed justification and a NIFA approved spend-down plan required



Leverage other sources of funding to complement EFNEP funding

- Add New Other Sources of Funding

Example, do you have a county partner that pays half of a paraprofessional's salary?

The screenshot shows the WebNEERS interface for editing a budget. The budget title is "Test Institute Final Budget FY 2021". The status is "Draft" and the role is "User". The interface displays a table for "Additional Expenses" and a summary section for "Direct Costs" and "Other Sources of Funding".

Category	Amount	Amount	Amount	Amount
Professional	\$0			
Paraprofessional	\$0.01			
Administrative	\$0			
+ \$0.01 Total Funds Available				
- \$0.01 Total Direct Costs				
FTE	0	0	0	0
Salary	\$0	\$0.01	\$0	\$0.01
Fringe	\$0	\$0	\$0	\$0
Additional Expenses				
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Direct Costs	\$0	\$0.01	\$0	\$0.01
Projected Carryover	\$0	\$0	\$0	\$0
Direct Costs + Carryover	\$0	\$0.01	\$0	\$0.01
Other Sources of Funding Add New				



When you've entered all necessary information Submit Budget

WebNEERS (26:26) | webneers.net/budget/638

Help | WebNEERS Manuals | efneprconf@gmail.com (Institute User) | 26:26 | Logout

<< Back | Home >> View Budgets >> Edit Budget

Test Institute Final Budget FY 2021 [Edit Name](#)

Type: Final | Status: Draft | Role: User | Contact Support | Print PDF

[Save Draft](#) [Submit Budget](#)

\$0.01 Est. 2020 Carryover [Edit](#) [?](#) | \$0 Professional
\$0 Allocation | \$0.01 Paraprofessional
+\$0.01 Total Funds Available [?](#) | -\$0.01 Total Direct Costs

\$0 to be budgeted

Direct Costs [?](#)

	Professional	Paraprofessional	Administrative	Total
Personnel ?				
FTE		0	0	0
Salary		\$0	\$0.01	\$0
Fringe		\$0	\$0	\$0
Additional Expenses				
Travel ?	\$0	\$0	\$0	\$0
Equipment ?	\$0	\$0	\$0	\$0
Supplies ?	\$0	\$0	\$0	\$0
Other ?	\$0	\$0	\$0	\$0
Direct Costs ?	\$0	\$0.01	\$0	\$0.01
Projected Carryover ?	\$0	\$0	\$0	\$0
Direct Costs + Carryover ?	\$0	\$0.01	\$0	\$0.01

Other Sources of Funding [Add New](#) [?](#)



Enter your Extension Director or Extension Administrator's email for institution approval. WebNEERS will send them a direct email. You please send them an email as well asking them to check their inbox and junkmail.

WebNEERS (25:02) x +

webneers.net/budget/638

Help WebNEERS Manuals efneprconf@gmail.com (Institute User) 25:02 Logout

<< Back Home >> View Budgets >> Edit Budget

Test Institute Final Budget FY 2021 [Edit Name](#)

Type: Final Status: Draft Role: User Contact Support Print PDF

Save Draft Submit Budget

\$0.01	Est. 2020 Carryover	\$0.01	Professional
\$0	Allocation	\$0	Paraprofessional
		\$0	Administrative
+\$0.01	Total Funds Available	-\$0.01	Total Direct Costs

Direct Costs

	Professional	Paraprofessional	Administrative	
<input type="checkbox"/> Personnel				
FTE	0	0	0	
Salary	\$0	\$0.01	\$0	
Fringe	\$0	\$0	\$0	
<input type="checkbox"/> Additional Expenses				
Travel	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	
Other	\$0	\$0	\$0	
Direct Costs	\$0	\$0.01	\$0	
<input type="checkbox"/> Projected Carryover	\$0	\$0	\$0	
Direct Costs + Carryover	\$0	\$0.01	\$0	\$0.01

Other Sources of Funding [Add New](#)

Budget Approval Process

Budgets must be reviewed and approved at both the institution level and the federal level. The institution-level reviewer will not need a WebNEERS account to review the budget.

Step 1 of 2: request approval from your institution's extension administrator.

Enter Extension Administrator Email Address...

Oops! Please enter your extension administrator's email address into the field above.

