BUDGET JUSTIFICATION   Total Year 1 – 3 FEDERAL REQUEST:

A. Personnel:	**Year 1**	**Year 2**	**Year 3**	**Total**
TOTAL FEDERAL REQUEST:	**$201,457**	**$218,315**	**$224,866**	**$644,638**

Personnel and FTE	Annual Salary	FTE	Salary Request Year 1	Salary Request Year 2	Salary Request Year 3	Salary Request Total
Staff 1	$189,600	10%	$18,960	$19,529	$20,115	$ 58,604
Staff 2	$189,600	15%	$28,440	$29,293	$30,172	$ 87,905
Staff 3	$ 94,059	20%	$18,812	$19,376	$19,957	$ 58,145
Staff 4	$ 86,160	10%	$ 8,616	$ 8,874	$ 9,141	$ 26,631
Staff 5	$ 98,494	15%	$14,774	$15,217	$15,674	$ 45,665
TBA Program Coordinator	$ 60,130	100%	$60,130	$61,934	$63,792	$185,856
TBA Biostatistician	$134,000	15%	$20,100	$20,703	$21,324	$ 62,127
TBA Media/ Communications Position	$ 70,000	15% Year 2 &3 30%	$10,500	$21,630	$22,279	$ 54,409
TBA Technology Support	$ 84,500	25%	$21,125	$21,759	$22,412	$ 65,296
TOTAL REQUESTED:			**$201,457**	**$218,315**	**$224,866**	**$644,638**

JUSTFICATION/NARRATIVE:

Staff 1 will serve as project Principal Investigator FTE at 10% and is subject to the federal salary cap. Staff 1 will have the overall administrative responsibility for carrying out the project. Staff 1 will be responsible for all program related matters within the project and within the subgrantee project. Staff 1 will conduct projects meetings with all project staff, monitor progress and communicate with subgranttees to assure project fidelity. Staff 1 will be responsible for overseeing all budget related matters including oversight of the subgrantee projects. He will meet on a weekly basis with the dedicated financial manager to review all budgetary matters. The meeting will address weekly and monthly financial reports as generated by the agency utilizing the sophisticated project dedicated SAP software. Weekly staff meetings will monitor and track both agency and subgrantee progress, technical assistance requests, project evaluation responsibilities, and timetable compliance. He will immediately address identified problems within the agency and with subgrantees through established counterpart relationships with their designated project officers. Staff 1 will be responsible for project coordination, FNS consultation, publications and the timely preparation and submission of all reports to FNS. He will assure all activities are completed on time within budget and of high quality.

Staff 2 will serve as co-Principal Investigator (PI) on this project for years 1 – 3 FTE at 15% and is subject to the federal salary cap. She will work with Staff 1 on the overall administrative and financial management of the project, and will lead the administration of the grants program. Staff 2 will meet weekly with staff to monitor project progress, address any methodological questions that arise and oversee the evaluative responsibilities of the subgrantee projects. Staff 2 will bring her expertise to bear on the evaluative, epidemiological and nutritional focus that are at the core of the project. Her broad based academic expertise coupled with her WIC experience and knowledge will assure a comprehensive understanding of the range of methodological issues that will arise in executing the study. She will coordinate the HPRIL technical assistance responsibilities and assure it is provided in a timely manner Staff 2 will provide the professional and methodological expertise to assure quality execution of the study and quality results.

Staff 3 will serve as a co-Investigator on the project for years 1 – 3 FTE at 20%. Staff 3 is a Licensed Dietetic Nutritionist and a Registered Dietitian and High Risk Nutritionist for the WIC Program. Staff 3 will contribute to the administrative responsibilities while bringing her nutritional expertise, academic background and clinical experience to support this complex nutrition based program. She will meet on a weekly basis with the agency staff and oversee staff responsibilities and program operations. Staff 3 by virtue of her academic expertise coupled with her continuing clinical WIC role and client engagement will assure that all activities conform to WIC requirements, nutrition education protocols and are responsive to client sensitivity as well as client burden. She will lead the subgantee meetings, provide expertise on the refinement of research designs, and evaluation methods. She will serve as the primary contact for the sub-grantee projects.

Staff 4 will serve as co-Investigator on the project for years 1 – 3 FTE at 10%. She is an experienced Behavioral Scientist and Health Educator and will be integral to Project implementation. She has extensive training and experience in maternal and child health and health and nutrition education. She will provide technical expertise on the incorporation of research into WIC setting and provide technical assistance on qualitative research methods. As a behavioral scientist coupled with her current activities in the WIC program, she has the background and experience to oversee the sugrantee project. In addition her background will contribute to the provision of technical assistance as well as project evaluation.

Staff 5 will serve as the financial administrator on this project for years 1 – 3 FTE at 15%. She has more than 15 years' experience administering the WIC program, reviewing WIC expenditures, and filing monthly State reports as well as annual summaries of WIC expenditures. In addition Staff 5 has managed intermittent State and FNS WIC audits. Equally important is her knowledge of WIC regulations and prohibited transactions. Weekly meetings will monitor and track both agency project expenditures as well as subgrantee expenditures, identify in real time any deviation or potential problem and quickly respond immediately to resolve any identified problems within the agency and through establish counterpart relationships with the subgrantee project officers.

