

Sample Budget Narrative

The University of Metropolis

Personnel

Project Director – Dr Rebecca Wilks (12 months, 15% time) is the Director of the Office of Research and at the University of Metropolis. She is accountable for assuring that all project activities are carried out in a timely, cost-efficient and responsible manner. **No funds are requested for this position** (see Leveraged Resources on page 4 of this narrative).

Senior Workforce Development Consultant – Mike Johnson (12 months, 100% of time) is responsible for grant management and reporting, daily operations, supervising staff, assisting with defining current and future needs of the project, maintenance of partner and faculty relationships, working with nursing leadership and facilities to benchmark best practices, marketing the Nursing Education and Placement Program and assisting with job placement of program graduates with partner organizations.

Senior Business Coordinator – Jan Smith (12 months, 100% of time) oversees data collection and administrative processes and is responsible for payment of tuition, fees, books and other expenses, as well as quarterly reports on program finances and accomplishments.

Nurse Development Counselors – Kelley James, Cheryl Russell and Tammy Hall (two at 12 months, 100% of time; one at 12 months, 50% of time) provide student guidance, life skills counseling, provision or assuring the provision of study skills coaching and mentorship, retention counseling, assisting in job placement and maintaining student relationships.

U of M Budget with Salary Increases at 5%/year				
Year	Position	Salary	Fringe	Total
1	Senior Workforce Development Consultant	\$ 90,000	\$ 20,088.00	\$ 110,088.00
	Senior Business Coordinator-Mike Johnson	\$ 50,000	\$ 15,095.00	\$ 65,095.00
	Nurse Counselor-Kelly James	\$ 63,000	\$ 19,020.00	\$ 82,020.00
	Nurse Counselor-Cheryl Russell	\$ 59,000	\$ 17,812.00	\$ 76,812.00
	Nurse Counselor-Tammy Hall	\$ 31,488	\$ 5,960.00	\$ 37,449.00
		\$293,488.00	\$77,975.00	\$371,464.00
2	Senior Workforce Development Consultant	\$ 94,500	\$ 21,092	\$ 115,592
	Senior Business Coordinator-Mike Johnson	\$ 52,500	\$ 15,850	\$ 68,350
	Nurse Counselor-Kelly James	\$ 66,150	\$ 19,971	\$ 86,121
	Nurse Counselor-Cheryl Russell	\$ 61,950	\$ 18,703	\$ 80,653
	Nurse Counselor-Tammy Hall	\$ 33,062	\$ 6,259	\$ 39,321
		\$308,162.00	\$81,875.00	\$390,037.00
Totals		\$601,650.00	\$159,850.00	\$761,501.00

Fringe benefits are calculated utilizing the following scale:

\$1 - \$65,000	30.19%
\$65,001 - \$79,100	23.82%
\$79,101 - \$106,800	22.32%
Part time or Student	18.93%

The following group of expenses increase by 3% per year (inflationary expectation)

Travel

Travel requests are for two people to travel to Washington D.C. once per year for a two-day meeting. Costs are calculated at \$800 x 2 for airfare = \$1,600; hotel for 3 nights x 2 @ \$200 = \$1,200; meals for 2+ days x 2 = \$245; rental car for 3 days @ \$110/day = \$330; and airport parking = \$64. Total: \$3439

Local travel for counselors is calculated at .50 per mile throughout primary service area x 326 miles/month x 12 months = \$1,956.

Year one:	\$ 5,395
Year two:	\$ 5,556
Total:	\$ 10,951

Supplies

Supplies are calculated at \$325 a month x 12 months. This includes all basic office supplies for 4.5 FTE staff plus other related supplies for project staff and for employer partners.

Year one:	\$ 3,900
Year two:	\$ 4,017
Total:	\$ 7,917

Other Expenses

Postage is calculated at 2 mailings a year to 270 participants @ .44 per mailing = \$237.

Year one:	\$ 237
Year two:	\$ 244
Total:	\$ 481

Printing and photocopying includes 10,000 copies per year black and white @ .05/copy and 3,060 copies per year color @ .49/copy = \$2,000.

Year one:	\$ 2,000
Year two:	\$ 2,060
Total:	\$ 4,060

Trainee Support Costs

RN Training (ADN to BSN) at partner Schools of Nursing for 65 persons @ \$6500 per person/yr (Educational track may require all 2years of the grant) This amount includes tuition @ \$1000/semester x 3 (\$3000) fees and material costs @ \$580/semester x 3 (\$1,740); books and supplies @ \$400/semester x 3 (\$1200). Equipment (stethoscope, etc.) @ \$200, miscellaneous costs @ \$360 (one time costs)

Total 65 x \$6,500= \$422,500.

Year one:	\$ 422,500
Year two:	\$ 435,175
Total for 2 years:	\$ 857,675

RN (ADN) Training and LVN Training for a total of 160 persons at partner community colleges includes tuition @ \$1,400/year, lab and insurance fee @ \$200/year; texts and materials @ \$400/year; additional expenses for uniforms, supplies, drug screenings, exit exams, etc., @ \$500/year. (Educational track may require all 2 years of grant) Total $\$2,500 \times 160 = \$400,000$.

Year one:	\$ 400,000
<u>Year two:</u>	<u>\$ 412,000</u>
Total for 3 years:	\$ 812,000

CNA Training for 50 persons per year includes \$300 for tuition, \$450 for all miscellaneous expenses (scrubs, books, school and state fees), for a total of $\$750/\text{person} \times 50 = \$37,500$. (Educational track is completed in 1 semester therefore, able to educate 150 through life of grant)

Year one:	\$ 37,500
<u>Year two:</u>	<u>\$ 38,652</u>
Total for 2 years:	\$ 76,125

Contractual Expenses

Consultant costs are for Gary Bookman, PhD, Associate Professor of Health Care Administration at Gotham University, to assist with data design and analysis and replicate return on investment study of Work School program that was originally conducted as a 2005 study. We are asking for \$1,000 for Year 1, \$2,000 for Year 2,.
Total = \$3,000

Consultant travel costs are calculated at 454 miles per year at $.55/\text{mile} = \$249.70$. Total = \$499

Leveraged Resources

U of M and all partners involved in this project are providing administrative and support services that are not included in the budget, including 15% time for the project director. This includes staff time at all partner facilities and organizations, data collection and reporting, telephone and travel, office supplies, equipment use, and other direct and indirect expenses. We have estimated these resources at \$2,000 per year for six educational partners and \$4,000 per year for nine employer partner for a total of \$32,000.