



Formula Funds

# Formula Grant Opportunities (FGOs) and Grants.gov

- **Barry Sims – Why, When, What (standard forms)**
- **Jason Hitchcock – How (Process)**
- **Stephanie Blake – What (program financial forms)**
- **Helen Chipman – Other FGO highlights (2008 and beyond)**



Our Goal

**YOUR SUCCESS**

with EFNEP FGO and  
[grants.gov](http://grants.gov)

**THIS YEAR!**



# Special Thanks

- Office of Extramural Programs
- Information Systems and Technology Management Unit
- Families, 4-H and Nutrition Administrative Leadership
- Program Specialist Support



# General Information on Reporting Through Grants.gov

Presented by Barry Sims, Staff Accountant,  
Office of Extramural Programs, CSREES



# Background

- Accountability Requirements
  - Federal Financial Accountability and Transparency Act of 2006 (FFATA)
    - All Federal agencies are required to report to the U.S. Office of Management and Budget (OMB) all Federal assistance awards that were made within the last 30 days.
      - DUNS Number and other data must be accurate.
    - Info available on a publicly-accessible website ([www.usaspending.gov](http://www.usaspending.gov))



# Background

- Accountability Requirements
  - Lean Six Sigma Effort led by the USDA Office of the Chief Financial Officer
    - Drive to standardize and streamline Federal assistance processes within USDA
    - Drive accurate, appropriate, and timely USDA Annual Financial Statements



# Administration of the FY 2008 Formula Grants

- Implementation of Grants.gov for all Formula Grant Programs
  - Ensures accurate FFATA reporting
  - Will eliminate paper-based business processes (e.g., various certification forms via fax or email)
  - Will enable more timely release of funds
  - Includes the annual certification statement regarding compliance with applicable grant regulations and policies



# Administration of the FY 2008 Formula Grants

- Publication of Formula Grant Opportunities (FGOs)
  - Only available under apply section of Grants.gov
  - Will include final formula allocation amounts
  - Will only require information not collected through POW, CRIS, or other program reporting requirements





# Administration of the FY 2008 Formula Grants

- Publication of Formula Grant Opportunities (FGOs)
  - Timeline
    - March 21, 2008: FGOs posted to Grants.gov
    - March 26, 2008: Instructional Teleconference (3:00 – 4:30 pm EST)
    - April 9, 2008: Instructional Teleconference (3:00 – 4:30 pm EST)
    - April 29, 2008: SF-424M pkgs due via Grants.gov
    - June 2, 2008: Institutions are notified that applications are approved



# Administration of the FY 2008 Formula Grants

- Status of Funding Authorizations: If all requirements are met:
  - First and second quarters will be released based on an estimate
  - Third quarter will be released based on the actual allocation
  - Fourth quarter will be released based on submission and approval of all requirements including the eGrants requirements (SF-424-M pkg)



# Grants.gov “Application” Package

- Application Form (Cover Page with certification) (required for all programs)
- CSREES Supplemental Information Form (required for all programs)
- Key Contacts Form (required for all programs)
- EFNEP Specific Forms: Helen and Stephanie will discuss



# Electronic Submission

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March 11, 2008

Jason Hitchcock

Director of Information Policy, Planning, and Training



# Topics

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- Grants.gov Process Overview
- Submission Path
- System Notifications
- Points of Contact
- Lessons Learned/Take Away

# Change Takes Courage

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# Before You Start Anything

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- Gather all the instruction and guidance
- Find out who does business on behalf of your institution with [Grants.gov](https://www.grants.gov).



**GRANTS.GOV<sup>SM</sup>**

**WHAT**

**A single, secure website location for information, and the ability to find and submit to funding oppurunities**

**WHO**

**Users include state, local, and tribal governments, colleges and universities, non-profits and other agencies**

**WHY**

**One of the Presidents Mgmt Agenda E-Government Initiatives to improve services via the internet**

**BENEFITS**

**To provide a simple unified electronic storefront for interactions between grant applicants & federal agencies**



# Grants.Gov – Start to Finish

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Step 1

Step 2

Step 3

**Register**

to submit grant application package electronically through Grants.Gov

**Search**

for federal government wide funding opportunity by category, agency, or specific topic

