

## How to Use the BSFP Request for Applications (RFA) PDF Package

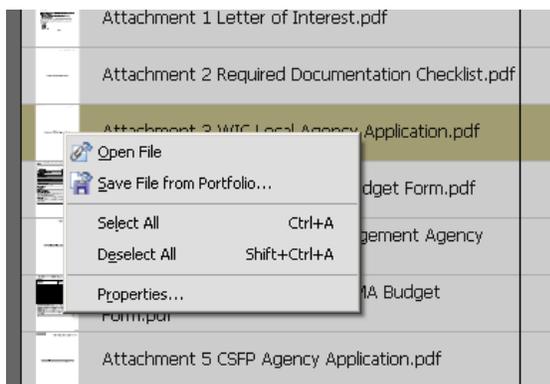
All the attachments to the RFA are included in the package. When you open the package, a list of files included will appear in the panel on the left (see Figure 2). You can view the different attachments by clicking on their name or icon on the panel. There are also links to the attachments in the Table of Contents of the main document (BSFP Request for Applications.pdf).

Since only one person can make changes to a PDF file at a time, the parts of the application that need to be completed have been broken down into nine separate documents:

1. Attachment 1 – Letter of Interest
2. Attachment 2 – Required Document Checklist
3. Attachment 3 – WIC Local Agency Application
4. Attachment 3 Section VI – WIC Budget Form
5. Attachment 4 – WIC Vendor Management Agency Application
6. Attachment 4 Section IV WIC VMA Budget Form
7. Attachment 5 – CSFP Agency Application
8. Attachment 5 Section IV – CSFP Budget Form
9. Attachment 6 – Vendor Responsibility Attestation

Each of these documents can be copied from the package and saved in a separate file. Applicants that have multiple people working on the application may want to save the files separately, so that each attachment can be worked on in tandem. Unfortunately, even after saving the attachments as separate files, only one person can be in each file.

Right click on an attachment in the left panel to save it as a separate file, (see figure 1). Choose *Save File from Portfolio...*, and then choose a location for the file.



**Figure 1 - Save File from Portfolio**

Once each attachment is complete, they can be printed separately. Each attachment has page numbers and the Applicant's name in the footer. Please be sure that the Applicant's Name matches on all attachments. This will help keep the application together.

This button will bring up the tab with all documents in the package.

List of Documents included in the package

The screenshot shows the Adobe Reader interface. The title bar reads "NYS BSFP FFY 2010 Request for Applications Package.pdf - Adobe Reader". The menu bar includes File, Edit, View, Document, Tools, Window, and Help. The toolbar contains icons for Home, Back, Forward, Print, and Save. The sidebar shows a list of 22 items under the "Home" view. The main content area displays the first page of the PDF, which is a request for application document.

**RFA Number** 0711070817

**New York State  
Department of Health  
Division of Nutrition  
Bureau of Supplemental Food Prog**

**Request for Application**

*Special Supplemental Nutrition Progr  
Women, Infants and Children (WIC)  
Commodity Supplemental Food Program*

**WIC Local Agency  
WIC Vendor Management Agency (  
CSFP Agency**

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**KEY DATES**

<b>RFA Release Date:</b>	January 14, 2009
<b>Questions Due:</b>	February 20, 2009
<b>Letter of Intent/Conference Registration Due:</b>	February 6, 2009
<b>Applicant Conferences On:</b>	February 10, 2009 C February 11, 2009 S February 11, 2009 S February 19 & 20, 2009 N
<b>RFA Updates Posted:</b>	March 9, 2009
<b>Applications Due:</b>	March 30, 2009
<b>DOH Contact Name &amp; Address:</b>	Deborah McIntosh

Figure 2 - Initial Package View

## BSFP Request for Applications (RFA) Electronic Budget Form Guidance

### Introduction

The applications for WIC (Attachment 3), VMA (Attachment 4), and CSFP (Attachment 5) all have a *Budget Requirements* section. Each section is a separate attachment in the application package. The sections are named:

- Attachment 3 Section VI WIC Budget Form.pdf
- Attachment 4 Section IV WIC VMA Budget Form.pdf
- Attachment 5 Section IV CSFP Budget Form.pdf

These sections all have the same basic template. The main differences between each form are the names of the staff categories and the available budget line categories.

This document will provide examples of filling out the application for a WIC Agency. The WIC Agency Budget Form contains every type of backup page in the VMA and CSFP Budget Requirement forms.

