



Sample Budget Narrative - Diabetes Prevention Program (DPP)

A. Personnel

Personnel	Year				
	1	2	3	4	5
1. DPP Program Coordinator	45,000	46,350	47,741	49,173	50,648
2. Program Evaluator	62,500	64,375	66,306	68,295	70,344
3. Admin/Budget Assistant	33,000	33,990	35,010	36,060	37,142
4. Lifestyle Coaches	220,000	308,000	396,000	484,000	528,000
5. Site-based Administrators (Program Oversight)	30,000	30,000	30,000	30,000	30,000
Total Salaries	390,500	482,715	575,056	667,528	716,314

1. DPP Program Coordinator -- Will be responsible for program oversight and support, serving as the primary liaison between the 5 affiliate sites and ABC Organization, and between ABC Organization and the CDC. Salary is commensurate for similar organizations at other organizations in Rhode Island based on information acquired from glassdoor.com. Salary increases 3% per year over previous year's base salary.

2. Program Evaluation -- Responsible for data collection systems, supporting sites in data collection and reporting efforts, working with CDC on data collection & evaluation, analyzing data on a continuous basis for quality improvement purposes. Salary is commensurate for similar organizations at other organizations in Rhode Island based on information acquired from glassdoor.com. Salary increases 3% per year over previous year's base salary.

3. Administrative/ Budget Assistant -- Responsible for assisting with administrative functions that will be added along with this grant: communication with sites, documentation, bookkeeping, etc. This will be a part time position. Salary is commensurate for similar organizations at other organizations in Rhode Island based on information acquired from glassdoor.com. Salary increases 3% per year over previous year's base salary.

4. Lifestyle Coaches -- Responsible for planning and delivery of DPP classes, documentation of DPP class-related data (attendance, participant weights, etc.), follow-up calls to participants who missed a class. Coaches will be paid on an hourly basis (30/ hour). In most cases Coaches will be current employees of a Center that are interested in the extra work. As the assumptions are that they will be employees, a fringe rate is applied (see B.).

Assumptions used to calculate lifestyle coach expense:

- Each class will be an average of 1 hour
- An additional 3 hours will be added to the Lifestyle Coach’s time commitment for each class to account for planning, data recording and followup calls to absentee participants
- Total enrollees in year 1 = 1,250
- Number of participants/ class: 15
- Number of classes/ cohort = 22
- Number of class cohorts (among all 7 states) = 83 (1250/15)

Calculation: Lifestyle Coach hours x 30

--> 83 Cohorts x 22 classes/ cohort x 4 hours/ class = 7,300 hours x 30 = 220,000

Projections -- # Participants enrolled/ year

Year 1	Year 2	Year 3	Year 4	Year 5
1250	1750	2250	2750	3000

5. Site-based Administrators -- Oversight will be necessary at each site to ensure program efficacy and staff support, and to liaison with ABC Organization . This responsibility will fall to a senior position; each Center will choose the appropriate personnel/ position for this role. Assumptions: base salary for this administrator = 60,000. Percent of time spent on DPP activities: 10%. Therefore the calculation = 60,000 * .10 * 5 centers = 30,000

B. Fringe Benefits

Total Fringe	<i>An average fringe rate of 27.65% for all Centers</i>				
	90,554	115,777	141,028	166,306	179,446

Description of costs

Fringe benefits consists of the following components:

- FICA 7.65%
- Worker's Compensation: 2%
- Health/Dental Insurance: 15%
- Retirement: 3%

C. Travel

Expense	Year 1	Year 2	Year 3	Year 4	Year 5
1. Air travel	1,200			1200	
2. Hotel	740			740	
3. Per diem	400			400	

TOTAL TRAVEL	2,340			2,340	
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Travel costs associated with 2 ABC Organization staff to attend CDC meetings in year 1 and year 4.

1. 2 staff x 600/ plane ticket = 1200

Description of costs

1. Airfare -- Travel/ Expenses to CDC Conferences/Meetings: Air (600/ tkt x 2 staff x 2 trips); Lodging (150/ night x 2 nights/ trip x 2 staff x 2 trips); Per diem for food/ ground transport (100 x 2 x 2).

2. Hotel -- ABC Organization staff (2) x 2 nights x 185/ night = 740

3. Per Diem -- 100/ day x 2 staff x 2 days (for ground transport & food)

D. Equipment

NA

E. Supplies

Exoense	Year				
	1	2	3	4	5
1. Laptops (chromebooks)	2500	2500	2500	2500	2500
2. Digital 500lb Scales (440 for 5 including shipping)	1320	440	440	440	440
3. Participant handouts (DPP)	463	648	834	1019	1204
4. Promotional Posters 12 x18 COLOR	1199	1199	1199	1199	1199
5. Computer for ABC Organization FTE	2250	0	0	0	0
6. AADE 7 System Subscription	158	158	158	158	158
7. Check Stock and Postage	100	100	100	100	100
TOTAL SUPPLIES	7990	5045	5230	5416	5508

Description of costs

1. Laptops -- to be used by Lifestlye Coaches and site supervisors & central DPP staff. 500 x 5 computers/ year = 2,500.

2. Digital Scales -- For participant weight measurements. 440 each. Purchase 3 in year 1, 1 each in years 2-5. Some Centers already have scales

3. Participant handouts -- Based on 15 pages worth of handouts per participany over a year time using 2.47 cents are an avage cost per printed page

4. Promotional posters -- Based on 9.99 12x18 poster (info from our staples contract) using 12 sites x 5 different CDC Racial posters x 2 a year

