

National PEARS Annual Plan Budget Template

Version 1.0

General Information

- * This template can be used to populate the Planned Staffing and Budget module in the State plan component of the National PEARS system.
- * If your state is importing data for multiple agencies, a separate template is needed for each agency. For example, an implementing agency and State agency from the same state would each complete a separate template.
- * After this template is imported, you can make any changes needed within the National PEARS system.
- * Please DO NOT EDIT THE FORMAT of this spreadsheet. (Please do not add formulas, delete rows, etc.) Altering the format of the spreadsheet will cause an error message when the template is uploaded.

This template does not include every field within the Planned Staffing and Budget module. The following data must be added within the National PEARS system, after this template is imported:

Page title	Data to be entered in the National PEARS system
Planned Staffing	Provide full-time equivalent (FTE) definition and describe basis for calculation.
Planned Staffing	Attach a document with brief job descriptions.
Total Budget	Budget Narrative.
Total Budget	Optional: Attach relevant documentation (e.g., quotes, costs per item, contracts, indirect cost rate agreement).

Template Contents

Data entered within this template will be imported into the following sections within the Planned Staffing and Budget module in the National PEARS system:

Template page	Corresponding section(s) in the National PEARS system
a. Planned Staffing	Planned Staffing
b. Project Budgets	Project Budgets
c. Other Expenditures	Other SNAP-Ed Expenditures; Non-SNAP-Ed Funding
d. Travel In-State	Travel
e. Travel Out-of-State	Travel
f. Indirect Costs & Carry-Over	Budget for Indirect Costs; Estimated Unobligated Balance
g. Total Budget	This template page replicates the data that will appear in the "Total Budget" section within the Planned Staffing and Budget module after import.

Planned Staffing

In column B, enter one row of data for each staff position that will be paid using SNAP-Ed Federal funds.

Do not enter staff names - please enter position titles only.

If multiple staff will hold a position enter the combined number of FTE's in the FTE field

Each FTE must be greater than 0. Cells formatted with red text and red background do not meet this criteria and must be updated.

Each percentage must be between 0% and 100%. Cells formatted with red text and red background do not meet this criteria and must be updated.

As needed, please add additional rows by inserting new row(s) above the last existing row.

Total SNAP-Ed-funded Salary/Benefits	
\$	2,583,766.28

[illegible]

[illegible]

Project Budgets

Add the planned operating budget for each project your agency will implement during this fiscal year.

If your agency will not implement a project during the fiscal year, continue to the next section.

As needed, please add additional rows by inserting new row(s) above the last existing row.

TOTAL Salary/ Benefits	TOTAL Contracts/ Sub-Grants/ Agreements	TOTAL Non-Capital Equipment/ Office Supplies	TOTAL Nutrition Education Materials	TOTAL Travel	TOTAL Building/ Space Lease or Rental	TOTAL Cost of Publicly-Owned Building Space	TOTAL Maintenance and Repair	TOTAL Institutional Memberships and Subscriptions	TOTAL Equipment and Other Capital Expenditures	TOTAL Direct Costs
\$2,583,766.28	\$152,972.72	\$42,911.25	\$211,988.66	\$138,912.71	\$8,200.00	\$0.00	\$0.00	\$500.75	\$0.00	\$3,139,252.37

[illegible]

Other SNAP-Ed Expenditures & Non-SNAP-Ed Funding

Other SNAP-Ed Expenditures

The table below captures your agency's planned operating budget for other SNAP-Ed expenditures, which may include non-project activities and other activities not accounted for in the Planned Project Budgets section (e.g., State agency staff time spent procuring implementing agencies and training implementing agency staff, contracted services such as evaluation or formative research).

State agencies and implementing agencies with planned expenditures not accounted for in the Planned Project Budgets table should complete the table below.

State agencies should not include contracts with implementing agencies in the table below, because they are accounted for in the Implementing Agency Budgets table.

If all of your agency's planned expenditures are associated with one or more projects planned for this fiscal year and were reported in the Planned Project Budgets table, continue to the next section.

Non-SNAP-Ed Funding

The table below captures your agency's planned operating budget for other Non-SNAP-Ed funding.

Indicate other public and private funding support for each cost category, if applicable.

[illegible]

Travel: In-State

In column B, enter one row of data for each in-state trip that will be paid using SNAP-Ed Federal funds.
Each trip name must be unique. Cells formatted with red text and red background indicate duplicate trip names and must be updated.
As needed, please add additional rows by inserting new row(s) above the last existing row.