***Please note: The numbers provided as examples are not indicative of a real WIC Agency. You should not use the figures as guidance. The examples provided are used to show how the form performs calculations and how figures relate to each other.***

## Starting the Budget Requirements Form

The first page of the form is the budget summary page (see Figure 1). All the dollar values will be blank the first time the form is opened. The only field that is entered on this page is the *Agency Name* field. The Agency Name will appear as a footer on all pages of this form. Please be sure that this name matches the name provided in Attachments 3-5 of the RFA. All other fields are calculated from the data in the budget backup sheets that follow this page.

Attachment 3: WIC Local Agency Application Section VI. NYS WIC Summary Budget Form

Agency Name

Example Agency

**Agency  
Name  
Field**

Personal Service	FTEs	AMOUNT BILLED TO WIC	In-Kind
Program Support	0.00	\$0	\$0
Non-Direct Staff**	0.00	\$0	\$0
Competent Professional Authority	0.00	\$0	\$0
Total FTEs and Salary	0.00	\$0	\$0
Fringe Benefits		\$0	\$0
Non-Direct Fringe Benefits		\$0	\$0
Total Personal Service and Fringe Benefits (a)		\$0	\$0
Other Than Personal Service			
Space		\$0	\$0
Other Non-Personal Service*		\$0	\$0
Subtotal Other Than Personal Service (b)		\$0	\$0
Total Direct Costs (a+b)		\$0	\$0
Indirect Costs (c)**		\$0	\$0
Subtotal (a+b+c)		\$0	\$0
Breast Pumps and Collection Kits		\$0	\$0
Subtotal Allowable Reimbursement		\$0	\$0

Refer to the instructions in Attachment 18 and then use the budget back-up forms to justify the costs and budgeted amounts for each of these categories, include the budgeted total for these categories.

\* The "Other Non-Personal Service" line includes Program Operations, Travel, Equipment, Audit, and Other. Use the budget back-up forms to justify the costs and budgeted amounts for each of these categories and include the budgeted total for these categories in the "Other Non-Personal Service" line.

\*\* WIC will limit Indirect and Non-direct program related costs to 10 percent of the total budget.

Additional Budget Notes

Figure 3 - Budget Summary Page (Initial)

## Functionality Common to All Forms

### *Bill All Costs Checkbox*

This checkbox appears on every page. This button is designed to save the applicant time when data entering the information for each row. If this button is checked, all costs listed under the Justified Amount column will be transferred to the Amount Billed to WIC/VMA/CSFP column. If an applicant wishes to provide In-Kind for a budget line, this checkbox must not be checked.

### *Additional Budget Category Notes*

Each backup page has a place for notes at the top. This field can be used by an applicant to further explain any situation related to the specific budget category.

### *Automatic New Row Addition*

Many of the backup forms are tables that automatically add rows. New rows are added after some text has been entered/changed in the table's first available column on the table's last row.

### *Remove Row Button*

Tables that can automatically add new rows also have a delete button provided for each row. It is labeled with an "X". This button will remove the row it resides on. This cannot be undone.

## Staff Pages

Each attachment has tables to enter staff information. The basic set-up of the tables is the same. Table 1 has a list of available staff types for each application.

Agency Type	Available Staff Types
WIC	Program Support Competent Professional Authority Non-Direct Staff
VMA	Personal Service Non-Direct Staff
CSFP	Site Management Staff

	Program Support Staff Non-Direct Staff
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Table 1 - Available Staff Types by Agency Type

### Column Heading Descriptions

Column Name	Description
<i>Title</i>	
<i>First Name</i>	First Name of the Employee (Vacant positions leave blank)
<i>Last Name</i>	Last Name of the Employee (Vacant positions leave blank)
<i>Effective Date</i>	First day of the federal fiscal year the employee will be working
<i>Hours in Agency Work Week</i>	Number of hours the agency considers a full week
<i>Hours Worked in Week</i>	Number of hours per week the employee works for the sponsoring agency (regardless of what program the employee works for)
<i>Hours Devoted to (WIC/VMA/CSFP)</i>	Number hours per week devoted to the given program.
<i>FTE</i>	Full Time Equivalent (FTE): A decimal indicating the percentage of time an employee works on an annual basis. This number is calculated by the form. The formula is <i>Hours Devoted to (WIC/VMA/CSFP)</i> divided by <i>Hours in Agency Work Week</i> . The number is then rounded to the nearest hundredth.
<i>Annualized Salary</i>	This is the yearly salary for the employee if he/she worked a full year and full-time. If the employee is expected to work over-time, the annual amount should be included in this number. Also, if a raise is expected at a certain point in the year, the salary should reflect the raise for the number of months it will be used (i.e. If an agency plans on raises in January, the annualized salary should be one-fourth (3 out of 12 months) of the original salary plus three fourths (9 out of 12 months) of the raised salary)
<i>Justified Amount</i>	The total amount of the employee's salary that will be covered by NYS. This number is automatically calculated by multiplying Annualized Salary by FTE
<i>Amount Billed to (WIC/VMA/CSFP)</i>	The amount of the Justified Amount that the agency will be billing to NYS. If this number is less than the Justified amount, the difference will be considered an In-Kind contribution by the sponsoring agency.
<i>Billed FTE</i>	This is the amount of the FTE billed to NYS. It is calculated by dividing <i>Amount Billed to (WIC/VMA/CSFP)</i> by <i>Justified Amount</i> and then multiplying that percentage by <i>FTE</i>
<i>Is (WIC Coordinator/VMA</i>	This box should be checked for the employee who will be in charge of the program. This column