**Review**

general funding information and **agency guidance**

# Grants.Gov – Start to Finish

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Step 4

Step 5

Step 6

**Download**  
grant  
application  
package and  
**instructions**

**Complete**  
selected  
grant  
application  
package

**Submit**  
grant  
application  
package  
online

# Grants.Gov –Start to Finish

Step 7

Step 8

Step 9

**Correct**  
all errors  
which  
prevent  
submission  
to  
Grants.Gov

**Submit**  
grant  
application  
package

**Track**  
the status  
of the  
completed  
application  
package

# Submission Path

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# System Notifications

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- From:
  - Grants.gov
  - Grants USDA
  - CSREES Staff



- 
- Successful submission:
    - 3 Grant.gov e-mails sent to “submitter”
    - CSREES does not provide the agency specific tracking number to Grants.gov
  - Unsuccessful submission:
    - 2 Grants.gov e-mail sent to “submitter”

[Home](#) > [Apply for Grants](#) > Confirmation

## CONFIRMATION

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following steps:

1. Go to <http://www.grants.gov>
2. Click on the "Applicants" link at the top of the Grants.gov home page
3. Login to the system using your AOR user id and password
4. Click on the "Application Status" link at the left of your screen.

Note that once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award d

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a v within 48 hours, please contact us. The Grants.gov Contact Center can be reached telephone at 1-800-518-4726. Always include your Grants.gov tracking number in by Grants.gov look like GRANTXXXXXXXX. Contact Center hours of operation are Eastern Standard Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT00077658
<b>CFDA Number :</b>	16.200
<b>CFDA Description :</b>	Grants for Agricultural Research_Competitive
<b>Funding Opportunity Number :</b>	USDA-CSREES-NRI
<b>Funding Opportunity Description :</b>	NRI Test
<b>Agency Name :</b>	CSRE
<b>Application Name of this Submission :</b>	NRI Test appliaction
<b>Date/Time of Receipt :</b>	2006.09.27 10:45 AM, EDT

It is suggested you Save and/or Print this response for your records.

CLOSE

1. If successful, applicant will receive message in their web browser.

2. Grants.gov Tracking Number is displayed.

From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Submission Receipt GRANT00077658

Sent: Wed 9/27/2006 10:50 AM

Your application has been received by Grants.gov and is currently being validated.  
Your submission was received at 27-Sep-06 10:45:36 AM EDT  
Type: GRANT  
Grants.gov Tracking Number: GRANT00077658

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 000000000INDV  
Application Name: NRI Test appliacion  
Opportunity Number: USDA-CSREES-NRI  
Opportunity Name: NRI Test  
AOR Name: USDA Tester

<https://apply.grants.gov/ApplicantLoginGetID>

Thank you,

Grants.gov Customer Support  
[www.support@grants.gov](http://www.support@grants.gov)  
800-518-4726(7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.  
<https://atapply.grants.gov/>

Applicant will receive email notification of receipt of application by Grants.gov and is being validated by Grants.gov



From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Submission Validation Receipt for Application GRANT00065691

Sent: Mon 4/17/2006 9:17 AM

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT  
Grants.gov Tracking Number:GRANT00065691

We will notify you via email when your application is ready to be retrieved by the Grantor agency.

Thank you.

Customer Support  
<http://www.grants.gov>  
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do  
<https://atapply.grants.gov>

Applicant will receive email notification that application has been validated by Grants.gov and is being made available to the agency to which it was submitted.

From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00065691

Sent: Mon 4/17/2006 9:22 AM

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT  
Grants.gov Tracking Number: GRANT00065691

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.  
Customer Support  
<http://www.grants.gov>  
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.  
<https://atapply.grants.gov>

Applicant will receive email notification that application has been passed to Grants USDA (GIM).

From: support@grants.gov  
To: Hitchcock, Jason  
Cc:  
Subject: Grants.gov Error Notice for Tracking Number GRANT00077658

Sent: Wed 9/27/2006 10:56 AM

Dear Applicant:

Your submission was received on 2006.09.27 10:45 AM, EDT. However it contained the following errors and cannot be forwarded to the granting agency.