Submit Budget for Review Cancel



National Office Review Steps

- NIFA staff will review your budget, confirming allowability of expenses, necessary content, verifying calculations etc.
- If revision is needed, NIFA staff will place a comment in your budget and return the budget for revision. You should receive an email but may also directly access your budget in WebNeers



Revisions are requested in the comment boxes

EFNEP Final 2021 Budget Returned

EA EFNEP Admin <EFNEP-admin@webneers.net>
To dsbatem@clermson.edu; eichelberger,jason@gmail.com; Morriss, Stephanie - REE-NIFA, Kansas City, MO
Follow up. Start by Wednesday, April 14, 2021. Due by Wednesday, April 14, 2021.

The coordinator has received your comments and is reviewing them.

Thanks,
WebNEERS Team

If you have questions, please email webneers-help@lyris.nifa.usda.gov.

Professional

- Personnel** ?
- FTE
- Salary
- Fringe
- Additional Expenses**
- Travel ?
- Equipment ?
- Supplies ?
- Other ?

WEB NEERS Help WebNEERS Manuals efnepcont@gmail.com (Institute User) 25:31 Logout

<< Back | Home >> View Budgets >> Edit Budget

Test Institute Final Budget FY 2021 [Edit Name](#) Save Draft Submit Budget

Type: Final Status: Revising Budget, No Signature Required Role: User Contact Support Print PDF

\$0.01	Est. 2020 Carryover	Professional	\$0
\$0	Allocation	Paraprofessional	\$0.01
		Administrative	\$0
+\$0.01	Total Funds Available		
		-\$0.01	Total Direct Costs

\$0 to be budgeted

Direct Costs ?

	Professional	Paraprofessional	Administrative	
Personnel ?				
FTE	0	0	0	
Salary	\$0	\$0.01	\$0	
Fringe	\$0	\$0	\$0	
Additional Expenses				
Travel ?	\$0	\$0	\$0	
Equipment ?	\$0	\$0	\$0	
Supplies ?	\$0	\$0	\$0	
Other ?	\$0	\$0	\$0	\$0
Direct Costs ?	\$0	\$0.01	\$0	\$0.01

Federal Administrator Requests Review

Please address the comments noted. A supervisor's signature is optional.

Next step: review comments and resubmit budget.

[Start Editing](#)



Place edits in the main body of the budget, not in the comments. Notes to the federal review may be placed in the comments. You may also track updates in the comment box.

The screenshot shows the WebNEERS interface for editing a budget. The main table lists budget items with columns for amount, description, and role. A comment box is open over the table, showing a comment from Stephanie Morriss (FEDERAL ADMIN) dated 14 APR: "Please review Fringe Costs".

Amount	Description	Role
\$0.01	Est. 2020 Carryover	Professional
\$0	Allocation	Paraprofessional
\$0		Administrative

Federal Reviewer

This view shows a detailed comment box titled "Comments - Personnel" with a close button. The comment from Stephanie Morriss (FEDERAL ADMIN) on 14 APR reads: "Please review Fringe Costs". A blue callout bubble points to the comment with the text: "Fringe Cost calculation for paraprofessional has been updated". Below the comment box, a portion of the budget table is visible, showing a total of \$0.01 for the paraprofessional category.

Total
0
\$0.01
\$0
\$0
\$0
\$0
\$0
\$0.01
\$0
\$0.01

State Coordinator



Resubmit after revision. New signatures are needed for major revision.

The screenshot shows the WebNEERS web application interface. The browser address bar displays 'webneers.net/budget/638'. The page title is 'Test Institute Final Budget FY 2021'. The status is 'Revising Budget, No Signature Required'. A green callout box highlights '\$0 to be budgeted' for a 'Paraprofessional' category. A 'Comments - Personnel' section shows a message from Stephanie Morriss (FEDERAL ADMIN) dated 14 APR: 'Please review Fringe Costs'. A blue response bubble states: 'Fringe Cost calculation for paraprofessional has been updated'. A 'Resubmit Budget' dialog box is open, providing two options: 'Submit Budget, No New Signature' and 'Submit Budget + Request Signature'. The dialog text explains that resubmitting does not require a new signature but offers the option to request one for major changes.

Examples

Note: These are just examples. Your format may vary.



EFNEP Budget - Personnel Professional Example

FTE

- Professional
 - The Nutrition Specialist will spend 0.40 FTE managing, training and coordinating activities for staff and volunteers. Her responsibilities will include all levels of support for the paraprofessional staff's outreach efforts. Also, she will develop materials, make training and PSE presentations; and provide support.