<i>Director/CSFP Director</i>	does not exist on the Non-Direct page. Also only one employee can have this box checked.
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## Staff Situation Examples

Figure 2 shows a few different examples of how to explain certain staffing situations.

### *Program Director – Jane Doe*

The first row shows a straight forward example of a full-time WIC Coordinator. Since she works full-time for WIC she put 37.5 hours in for Hours Devoted to WIC. The form then calculated her FTE at 1.00. Her Annualized Salary was \$40,000, so her Justified Amount is \$40,000 ( $\$40,000 * 1.00$  FTE). Since the agency is expecting NYS to pay for all of her time, the Amount Billed to WIC column is also \$40,000. Finally, the Is WIC Coordinator box is checked because Jane is designated as the WIC Coordinator for the sponsoring agency.

### *Clerk – Mary Smith*

This example shows how to identify a full-time employee who spends only part of her time working for the WIC Program. In the Hours worked Per Week column, Mary is still listed at 37.5 because she does work full-time for the agency. The Hours Devoted to WIC column is at 18.75 because Mary only spends half of her time doing WIC related activities. Her salary is \$26,000, but only \$13,000 is justified as a WIC expense.

### *Clerk – George Washington*

This example shows how to identify a part-time employee. George is an employee who only works part-time, but all of his time is spent on WIC activities. His Hours Worked per Week is only 18.75, and subsequently so is his Hours devoted to WIC. His Annualized Salary is still \$26,000 because the Annualized Salary is based on a full-time employee. If George worked full time, his salary would be \$26,000. Although the agency only pays George \$13,000 per year, his Annualized Salary is \$26,000. His part time status is taken into account when the form calculates the Justified Amount.

### *Clerk 2 – Vacant*

This example shows how to identify a position that only works for part of the year. This example can also be applied to employees who do not work every week. This position won't be starting until April, but then it will be a full-time position. First, we can tell that this is a vacant position because there is no first or last name present. Second, this employee isn't expected to start until April. This can be seen under the Effective Date column. To identify that this will be a full-time employee (once the position is started), Hours Worked in Week is 37.5. Although the position will be

working full-time (37.5 hours per week), the position will only be active for 6 months. This is why the Hours Devoted to WIC is only 18.75. Since the position is not active for half of the year, the average hours devoted to WIC for the full year by this position is only half of the hours worked. This part of the example can also be applied to positions that do not work every week. For a position that only comes in every other week, the calculation would be the same because the average number of hours devoted to WIC for the week over the course of a year would be half of the position's working hours.

### **Staff Form Functionality**

#### **Adding a New Employee**

Additional rows are automatically added to the table after a position name is added to the last row.

#### **Removing an Employee**

There is a button marked with an X at the beginning of each row. Press this button to remove a position.

#### **Adding Notes About a Specific Employee**

The form allows applicants to add specific notes about each position. This field is not required. Some agencies use this field to identify bilingual employees or other information specific to the position. Press the button at the end of the row to reveal a comment box below the employee

#### **Organizing Employees**

Larger organizations may have a difficult time making sure that all employees and positions are accounted for. The form allows the table to be sorted by any available column. There are Sort buttons above each row. The first time a button is pressed, the column will be sorted in ascending order. If the button is pressed again, the column will be sorted in descending order.