The following errors were detected:  
Error: 0 UNAUTHORIZED\_SUBMITTER\_ERROR FATAL You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be valid registration process or your E-Business Point of Contact has not a To verify whether you have been successfully registered with Grant <https://apply.grants.gov/ApplicantLoginGetID>. For instructions on being designated as an AOR, click <https://apply.grants.gov/Grantsg>

Please correct the above error(s) and resubmit your application to

Type: GRANT  
Grants.gov Tracking Number: GRANT00077658  
DUNS Number: 000000000INDV  
Application Name: NRI Test appliaction  
Opportunity Number: USDA-CSREES-NRI  
Opportunity Name: NRI Test  
AOR Name: USDA Tester

If you have further questions regarding this matter, please contac

Thank you,  
Grants.gov Customer Support  
support@grants.gov  
800-518-4726 (7 a.m. - 9 p.m. ET)

Example of email notification of application error notice. This means application was NOT accepted by Grants.gov and thus not received by agency. Applicant must submit again.



United States Department of Agriculture  
Grants USDA

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- Successful submission:
  - 2 e-mails sent to Authorized Representative and Contact
- Unsuccessful submission:
  - 2 e-mails sent to Authorized Representative and Contact

# Grants USDA received e-mail

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Subject: Receipt of Grant Application GRANT00208186 for review at the USDA

Applicant Name -

The grant application that you submitted to Grants.gov (Tracking Number - GRANT00208186) on Feb 14 2007 4:48PM EST has been received by the U.S. Department of Agriculture at Feb 14 2007 4:24PM CST as:

CFDA 10.206 Grants for Agricultural Research Competitive Research  
Grants  
Funding Opportunity USDA-CSREES-NRI-000141

You will receive a subsequent email when it is accepted or rejected for review by the appropriate agency within the USDA.

Please do not reply to this message as it was generated by the Grants USDA system.

Grants USDA

# Grants USDA accepted e-mail

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Subject: Acceptance of Grant Application GRANT00246072 for review at USDA - CSREES

Applicant Name –

The grant application that you submitted (Tracking Number - GRANT00171977) has been accepted for review by the USDA Cooperative State Research, Education, and Extension Service agency as:  
CFDA 10.206 Grants for Agricultural Research\_Competitive Research Grants Funding Opportunity USDA-CSREES-NRI-000141

The application will be processed and a determination will be made on funding. A representative from CSREES will contact you if there are any questions.

You may contact Kimberly Whittet at CSREES if you have any questions:

Phone (202) 401-2883

Email [kwhittet@csrees.usda.gov](mailto:kwhittet@csrees.usda.gov)

Please do not reply to this message as it was generated by the Grants USDA system.

Grants USDA

# Grants USDA not accepted e-mail

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Subject: Non-Acceptance of Grant Application for review at USDA - CSREES

USDA Tracking Number: < Grants\_govTrackingNumber > [Agency] has not accepted the grant application for <OpportunityTitle>, CFDA Number <CFDANumber>.

The reason for not accepting this grant application is below.

REASON

[1500 Character Limit 'Reason' for 'Not Accept']

You may contact [contact person] at <AgencyName> via e-mail at [contact e-mail] or by phone at [contact phone #], if you have any questions.

Grants.USDA



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## From CSREES

### ○ Successful:

- 1 e-mail sent to AR and Contact
  - Manual Process

### ○ Unsuccessful:

- 1 e-mail sent to AR and Contact
  - Manual Process



# Contact Information

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- Programmatic questions:
  - Cognizant Program Staff listed in the FGO
- CSREES Electronic Support:
  - Email: [electronic@csrees.usda.gov](mailto:electronic@csrees.usda.gov)
  - Phone: 202-401-5048, 7:00 am – 5 pm ET
  - Monday -Friday, 7:00 am – 5 pm ET
- Grants.gov Contact Center for technical and registration assistance:
  - E-mail: [support@grants.gov](mailto:support@grants.gov)
  - Phone: 1-800-518-4726
  - Monday – Friday, 7 AM – 9 PM ET



# Lessons Learned/Take Away

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- Resolving who will submit as the AR
- Waiting until the last day to submit
- Correct DUNS Number on 424-M
- Program Codes not entered as indicated in instructions
- All attachments must be in Portable Document Format (PDF)