5. Computer -- Needed for DPP to be based at ABC Organization central office.

6. AADE 7 Subscription -- Cost of subscription/ year for all Centers.

7. Checks -- for programmatic expenses

F. Contractual/ Consultants

Expense	Year				
	1	2	3	4	5
1. Lifestyle coach Training (450, one time)	11,250	4,500	4,500	4,500	4,500
2. HbA1C Testing	125,000	150,000	200,000	200,000	200,000
3. Master Health Coach Webcast	3,200	3,200	3,200	3,200	3,200
4. PR Firm	87,875	0	0	0	0
5. Bank Fees	1,000	1,000	1,000	1,000	1,000
6. Annual Internal Audit Fee	5,000	5,000	5,000	5,000	5,000
7. Donor Carenection Software & Maintenance/ Outreach Fee	\$51,700	\$12,000	\$12,000	\$12,000	\$12,000
TOTAL CONSULTANTS/ CONTRACTS	301,005	190,580	240,580	240,580	225,700

Description of costs

1. Coaches -- \$450/ coach * 25 coaches in year 1 = \$11,250

2. HbA1C Testing -- Twice a year promotion during National Diabetes Aware Month (November) and National donor month (Pricing based on centralized lab testing at Oklahoma Blood Institute. Pricing including testing cost and shipping) \$5/ test x 25,000 tests in year 1 = \$125,000.

3. Master Health Coach Webcast -- 32 hours a year for the webcast with our contracted master health coach based in rhode island @ \$100/ hour.

4. PR Firm -- Based on utilizing <http://thecolor.agency/> our preferred advertising vendor. Vendor will

S8B Handout 2 - Sample Budget Narrative (Health)

updated Mar. 22, 2022

produce a 30 second spot that connects with the target audience to promote the recruitment of participants for the CDC-DP classes program. The CDC has already provided collateral and visual materials to make this program move forward, but is lacking an overarching campaign video that would elicit an emotional connection, prompting the viewer to take action. Vendor will produce a spot that has interest and entertainment/emotional value, catching the viewers' attention, drawing them in. The benefit of a 30 second spot will enable us to treat the broadcast of the campaign as a PSA. This is ideal considering most of the broadcast time will be free. Changing the CTA for each and every location will be an additional ~ 575 per location.

5. Bank Fees -- Based on current bank fees at ABC Organization

6. Annual Internal Audit Fee -- Based on current ABC Organization audit costs

7. Donor CareNecton Software -- This complex software package was developed by OBR to track abnormal health test results (cholesterol). ABC Organization will pay OBR a one time fee to customize the software package for use with the DDP. This software will track results of all HbA1C tests (which they are conducting) and send out followup communication (via email, and in some cases text messages) to encourage those who screen positive for prediabetes to enroll in a DPP program. The one time cost to modify and license the software for this project is \$51,700. The annual cost to host the software and maintain the server is \$12,000. Details on this breakdown provided by OBI:

Donor CareNecton (DCN) - A1C testing - Application: Construction - Implementation	One-Time Cost	Monthly Cost
Overall Project Management / Coordination		
Project Management Tasks	\$15,000	
Donor CareNecton (DCN)		
Source code modifications to meet grant requirements	\$22,500	
Class Check In Website		
Create new website for instructor / participant class check in	\$12,000	
Hosting		
DCN install and set up in the cloud (test, prod environments)	\$1,200	
Class Check In install, set up in the cloud (test, prod environments)	\$600	
Hardware/Software Hosting Fee (up to 5 Blood Banks)*		\$1,000
Vender Interface	\$400	
Estimated Total Cost	\$51,700	\$1,000.0

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G. Construction -- NA**H. Other**

Expense	Year				
	1	2	3	4	5
1. Participant Incentives	53,438	74,813	96,188	117,563	128,2508
2. Participant Recruitment	37,500	52,500	67,500	82,500	90000
OTHER TOTAL	108,938	145,313	181,688	218,063	218,250

Description of costs

1. Participant Incentives -- \$43/ fitbit * 1250 participants in year 1 = \$53,438.

2. Participant Recruitment -- \$30/ participant enrolled. This is based on our donor recruitment. From millions of data points nationwide, we know the average cost to recruit one blood donor is \$25. We anticipate the cost to convert one participant will be slightly higher given this is a new program and may require us to somewhat modify our approach.

I. Total Direct Charges (total A - H):

Expense Category	Year				
	1	2	3	4	5
TOTAL SALARIES	390,500	482,715	575,056	667,528	716,134
TOTAL FRINGE	90,554	115,777	141,028	166,306	179,446
TOTAL TRAVEL	2,340	0	0	2,340	0
TOTAL SUPPLIES	7,990	5,045	5,230	5,416	5508
TOTAL CONSULTANTS/ CONTRACTS	285,025	175,700	225,700	225,700	225,700
TOTAL EQUIPMENT	0	0	0	0	0
TOTAL CONSTRUCTION	0	0	0	0	0
TOTAL OTHER	90,938	127,313	163,688	200,063	218,250
TOTAL DIRECT COSTS	867,346	906,550	1,110,702	1,267,352	1,345,039

J. Indirect charges

S8B Handout 2 - Sample Budget Narrative (Health)

updated Mar. 22, 2022

Expense Category	Year				
	1	2	3	4	5
TOTAL DIRECT COSTS	867,346	906,550	1,110,702	1,267,352	1,345,039
INDIRECT COSTS	86,735	90,655	111,070	126,735	134,504

Description:

1. ABC Organization does not have an indirect cost agreement, therefore has used a rate of 10%.

TOTAL PROJECT COSTS

Expense Category	Year				
	1	2	3	4	5
TOTAL DIRECT COSTS	954,081	997,205	1,221,773	1,394,087	1,479,542