### Program Support

Additional Program Support Notes

Bill All Costs

Sort	Sort	Sort	Sort	Sort	Sort	Sort	Sort	Sort	Sort	Sort	Sort	Sort	
	Title	First Name	Last Name	Effective Date	Hours in Agency Work Week	Hours Worked in Week	Hours Devoted to WIC	FTE	Annualized Salary	Justified Amount	Amount Billed to WIC	Billed FTE	Is WIC Coordinator
X	Program Director	Jane	Doe	10/1/2009	37.50	37.50	37.50	1.00	\$40,000	\$40,000	\$40,000	1.00	<input checked="" type="checkbox"/>
X	Clerk	Mary	Smith	10/1/2009	37.50	37.50	18.75	0.50	\$26,000	\$13,000	\$13,000	0.50	<input type="checkbox"/>
This person works full time for the agency, but spends half of her time with WIC													
X	Clerk	George	Washington	10/1/2009	37.50	18.75	18.75	0.50	\$26,000	\$13,000	\$13,000	0.50	<input type="checkbox"/>
This person works only part time, but all his time is devoted to WIC													
X	Clerk 2			4/1/2010	37.50	37.50	18.75	0.50	\$30,000	\$15,000	\$15,000	0.50	<input type="checkbox"/>
This person will be a full time employee, but he/she won't be starting until halfway through the year													
X				10/1/2009						\$0	\$0	0.00	<input type="checkbox"/>
<b>Total Justified Program Support Costs</b>								<b>2.50</b>		<b>\$81,000</b>			
<b>Total Billed Program Support Costs</b>								<b>2.50</b>		<b>\$81,000</b>			
<b>Total In-Kind Program Support Costs</b>								<b>0.00</b>		<b>\$0</b>			

Figure 4 - Staff Backup Page Example

### Fringe Pages

There are two main types of Fringe pages included in the applications. Costs for Fringe Benefits are divided into Direct and Non-Direct costs. Non-Direct Fringe Benefits are the fringe benefit costs associated with Non-Direct Employees. Direct Fringe Benefits are the costs associated with the other employees. The backup sheets for Direct and Non-Direct Fringe Benefits are identical.

## Fringe Calculation Methods

There are two different ways an applicant can calculate their fringe benefits.

1. Method 1 (Component Specific) – Applicants provide the total cost of Fringe benefits by component (i.e. FICA, Medicare, Disability, etc.)
2. Method 2 (Employee Specific) – Applicants provide the fringe benefit cost for each individual employee. This is also broken down by component.

Applicants can use only one method per budget line. It is acceptable to use different methods for Direct Fringe and Non-Direct Fringe.

## Fringe Method 1 (Component Specific)

To use Fringe Method 1, choose Method 1 from the Fringe Choice Radio Button (see Figure 3).

There are two ways to calculate the costs for a component:

- Rate – the sum of the total salaries the component applies to multiplied by a rate. If there is a different rate applied to different types of positions, another row can be added with the same component and a different rate
- Other Methodology – Some other methodology is used to calculate the fringe costs. If this is the case, a brief description of the methodology is required in the *Positions to which Component Applies/Calculation Methodology* column. If different methodologies are used for the same component, additional rows with the same component and different calculation methodology explanations can be added.

### *Explanation of Fringe Method 1 Example*

Figure 3 provides some examples of different situations that can occur when using Fringe Method 1.

Rows 1 & 2

These rows show the basic rate calculation. At the top of the page, the Total Justified Direct Salaries is provided (\$81,000). This number is calculated from the previous staff backup sheets. Since all the positions are included in this calculation, the word “All” is acceptable for Positions to which Component Applies. There is no need to

explain the Calculation methodology because we are using the simple rate methodology. If a number is placed in the total salaries column and the Rate column, the form will automatically calculate the justified amount.

*Please note: The justified amount can be overwritten. Once it has been overwritten, the form will no longer be able to automatically calculate the justified amount. The Applicant will be responsible for doing the calculation and placing it in the Justified Amount column.*

#### Rows 3 & 4

Rows 3 & 4 provide an example of an Other Methodology that is applied to different positions in different ways. The example agency offers two kinds of Health Insurance: Family and Single. Each employee can choose his/her type of coverage. Also, the amount the employee makes has no bearing on the cost of the Health Insurance. The cost is \$2000 for single coverage for an employee or \$5000 for Family coverage for an employee. Since different employees receive different benefits, the agency must list out the positions (or at least a count of positions for very large agencies) that receive the benefit under the Positions to which Component Applies column. Also, the cost of the coverage is included in the description. Since this is not a rate calculation, the Total Salaries and Rate columns are left blank. The agency does the Other Calculation Methodology by hand and then enters the result in the Justified Amount Column.