United States Department of Agriculture



Cooperative State, Research, Education  
and Extension Service

## Budget Sheet and Budget Justification

Stephanie M. Blake  
Program Specialist



# Submission Requirements: Budget Sheet and Budget Justification


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- Must be:
  - Complete
  - Accurate
  - Signed (budget sheet)
  - Submitted as PDF attachments through Grants.gov




# CSREES EFNEP Website

## [www.csrees.usda.gov/efnep](http://www.csrees.usda.gov/efnep)



United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service



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## Nutrition

### Expanded Food and Nutrition Education Program (EFNEP)

The Expanded Food and Nutrition Education Program (EFNEP) is designed to assist limited resource audiences in acquiring the knowledge, skills, attitudes, and changed-behavior necessary for nutritionally sound diets, and to contribute to their personal development and the improvement of the total family diet and nutritional well-being.

- [About EFNEP](#)
- [Impacts](#)
- [Resources](#)
- [Conferences and Events](#)
- [Formula Grant Opportunity \(FGO\) - Letter of Intent/Annual Update and Budget Requirements](#)
- [NEERS5 \(formerly ERS4\)](#)
- [CSREES Partners Video Magazine: The EFNEP Program \(Real Player file\)](#)
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Last Updated: 03/07/2008

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- ▶ [Pest Management](#)
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- ▶ [Technology & Engineering](#)




# CSREES EFNEP Website

## [www.csrees.usda.gov/efnep](http://www.csrees.usda.gov/efnep)



United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service



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# Formula Grant Opportunity (FGO) – Letter of Intent/Annual Update and Budget Requirements Webpage

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You are here: [Home](#) / [Food, Nutrition, & Health](#) / [Nutrition](#) / [Expanded Food and Nutrition Education Program \(EFNEP\)](#) / [Formula Grant Opportunity \(FGO\) - Letter of Intent/Annual Update and Budget Requirements](#)

## Nutrition

### Formula Grant Opportunity (FGO) - Letter of Intent/Annual Update and Budget Requirements

- [Formula Grant Opportunity \(FGO\)](#)
  - [FGO Application Package](#) - (Grants.gov link coming soon)
  - [Budget Sheet](#) (excel)
  - [Budget Sheet Instructions](#)
  - [Budget Justification Instructions](#)
  - [Letter of Intent Instructions](#)
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  - [Frequently Asked Questions](#) - Letter of Intent/Annual Update and Budget Requirement
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- [Administrative Manual for the Smith-Lever Act](#) - includes information on allowable and unallowable expenses
- [EFNEP Planning and Reporting Webpage](#)



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# Budget Sheet

	A	B	C	D	E	F	G	H	
1	<b>COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT</b>								
2	<b>Expanded Food and Nutrition Education Program (EFNEP)</b>								
3									
4									
5		<b>State:</b>					<b>Estimated Carryover</b>		
6		<b>Institution:</b>					<b>Current Allocation</b>		
7		<b>Fiscal Year Ending: September 30,</b>					<b>Total Funds Available</b>	\$ -	
8									
9									
10	<b>COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION</b>								
11									
12	<b>EFNEP Funding</b>	<b>Salaries</b>		<b>Additional Expenses</b>					
13		<b>FTE</b>	<b>Amount</b>	<b>Travel</b>	<b>Equipment</b>	<b>Other Expenses</b>	<b>Total Amount</b>		
14		<i>Professional</i>						\$ -	
15		<i>Paraprofessional/Technical</i>						\$ -	
16		<i>Clerical &amp; Secretarial</i>						\$ -	
17		<b>TOTAL</b>	<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
18									
19	<b>Other Sources of Funding ( university, county, non-tax, etc.)</b>								
20								\$ -	
21								\$ -	
22								\$ -	
23								\$ -	
24								\$ -	
25								\$ -	
26								\$ -	
27		<b>TOTAL OTHER FUNDS</b>	<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
28		<b>TOTAL ALL FUNDING</b>	<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
29									
30									
31		<b>Approved:</b>							
32			<i>(Director or Administrator, State Extension Service)</i>						<i>(Date)</i>
33									



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# Budget Sheet: Current Allocation