Program Coordinator (TBD) We plan to hire a full-time person with a nutritional background to manage and coordinate the cooperative agreement and serve as one of 2 principal contacts for the sub-grantees for administrative issues on the project for years 1 – 3 FTE at 100%. This person is ideally a master's level professional (or equivalent experience) with experience in research program management, knowledge of WIC, scientific event planning, report writing as well as manuscript preparation.

Statistician (TBD) We plan to identify a JHSPH statistician on this project for years 1 – 3 FTE at 15%, to provide technical assistance to the sub-grantees and to other projects as identified by USDA. The statistician will be master's or doctoral trained (or equivalent experience) and familiar with program evaluation methods, particularly within the realm of service quality improvement research. The FTE is 15%.

MIS/Technology Specialist (TBD) This position is important to the success of the project is the training and support of sub-grantees in the manipulation of their administration database (such as WOW) for research problem definition and intervention evaluation. This person would have bachelor's degree or higher, data analysis/information system experience, experience with evaluation methods, WIC MIS would be a plus. Years 1 – 3 FTE at 25%.

Media/Communication Specialist (TBD) We plan to identify an expert in communications to provide expertise in development and maintenance of our website content and as the project progresses in the development of dissemination materials for the project overall and in support of the sub-grantees. Public health related communication experience, solid writing skills and creativity are requirements for this position. The FTE is 15% in year 1 and increases to 30% in years 2 and 3 as the needs for production of dissemination materials increases.

We require 3% salary increases are factored into the budget for years 2 and 3.

		Year 1	Year 2	Year 3	Total
B.	**Fringe Benefits:**				
	TOTAL FEDERAL REQUEST....	**$68,495**	**$74,228**	**$76,454**	**$219,177**

FB request on Salary Amount @34% Federal Rate Agreement	Year 1 fringe base on total Salary of $201,457x34%	Year 2 fringe base on total Salary of $218,315x34%	Year 3 fringe base on total Salary of $224,866x34%	Total Request Federal Fringe Benefits based on total Salary $644,638 x 34%
Total Requested	**$68,495**	**$74,228**	**$76,454**	**$219,177**

Personnel	**Sal Request**	**Fringe Rate**	**Total Fringe for year 1**
Staff 1	$18,960	34%	$ 6,446
Staff2	$28,440	34%	$ 9,670
Staff 3	$18,812	34%	$ 6,396
Staff 4	$ 8,616	34%	$ 2,929
Staff 5	$14,774	34%	$ 5,023
TBA Program Coordinator	$60,130	34%	$20,444
TBA Biostatistician	$20,100	34%	$ 6,834
TBA Media/Communications	$10,500	34%	$ 3,570
TBA Technology Support	$21,125	34%	$ 7,183
Total Year 1 Fringe Benefit			**$68,495**

Personnel	Sal Request	Fringe Rate	Total Fringe for year 2
Staff 1	$19,529	34%	$ 6,640
Staff 2	$29,293	34%	$ 9,960
Staff 3	$19,376	34%	$ 6,588
Staff 4	$ 8,874	34%	$ 3,017
Staff 5	$15,217	34%	$ 5,174
TBA Program Coordinator	$61,934	34%	$21,058
TBA Biostatistician	$20,703	34%	$ 7,039
TBA Media/Communications	$21,630	34%	$ 7,354
TBA Technology Support	$21,759	34%	$ 7,398
Total Year 2 Fringe Benefit			**$74,228**

Personnel	Sal Request	Fringe Rate	Total Fringe for year 3
Staff 1	$20,115	34%	$ 6,839
Staff 2	$30,172	34%	$ 10,258
Staff 3	$19,957	34%	$ 6,786
Staff4	$ 9,141	34%	$ 3,108
Staff 5	$15,674	34%	$ 5,329
TBA Program Coordinator	$63,792	34%	$21,689
TBA Biostatistician	$21,324	34%	$ 7,250
TBA Media/Communications	$22,279	34%	$ 7,575
TBA Technology Support	$22,412	34%	$ 7,620
Total Year 3 Fringe Benefit			**$76,454**

JUSTFICATION/NARRATIVE:

Fringe Benefits: The fringe benefit rate is 34% for full time employees.