When a user manually enters a number in the Justified Amount column, a pop-up window will appear to confirm that the user wants to enter a number in the field. Figure 4 shows an example of the pop-up.

#### Row 5

Row 5 shows another example of how to use the Other Methodology. In this case the fringe benefit cost is calculated by taking 10% of each person's salary up to \$30,000. The applicant calculates this amount manually and then enters the result in Justified Amount. Once again the Total Salaries and Rate columns are left blank.

## Fringe

Please choose the method used to report your Fringe Information

- Method 1 (Component specific)
- Method 2 (Employee specific)

Additional Fringe Notes

Bill All Costs

Total Justified Direct Salaries: \$81,000

Component Name	Positions to which Component Applies / Calculation Methodology	Total Salaries	Rate (%)	Justified Amount	Billed Amount
<input checked="" type="checkbox"/> Federal Insurance Contributions Act (F.I.C.A)	All	\$81,000	7.65	\$6,197	\$6,197
<input checked="" type="checkbox"/> Pension/Retirement	All	\$81,000	5.00	\$4,050	\$4,050
<input checked="" type="checkbox"/> Health Insurance	Family Plan (\$5000 per person) (Program Director, 1 Clerk)			\$10,000	\$10,000
<input checked="" type="checkbox"/> Health Insurance	Single Plan (\$2000 per person) (Clerk and new clerk 2 [New clerk will only be working half a year, so actual cost will be \$1000])			\$3,000	\$3,000
<input checked="" type="checkbox"/> Life Insurance	\$100 for each \$1000 of person's salary up to \$30,000 All Positions			\$710	\$710
<input checked="" type="checkbox"/>	FringeComponentName				
<b>Total Justified Fringe Costs</b>				<b>\$23,957</b>	
<b>Total Billed Fringe Costs</b>				<b>\$23,957</b>	

In-Kind Fringe Costs

\$0

Figure 5 - Fringe Method 1 Backup Sheet

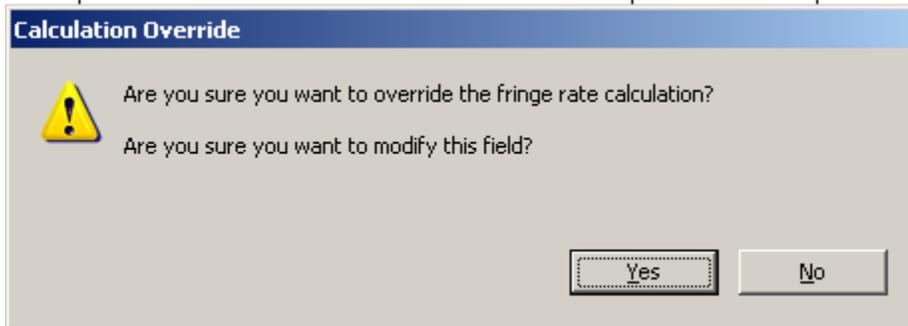


Figure 6 - Fringe Rate Calculation Override Pop-up

## Fringe Method 2 (Employee Specific)

Method 2 is a detailed breakdown of fringe costs by employee. This method is best suited for agencies that offer a variety of fringe benefits to different employees.

### *How to Use the Fringe Method 2 Page*

1. Choose all the components that you will be using from the fringe component dropdowns located at the top of each column (see figure 5). Due to limited space, the text in the dropdown is quite small. When you hold the mouse over a specific item in the list, a tool-tip should appear with a more readable version of the choice.

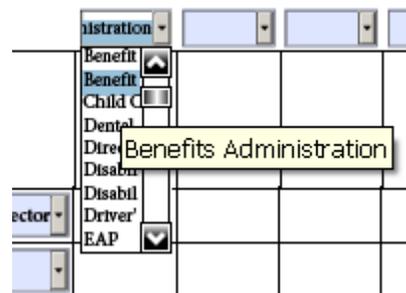


Figure 7 - Fringe Method 2 Component Dropdown

- Choose an employee from the Employee Dropdown (Figure 6). The employee dropdown will limit your choices to employees/positions from the staff pages above that have not already been selected on the Fringe Method 2 page. All Positions/Employees are listed with the first initial of the employee's first name followed by the employee's last name followed by the position title in parentheses. If the position is Vacant, the word "Vacant" will appear instead of the employee name. If there are two positions that are vacant with the same title, a number will be placed at the end of the description. The number is based on the order of the positions on the staff sheets above.