	A	B	C	D	E	F	G	H
1	<b>COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT</b>							
2	<b>Expanded Food and Nutrition Education Program (EFNEP)</b>							
3								
4								
5		<b>State:</b>					<b>Estimated Carryover</b>	
6		<b>Institution:</b>					<b>Current Allocation</b>	
7		<b>Fiscal Year Ending: September 30,</b>					<b>Total Funds Available</b> \$ -	
8								
9								
10	<b>COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION</b>							
11								
12	<b>EFNEP Funding</b>		<b>Salaries</b>		<b>Additional Expenses</b>			<b>Total Amount</b>
13			<b>FTE</b>	<b>Amount</b>	<b>Travel</b>	<b>Equipment</b>	<b>Other Expenses</b>	
14	<i>Professional</i>							\$ -
15	<i>Paraprofessional/Technical</i>							\$ -
16	<i>Clerical &amp; Secretarial</i>							\$ -
17	<b>TOTAL</b>		<b>0.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
18								
19	<b>Other Sources of Funding ( university, county, non-tax, etc.)</b>							
20								\$ -
21								\$ -
22								\$ -
23								\$ -
24								\$ -
25								\$ -
26								\$ -
27	<b>TOTAL OTHER FUNDS</b>		<b>0.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
28	<b>TOTAL ALL FUNDING</b>		<b>0.0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
29								
30								
31		<b>Approved:</b>						
32		<i>(Director or Administrator, State Extension Service)</i>						<i>(Date)</i>
33								



# Formula Grant Opportunity (FGO) – Letter of Intent/Annual Update and Budget Requirements Webpage

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# EFNEP Authorization and Formula Distributions

- Look for the Appropriate Fiscal Year
- Find the EFNEP Authorization Letter

## Formula Distribution

- Million-Dollar Table  
2000

Annual Allocations:

<b>Year</b>	<b>Distribution</b>
FY 2003	Smith-Lever Act Authorization letter and 1088
FY 2003	Penalty Mail letter
FY 2004	Smith-Lever Act Authorization letter and 1088
FY 2004	Smith-Lever Act, Section 3(d), Expanded Food and Nutrition Education Program (EFNEP) Letter and 1088
FY 2004	Pesticide Safety Education Program (PSEP) Letter and 1088
FY 2005	Smith-Lever Act Authorization letter and 1088
FY 2005	CSRS Authorization Letter and 1088
FY 2005	FERS Authorization Letter and 1088
FY 2005	Pesticide Safety Education Program (PSEP) Letter and 1088
FY 2006	EFNEP Authorization Letter and 1088
FY 2006	EFNEP Authorization Letter and Revised 1088 02/19/2008
FY 2006	Smith-Lever Act Authorization Letter and 1088
FY 2006	Pesticide Safety Education Program (PSEP) Letter and 1088
FY 2006	FERS Authorization Letter and 1088
FY 2006	CSRS Authorization Letter and 1088
FY 2007	Smith-Lever Act Authorization Letter and 1088
FY 2007	EFNEP Authorization Letter and 1088
FY 2007	FERS Authorization Letter and 1088



# Budget Sheet: Paraprofessional Total

	A	B	C	D	E	F	G	H
1	<b>COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT</b>							
2	<b>Expanded Food and Nutrition Education Program (EFNEP)</b>							
3								
4								
5		<b>State:</b>				<b>Estimated Carryover</b>		
6		<b>Institution:</b>				<b>Current Allocation</b>		
7		<b>Fiscal Year Ending: September 30,</b>				<b>Total Funds Available</b>		\$ -
8								
9								
10	<b>COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION</b>							
11								
12	<b>EFNEP Funding</b>		<b>Salaries</b>		<b>Additional Expenses</b>			
13			<b>FTE</b>	<b>Amount</b>	<b>Travel</b>	<b>Equipment</b>	<b>Other Expenses</b>	<b>Total Amount</b>
14	<i>Professional</i>							\$ -
15	<i>Paraprofessional/Technical</i>							\$ -
16	<i>Clerical &amp; Secretarial</i>							\$ -
17	<b>TOTAL</b>		<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -
18								
19	<b>Other Sources of Funding ( university, county, non-tax, etc.)</b>							
20								\$ -
21								\$ -
22								\$ -
23								\$ -
24								\$ -
25								\$ -
26								\$ -
27	<b>TOTAL OTHER FUNDS</b>		<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>TOTAL ALL FUNDING</b>		<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -
29								
30								
31		<b>Approved:</b>						
32		<i>(Director or Administrator, State Extension Service)</i>						<i>(Date)</i>
33								



