

# UPHA Capacity Building Grant

## Line Item Budget Justification

The total amount allocated toward the grant is \$131,272 of which \$41,272 will be in-kind expenses from UPHA or other organizations. This total budget is a 31% match of in-kind expenses to the requested amount of \$90,000 in funding over the grant period. The in-kind costs are only an estimate but this amount will increase as funding is obtained from other partners over the life of the grant thereby accomplishing the overall goal of making the grant efforts sustainable. Specific budget line items are described below.

### **OTHER DIRECT COSTS:**

#### *Office Space or Equivalent*

UPHA will be exploring office space with an existing public health agency preferably in Salt Lake County. UPHA is also assuming that an annual lease amount of \$4,000 (\$1,500 in-kind) will be based on a square foot allocation and that some in-kind will continued to be negotiated in this type of arrangement.

#### *Operations*

Phone lines, internet connections, copying, utilities, cleaning fees and any other type of general operational expenses were estimated for the agency secured for office space.

#### *Communications/Marketing*

Year 1 expenses of \$1,500 (\$500 in-kind) were allocated for the Get Ready Campaign materials. A year 2 expense of \$1,000 (\$500 in-kind) is allocated for the Get Ready Campaign and promotion of the strategic plan.

#### *Liability Insurance*

Annual general liability insurance will be an in-kind professional expense from UPHA's existing budget (see attached). At this time the officers and board are still evaluating board member liability insurance and should the decision be made to purchase this it too would come from the existing budget.

#### *Supplies*

All expenses assumed routine supplies necessary to maintain normal office functions such as copying, printing, mailing, and miscellaneous office supplies. Over the period of the grant it is estimated that \$1,750 will be allocated to the grant and \$1,250 will be in-kind expenses making this almost a 50-50 shared expense.

### *Equipment*

In year 2 \$3,000 was allocated for a computer and printer. All other equipment will be supplied by the agency leasing office space and any associated costs will already be assumed as either an operational expense, part of the lease or as an in-kind expense by the agency.

### *Payroll/accounting services*

This is assumed to be part of a 10% administrative fee that has been estimated for a management service contract.

### *Travel*

Year 1 expenses of \$6,000 (\$2,500 in-kind), Year 2 expenses of \$6,000 (\$2,500 in-kind), and Year 3 expenses of \$5,000 (\$2,500 in-kind) takes into consideration one or more individuals attending required meetings associated with the grant, annual APHA meeting and technical assistance trainings that have been requested.

### *Meeting expenses*

Year 1 expenses of \$3,5000 (\$1,500 in-kind) and Year 2 expenses of \$3,000 (\$1,000 in-kind) takes into consideration one or more individuals attending annual APHA meeting, local meetings to promote the Get Ready Campaign and strategic plan development meetings and any other miscellaneous costs associated with the technical assistance trainings that have been requested. Year three estimate of \$1,383 (\$1,000 in-kind) assumes UPHA will begin to cover most meeting related expenses.

## **PURCHASED SERVICES:**

### *Consultants*

A total of \$10,500 was allocated over the life of the grant for campaigns to promote annual priority issues of the association and advocate for necessary public health policy changes. UPHA is also assuming that this allocation will be matched by other partners and the actual allocation on a yearly basis may be subject to change given the actual amount of matching funding.

### *Contracts*

Expenses were estimated for a professional management company to employ an individual beginning June of 2009. Their total weekly hours allocation to the association would be in years 1 & 2 (16 hrs.), years 3 & 4 (24 hrs). A 2% COLA, based on performance, was also calculated beginning in year 2 and thereafter. As mentioned under payroll/accounting services, there was no more than a 10% management fee added to these expenses for the selected management company but this is subject to negotiation. In year 1 a minimal fee is also assumed to be paid to Health Insight for being the fiscal agent for UPHA and should not exceed the allocation already identified for contracting in year 1. The exact fee has yet to be negotiated and will go away in year 2 as UPHA plans on having a 501(c)(3) status.

It is also assumed in-kind expenses in the amount of \$5,000 in year 2 & 3 plus \$10,394 in year 4 will be from other donating partners and part of the funding necessary to sustain efforts after the grant periods ends.