TOTAL Cost of All In-State Trips																										
\$ 113,653.96																										
Trip Name	Trip Purpose	Travel Location	Staff Positions Traveling	Air Travel Number of Staff	Air Travel Cost Per Person	Air Travel Total Cost	Registration Fee Number of Staff	Registration Fee Cost Per Person	Registration Fee Total Cost	Lodging Number of Staff	Lodging Cost Per Day	Lodging Number of Days	Lodging Total Cost	Ground Transportation Number of	Ground Transportation Cost Per Day	Ground Transportation Number of	Ground Transportation Total Cost	Per Diem Number of Staff	Per Diem Cost Per Day	Per Diem Number of Days	Per Diem Total Cost	Mileage Number of Staff	Mileage Cost Per Mile	Mileage Total Miles Roundtrip	Mileage Total Cost	Total Trip Cost
October Update	Annual Conference for Training and Updates	Manhattan, KS	All Planned Staffing Agents, Regional Specialists, Nutrition Educators and Assistants			\$ -	57	\$ 2.24	\$ 127.78	57	\$ 107.00	3.00	\$ 18,297.00				\$ -	57	\$ 59.00	3.00	\$ 10,089.00	57	\$ 0.66	50	\$ 1,866.75	\$ 30,380.53
Programming Travel	To Run SNAP-Ed Errands and Teach Classes	Manhattan, KS				\$ -			\$ -				\$ -				\$ -				\$ -	47	\$ 0.66	2705	\$ 83,273.43	\$ 83,273.43
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -				\$ -				\$ -	\$ -
						\$ -			\$ -				\$ -				\$ -									

Travel: Out-of-State

In column 8, enter one row of data for each out-of-state trip that will be paid using SNAP-Ed Federal funds.

Each trip name must be unique. Cells formatted with red text and red background indicate duplicate trip names and must be updated.

As needed, please add additional rows by inserting new row(s) above the last existing row.

TOTAL Cost of All Out-of-State Trips
\$ 25,258.75

Trip Name	Trip Purpose	Travel Location	Staff Positions Traveling	Air Travel Number of Staff	Air Travel Cost Per Person	Air Travel Total Cost	Registration Fee Number of Staff	Registration Fee Cost Per Person	Registration Fee Total Cost	Lodging Number of Staff	Lodging Cost Per Day	Lodging Number of Days	Lodging Total Cost	Ground Transportation Number of Staff	Ground Transportation Cost Per Day	Ground Transportation Number of Days	Ground Transportation Total Cost	Per Diem Number of Staff	Per Diem Cost Per Day	Per Diem Number of Days	Per Diem Total Cost	Mileage Number of Staff	Mileage Cost Per Mile	Mileage Total Miles Roundtrip	Mileage Total Cost	Total Trip Cost
2025 ASNNA Conference	Learn from peers about best practices in direct education, evaluation, PSE, DEI and Social Marketing as it applies to SNAP-Ed.	Washington, DC	Coordinator and Regional Specialists	3.00	750.00	\$ 2,250.00	3	\$ 550.00	\$ 1,650.00	3	\$ 107.00	3	\$ 963.00				\$ -	3	\$ 59.00	3	\$ 531.00				\$ -	\$ 5,394.00
2025 Social Marketing Conference	To learn the latest advancements in social marketing, public health, and health communications. Gain practical skills and deepen your understanding of the strategies and techniques that drive successful social marketing programs and campaigns.	Clearwater, FL	Communications & Marketing Specialist	1	750.00	\$ 750.00	1	\$ 950.00	\$ 950.00	1	\$ 107.00	5	\$ 535.00	1	\$ 23.75	5	\$ 118.75	1	\$ 59.00	5	\$ 295.00				\$ -	\$ 2,648.75
2025 Southern Plains Health Conference	Learn about tribal public health work, and cultural knowledge systems featuring tribes from all across Indian Country.	Durant, OK	Agent and Nutrition Educator			\$ -	2	\$ 300.00	\$ 600.00	2	\$ 107.00	3	\$ 642.00				\$ -	2	\$ 59.00	3	\$ 354.00	2	\$ 0.66	900	\$ 1,179.00	\$ 2,775.00
2025 Seeds of Native Health	Improve awareness of Native nutrition problems, promote wider application of proven best practices, and encourage additional work related to food access, education and research.	Shakopee, MN	Agent, Regional Specialist, and Nutrition Educator	3	500.00	\$ 1,500.00	3	\$ 1,800.00	\$ 5,400.00	3	\$ 107.00	3	\$ 963.00	3	\$ 20.00	3	\$ 180.00	3	\$ 59.00	3	\$ 531.00				\$ -	\$ 8,574.00
Prairie Band Pottawatomie Nation Gathering	This gathering highlights their heritage and reaching other tribes the facets of their culture that distinguish them from other Pottawatomie communities.	TBA, Out of State	Agent and Nutrition Educator	2	500.00	\$ 1,000.00	2	\$ -	\$ -	2	\$ 107.00	5	\$ 1,070.00	2	\$ 20.00	5	\$ 200.00	2	\$ 59.00	5	\$ 590.00				\$ -	\$ 2,860.00
2025 National Indian Council on Aging OR Other Native Conference	to offer support, resources, the latest research, tools and camaraderie for American Indian and Alaska Native elders across the United States	Durant, OK	Agent and Nutrition Educator			\$ -	2	\$ 250.00	\$ 500.00	2	\$ 107.00	4	\$ 856.00				\$ -	2	\$ 59.00	4	\$ 472.00	2	\$ 0.66	900	\$ 1,179.00	\$ 3,007.00
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -				\$ -	\$ -	
						\$ -		\$ -	\$ -				\$ -				\$ -			\$ -						