Employee	
X	J. Doe (Program Director)
X	
	M. Smith (Clerk)
	G. Washington (Clerk)
	Vacant (Clerk 2)
Billed Totals	

- Enter in the justified cost of each component for the employee/position listed. Make sure that the cost is pro-rated to the amount of time the employee spends on WIC (i.e. for the Clerk Mary Smith from above, her fringe benefit rates should only reflect half of what the agency pays since she only spends half of her time doing WIC activities.)
- If the applicant wants to provide some fringe benefits In-Kind, there is a button with a Dollar Sign (\$) located at the end of each row (This button will only be visible if the "Bill All Costs" checkbox is not checked). A row labeled "Billed Amount" will appear under the current row. This row will allow you to adjust the amount billed to NYS for each employee's components.



## Space

Additional Space Notes

Bill All Costs

	Site Number	Site Name	Permanent	Proposed Caseload	Justified Cost	Billed Amount	
X			<input type="checkbox"/>		\$0	\$0	Show Site Detail
<b>Total Justified Space Costs</b>				0	\$0		
<b>Total Billed Space Costs</b>					\$0		
<b>Total In-Kind Space Costs</b>					\$0		

Figure 9 - Space Backup Sheets (Initial View)

Site Number	Site Name	Permanent	Proposed Caseload	Justified Cost	Billed Amount	
<input checked="" type="checkbox"/> 1	St. Mary's Hospital	<input checked="" type="checkbox"/>	3,000	\$42,900	\$14,400	<a href="#">Hide Site Detail</a>

Additional Comments about this site

Mailing Address (for temporary sites, please provide the actual location address of the site.)

Street Address/PO Box 141 Main St.  
 Floor/Room Number  
 City Albany  
 State NY ZIP 12202

Physical Address  Same as Mailing Address

Street Address 141 Main St.  
 Floor/Room Number  
 City Albany  
 State NY ZIP 12202

Space Type SPONSOR OWNED/OPERATED SPACE

Space Size 1,500.00

**Rate Per Foot Calculation**

Cost per Square Foot	X	Space Size (sq. ft.)	X	Percent Space Used by WIC	=	Total Rate per Foot Cost	-	Shared Use Adjustment	=	Justified Amount	Billed Amount
\$23.75		1,500		80.00		\$28,500				\$28,500	\$0
Justification for Shared Use Adjustment											

Cost Name	Justification	Justified Amount	Billed Amount	Additional Space Cost Line Comments
<i>Fixed</i>		\$0	\$0	
<i>Janitor</i>	\$200 per month for cleaning service	\$2,400	\$2,400	
<i>Utilities</i>	Electric Bill based on previous year's spending (\$5000) Gas Bill based on last year's spending (\$6000)	\$11,000	\$11,000	
<i>Other</i>	Garbage removal \$33 month (\$396 yr), Snow removal \$100 a year Security - monitoring/alarm (\$504)	\$1,000	\$1,000	

Attachment 3: WIC Local Agency Application Section VI. NYS WIC Summary Budget Form

Cost Name	Justification	Justified Amount	Billed Amount	Additional Space Cost Line Comments
<i>Repair</i>		\$0	\$0	
<i>Renovation</i>		\$0	\$0	
<b>Space Cost Totals</b>		<b>\$42,900</b>	<b>\$14,400</b>	

Figure 10 - Space Backup Sheet Expanded Site Detail

**Viewing Space Summary**

To view overall proposed costs and caseloads for sites, you can hide the site details and just show a summary table (see Figure 9). To hide a site detail, click on the Hide Site Detail Button. This will collapse the site detail.

**Please note: Make sure all site details are expanded before printing the final version of the document. Since only hard copies of the document will be accepted, it is important that the site detail is showing.**

Attachment 3: WIC Local Agency Application Section VI. NYS WIC Summary Budget Form

**Space**

Additional Space Notes

Bill All Costs

Site Number	Site Name	Permanent	Proposed Caseload	Justified Cost	Billed Amount	
X 1	St. Mary's Hospital	<input checked="" type="checkbox"/>	3,000	\$42,900	\$14,400	Show Site Detail
X 2	First Presbyterian Church	<input type="checkbox"/>	300	\$1,200	\$1,200	Show Site Detail
<b>Total Justified Space Costs</b>			3,300	\$44,100		
<b>Total Billed Space Costs</b>				\$15,600		
<b>Total In-Kind Space Costs</b>				\$28,500		

Figure 11 - Space Backup Sheet Space Summary