# Budget Sheet: Paraprofessional Total

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- Paraprofessional Total Amount must be at least 60% of the Current Allocation
- “At least sixty (60) percent of the total annual Federal appropriation to each state is to be used for paraprofessional personnel and their support costs”

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



# Budget Sheet:

## Total Funds Available = Total Amount

	A	B	C	D	E	F	G	H
1	<b>COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT</b>							
2	<b>Expanded Food and Nutrition Education Program (EFNEP)</b>							
3								
4								
5		State:				Estimated Carryover	\$	-
6		Institution:				Current Allocation		
7		Fiscal Year Ending: September 30,				<b>Total Funds Available</b>	\$	-
8								
9								
10	<b>COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION</b>							
11								
12	<b>EFNEP Funding</b>	<b>Salaries</b>		<b>Additional Expenses</b>				
13		FTE	Amount	Travel	Equipment	Other Expenses	Total Amount	
14							\$ -	
15	<i>Professional</i>						\$ -	
16	<i>Paraprofessional/Technical</i>						\$ -	
17	<i>Clerical &amp; Secretarial</i>						\$ -	
18		<b>TOTAL</b>	0.0	\$ -	\$ -	\$ -	\$ -	
19	<b>Other Sources of Funding ( university, county, non-tax, etc.)</b>							
20							\$ -	
21							\$ -	
22							\$ -	
23							\$ -	
24							\$ -	
25							\$ -	
26							\$ -	
27		<b>TOTAL OTHER FUNDS</b>	0.0	\$ -	\$ -	\$ -	\$ -	
28		<b>TOTAL ALL FUNDING</b>	0.0	\$ -	\$ -	\$ -	\$ -	
29								
30								
31		Approved:						
32			<i>(Director or Administrator, State Extension Service)</i>					<i>(Date)</i>





# Budget Sheet: Signature Required

	A	B	C	D	E	F	G	H	
1	<b>COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT</b>								
2	<b>Expanded Food and Nutrition Education Program (EFNEP)</b>								
3									
4									
5		<b>State:</b>					<b>Estimated Carryover</b>		
6		<b>Institution:</b>					<b>Current Allocation</b>		
7		<b>Fiscal Year Ending: September 30,</b>					<b>Total Funds Available</b>	\$ -	
8									
9									
10	<b>COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION</b>								
11									
12	<b>EFNEP Funding</b>	<b>Salaries</b>		<b>Additional Expenses</b>					
13		<b>FTE</b>	<b>Amount</b>	<b>Travel</b>	<b>Equipment</b>	<b>Other Expenses</b>	<b>Total Amount</b>		
14		<i>Professional</i>						\$ -	
15		<i>Paraprofessional/Technical</i>						\$ -	
16		<i>Clerical &amp; Secretarial</i>						\$ -	
17		<b>TOTAL</b>	<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
18									
19	<b>Other Sources of Funding ( university, county, non-tax, etc.)</b>								
20								\$ -	
21								\$ -	
22								\$ -	
23								\$ -	
24								\$ -	
25								\$ -	
26								\$ -	
27		<b>TOTAL OTHER FUNDS</b>	<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
28		<b>TOTAL ALL FUNDING</b>	<b>0.0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
29									
30									
31		<b>Approved:</b>							
32			<i>(Director or Administrator, State Extension Service)</i>						<i>(Date)</i>
33									



# Formula Grant Opportunity (FGO) – Letter of Intent/Annual Update and Budget Requirements Webpage

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You are here: [Home](#) / [Food, Nutrition, & Health](#) / [Nutrition](#) / [Expanded Food and Nutrition Education Program \(EFNEP\)](#) / [Formula Grant Opportunity \(FGO\) - Letter of Intent/Annual Update and Budget Requirements](#)

## Nutrition

### Formula Grant Opportunity (FGO) - Letter of Intent/Annual Update and Budget Requirements

- [Formula Grant Opportunity \(FGO\)](#)
  - [FGO Application Package](#) - (Grants.gov link coming soon)
  - [Budget Sheet](#) (excel)
  - [Budget Sheet Instructions](#)
  - [Budget Justification Instructions](#)
  - [Letter of Intent Instructions](#)
  - [Annual Update Instructions](#)
  - [Frequently Asked Questions](#) - Letter of Intent/Annual Update and Budget Requirement
- [EFNEP Authorization Letter and Formula Distributions](#) by fiscal year
- [Administrative Manual for the Smith-Lever Act](#) - includes information on allowable and unallowable expenses
- [EFNEP Planning and Reporting Webpage](#)