Indirect Costs

Indirect cost is a general term for certain types of costs incurred by the grantee or subgrantee in support of other allowable activities charged directly to sponsoring Federal or State funding agencies. These indirect costs (also called overhead costs) are determined through a variety of rates or "cost allocation plans" that detail how the costs are to be shared by the funding agencies.

Please enter the Total Indirect Costs for the agency (this field is required). If there is a single indirect rate percentage, enter it. Additional information, such as if the rate is not applied to certain cost categories or capped, may be entered into the explanation field. If there is no single indirect rate percentage, such as if an agency charges a different rate on different cost categories or indirect costs are not calculated as a percentage, that field may be left blank but an explanation is required. Documentation from either the Federally assigned cognizant agency or the State review process should be kept on file and available for FNS review, if requested.

Indirect Cost Type	TOTAL Indirect Costs	Indirect Cost Rate	Indirect Cost Explanation
SNAP-Ed Costs (Current FY Budget)	\$ 814,073.62	26.00%	These are quantifiable expenses incurred by the university and associated with all activities of the university, regardless of the funding source. For example, these include the
Other (e.g. Non-SNAP-Ed) Planned public and private funding	\$ -	0.00%	

Estimated Unobligated Balance

Enter your agency's estimated unobligated SNAP-Ed balance from the previous Federal fiscal year.

TOTAL estimated unobligated balance/ carry-over from the previous FY
\$ 1,090,088.99

Total Agency Budget

The table below captures your agency's total planned operating budget for the current fiscal year.
This data is automatically calculated from the previous pages. No additional data entry is needed on this page.

Cost Category	SNAP-Ed Planned Cost (\$)	Other Planned Funding (\$)
1. Direct Costs	\$ 3,139,252.37	\$ -
a. Salary/Benefits	\$ 2,583,766.28	-
b. Contracts/Sub-Grants/Agreements	\$ 152,972.72	-
c. Non-Capital Equipment/Office Supplies	\$ 42,911.25	-
d. Nutrition Education Materials	\$ 211,988.66	-
e. Travel	\$ 138,912.71	-
f. Building/Space Lease or Rental	\$ 8,200.00	-
g. Cost of Publicly-Owned Building Space	\$ -	-
h. Maintenance and Repair	\$ -	-
i. Institutional Memberships and Subscriptions	\$ 500.75	-
j. Equipment and Other Capital Expenditures	\$ -	-
2. Indirect Costs , not including building space/contracts/subgrants/agreements	\$ 814,073.62	\$ -
3. TOTAL Federal Funds for Agency (Current FY allocation + Estimated unobligated balance/Carry-over from previous FY)	\$ 3,953,325.99	\$ -
4. Estimated unobligated balance/carry-over from previous FY for Agency	\$ 1,090,088.99	
5. Funds requested from current FY allocation for Agency	\$ 2,863,237.00	