Salary

- Professional
 - Nutrition Specialist $\$67500 \times 0.4 \text{ FTE} = \mathbf{\$27,000}$ /year

Fringe

- Professional
 - $\$27,000/\text{year} \times 0.33 \text{ Fringe Rate} = \mathbf{\$8,910}$



EFNEP Budget Justification: Travel – Example

Total Travel (\$55,120.00)

Professional staff: \$5,120

- The total funds used for professional travel is \$5,120.
- **\$1,840** for out of state conferences National EFNEP Coordinators Conference (2 Professionals at \$500) and SNEB (1 Professional at 840). This amount includes hotel costs, transportation and per diem rate of XXX.
- **\$1,640** for in state, in service trainings. This amount includes hotel costs, mileage and subsistence costs.
- **\$1,640** for mileage for travel related to oversight of EFNEP programs. Miles are reimbursed at a rate of .565 cents per mile. 2.1 FTE @ \$150.00 x 12 months

Paraprofessional staff: \$48,000

- The total funds used for paraprofessional travel is \$48,000.
- **\$7,360** for in state, in service trainings. This amount includes hotel costs, mileage and subsistence costs.
- **\$40,640** for mileage related to delivery of EFNEP programs to conduct educational programs to EFNEP children, youth and adults. Miles are reimbursed at a rate of .565 cents per mile.

Administrative staff: \$2,000

- The total funds used for administrative travel is \$2,000.
- **\$2,000** for in state, in service trainings. This amount included hotel costs, mileage and subsistence costs. Miles are reimbursed at a rate of .565 cents per mile

Important: The budget supports funding for travel expenses. When adding expenditures apart from our Annual Meeting, please provide adequate justification on how this travel specifically benefits and supports EFNEP.



EFNEP Budget Justification: Supplies - Example

Professional \$750

- Food Demonstration Supplies for Training Sessions - \$750. Food Demonstration supplies for EFNEP Educator training led by 2 Extension Specialists. This budgeted amount is for food ingredients and safe serving items for the demonstration of curriculum recipes.

Paraprofessional \$XXX

The total expense for supplies is \$XXX.

- 30,000 cookbooks @ \$2 each. **Total: \$60,000**
- 250 cases of various English and Spanish participant handouts (padded in sheets of 100 and boxed by 50 pads) @ \$241 per case. **Total: \$60,250.**
- 5,000 workbooks for grade 5 @ \$1.80 each. **Total: \$9,000.**
- 5000 flexible cutting boards @ \$3.25 each **Total: \$16,250**
- 3,000 folders for program recruitment packets @ \$2.42 each **Total: \$7,260**
- 5000 digital thermometers @ \$4.95 each **Total: \$24,750**
- 15,000 water bottles with message bands @ \$1.34 per bottle. **Total: \$20,100**
- 57,000 10-pc recipe, food safety, and program card packs @ .71 per pack. **Total \$40,470.**
- **\$5,492** for programming supplies (food for taste testing, replacement cooking equipment) for community education assistants (\$650 x 8.45 FTEs).
 - \$4225: Food preparation and tastings (\$1.25/participant per lesson): $\$1.25 \times 5 \times 8 \text{ lessons} = \$50/\text{adult group} \times 10 \text{ sessions/year}$ (based on a caseload goal of 50 adults/FTE) = $\$500 \times 8.45 \text{ FTE}$.
 - \$1267: Teaching supplies to either build or replace cooking equipment kits and uniforms: cutting boards, knives, blender, hot plate, bowls, and 1 uniform t-shirt/year. $\$150/\text{FTE} = \150×8.45
- Paraprofessionals utilize laptops for program delivery and reporting. Laptops are purchased following University Technology Guidelines.
- 9 laptops @ \$596. **Total: \$5,364**

Administrative \$0

- No administrative expense for supplies.

Note: Supply purchases that support paraprofessionals include materials that assist in program delivery including small kitchen equipment to utilize in hands-on lessons, program recruitment materials to be used at events such as health fairs, and skill builders that help participants practice what they learn in EFNEP at home.



EFNEP Budget Justification: Other Expenses - Example

Professional:

- No other professional expense.

Paraprofessional:

- *The total other paraprofessional expenses is Rent:*
\$262,403 was used for paraprofessional rental of office space for 48.50 FTEs at \$450.86 per FTE per month.

Administrative: \$0

- No other administrative expense.



Questions?

**Reach out to the EFNEP Team at
sm.efnep@usda.gov**



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