# Budget Justification

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Include brief narrative explanations of:

1. Salaries & Benefits including FTE
2. Travel Expenses
3. Equipment
4. Other Expenses
5. Other Sources of Funding



# Budget Justification

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Do not include:

1. Personally Identifiable information on staff
2. Unallowable Expenses



# Formula Grant Opportunity (FGO) – Letter of Intent/Annual Update and Budget Requirements Webpage

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# FGO – 2008 and Beyond Budget Allocation

- 2008 Transitional Year
  - Prepare budget that reflects actual total budget allocation even though only fourth quarter will be based on meeting submission/approval requirements
  
- 2009 & Beyond
  - Prepare budget based on previous year's allocation; will need to submit an update with actual total allocation following approval of Appropriations bill

# FGO – 2008 and Beyond

## Timeline

### ■ 2008 Transitional Year

- FGO released 21 March 2008
- 29 April 2008 – last possible date to submit (**shorter submission time**)
- STRONGLY suggest – submit early (new process; resubmissions may be necessary)

### ■ 2009 & Beyond

- FGO released **mid July for next fiscal year**
- Will still need to submit update when actual allocation is determined



# FGO – 2008 and Beyond

## FGO “Package”

### ■ 2008 Transitional Year

- Indicates that annual update should be submitted separately to Stephanie Blake at the same time (by 22 April 2008)
- Ignore for this year – have already submitted

### ■ 2009 & Beyond

- FGO package – **budget and annual update/letter of intent will be due at the same time** (prior to the new fiscal year)
- Annual update/letter of intent is sent separate from grants.gov (same as now). This could change in future.

# FGO – 2008 and Beyond

## FGO “Package”

- Important to program and fiscal transparency and accountability
- Also encourage use as a guide program planning and management



# FGO Specific Highlights

## General Instructions

- Need to apply to get the funds – not pass through funding
- Apply for the amount allocated
- Look for the ***italics*** to know how to respond
- Complete all items unless instructed not to



# FGO Highlights

## Forms

- Application for Federal Assistance (SF-424 Mandatory)
- Supplemental Information Form
- SF-424 Key Contacts Form
- Budget Sheet
- Budget Justification Narrative
  
- Note: Letter of Intent and Annual Updates – not part of grants.gov at this time

# FGO Highlights

## Funding

- Some fiscal offices may be used to dealing with funds having different requirements.
  - Dialogue between programmatic and fiscal offices is essential.
- 60% rule (paraprofessional support)
- Expected to expend fully in fiscal year of appropriation; however may be carried over for up to five years

# FGO Highlights Program

- EFNEP may be considered a single “project” in the state/for the institution; or could be considered as having separate adult and youth projects
  - Consider keeping as simple as possible
- Policy language from Program Policy Document
  - Program & Fiscal Accountability connection



# FGO Highlights

## Contacts

- Contact # 1: Extension Director/Administrator – ultimately responsible for funding; signature needed
- Contact # 2: Authorized Representative (submits grant –work closely together to provide needed information)
- Contact # 3: Program Manager (State/Institution Program Coordinator)



# FGO Highlights

## Contacts cont'd

- Contacts # 4 & 5 – from the business/fiscal office (NOT the programmatic fiscal office)





# FGO Highlights

## Funding Restrictions

- Funds must be used on CSREES approved EFNEP projects (not on other university expenses)
- No indirect costs
- No tuition remissions



# FGO Highlights

## CSREES Review

- First pass by Program Specialist/National Program Leader, who then notifies Oversight Section of Office of Extramural Programs
- Once all program, financial, and administrative requirements have been met, funding to be released on a quarterly basis



# FGO Highlights

## Report Expectations

- State reports due 1 November (no change from current policy)
  - 2007 has been an anomaly – state reports have not yet been requested. Expect to be back on track in 2008.



# FGO Questions

- Contact information listed in FGO