Component	Full Time / Part Time
FICA	6.60%
Unemployment	0.11%
Worker's Comp	0.12%
Retirement	11.26%
Medical, Life, Dental	10.33%
Disability	0.43%
Tuition	0.38%
Administration	0.75%
Vacation Leave	4.03%
TOTAL	**34.00%**

		Year 1	Year 2	Year 3	Total
C.	**Travel:**				
	TOTAL FEDERAL REQUEST……	**$5,350**	**$5,000**	**$5,350**	**$15,700**

Purpose	Rate	Year 1	Year 2	Year 3	Total Requested Federal
Local travel from State Agency to USDA/FNS for 5 team members	.54 per mile based on 100 miles round trip (100 miles x .54 x 5 persons)	$270		$270	$ 540
Local travel (parking at FNS for 5 staff	$16.00 for each staff member	$80		$80	$ 160
Non- Local travel (Airfare for staff to provide TA)	$500 (2 persons x 2 trips)	$2,000	$2,000	$2,000	$6,000
Per Diem for 2 staff to provide TA for 3 days	$250 (2 persons x 2 trips x 3 days)	$3,000	$3,000	$3,000	$9,000

JUSTFICATION/NARRATIVE:

Funds are requested to support: a. local travel of staff from State to USDA/FNS (years 1 and 3); and b. non-local trips for staff to provide technical assistance to sub-grantees and special projects

1) Local staff travel to Arlington, VA for Orientation and Closeout meetings, plus parking. Mileage

   (.54) x 100 miles x 5 persons = ($270)

   Parking $12 for 2 persons x 2 trips x 3 days = ($144) for a total federal request = $700

2) Non-local travel to provide technical assistance. It is anticipated that 2 staff will complete 2 trips per year.

3) Airfare ($500) x 2 persons x 2 trips x 3 years = $6,000
   Per Diem ($250) x 2 persons x 2 trips x 3 years = $3,000; included in Per Diem, lodging, parking, transportation, and food.

D. Equipment:
TOTAL FEDERAL REQUEST………. N/A

E. Supplies:	**Year 1**	**Year 2**	**Year 3**	**Total**
TOTAL FEDERAL REQUEST……	**$10,000**	**$7,000**	**7,000**	**$24,000**

Description of Items	**Rate**	**Year 1**	**Year 2**	**Year 3**	**Total Request**
2 computers and Printers	2 x $1,500	$3,000			$ 3,000
Materials and supplies	$4,000 per year	$4,000	$4,000	$4,000	$12,000
Scan/copying usage charges	$.10 per copy @ 5,000 copies per year	$500	$500	$500	$ 1,500
Printing services	$2,500 per year	$2,500	$2,500	$2,500	$7,500
Total Federal Request		**$10,000**	**$7,000**	**$7,000**	**$24,000**

JUSTFICATION/NARRATIVE:

Funds are requested for 2 computers and 2 printers for direct use in the administration of the research project. (2*$1500=$3000) and this would include computer, software, monitor, and printer).

Materials and supplies are estimated at $4000 each year, this would include:
Computer supplies: toner/ ink cartridges, flash drives estimated to be $2400

Office supplies: pens, pencils, binders, clips, folders, highlighters, tape, staples, notepads, sticky notes, and paper are estimated to be $1000
Mailing supplies: envelopes and labels are estimated to be $200
Other supplies: AV charges, and software licenses are estimated to be $400

Copying services @ $ .10; estimate 5,000 per year ($500/per year).

Printing Services ($2,500 per year) to print meeting materials, training manuals, reports, posters, and other professional meeting materials for dissemination and presentations.

F. Contract Services:	**Year 1**	**Year 2**	**Year 3**	**Total**
TOTAL FEDERAL REQUEST......	**$253,200**	**$439,500**	**$64,500**	**$757,200**

Name/Service	**Rate**	**Year 1**	**Year 2**	**Year 3**	**Total Request**
		Contractual			
5 Person Advisory Board	$200 x 5 Advisory members	$2,000	$2,000	$2,000	$6,000
4 Experts for proposal reviews	$300 x 4 Experts	$1,200			$1,200
		Subcontracts			
includes WIC State and Local Agencies	5 awards x $150,000 Payments will be disbursed accordingly See budget justification	$250,000	$437,500	$62,500	$750,000
Total Requested		**$253,200**	**$439,500**	**$64,500**	**$757,200**

JUSTFICATION/NARRATIVE:

<u>Contractual Services</u>

Funds ($3,200) for contractual services are requested to support 2 activities in year 1.

1) We will assemble a 5-person advisory board to provide overall guidance on the execution of the project bi-annually over the 3 years of the project. We will seek a diverse membership on the advisory board, including members knowledgeable about WIC (e.g., current Head of WIC State Agency), program evaluation methods and metrics (WIC researcher), mobile technologies, WIC nutritionists/WIC clients, and vendors. We will also seek geographic diversity and experience.

   $200 x 5 persons x 2 times per year = $2000

2) We will assemble a panel of 4 experts to review and rank proposals for potential funding with the composition to be determined based on the proposal received. We will need WIC expertise, statistical expertise, with other areas to be determined.

$300 x 4 persons x 1 time for year 1 = $1,200

Subcontracts

We will solicit proposals from WIC state agencies and/or local agencies for research projects to test interventions to improve retention/participation of children 1-4 years of age in WIC. We plan to award 3-5 agencies $150,000 to $200,000 for 18 months. We have illustrated the payments here as 5 awards of $150,000, disbursed as $50,000/project in year 1, $87,500/project in year 2 and a final payment of $12,500/project in year 3 of the project. Costs to be included in the subcontracts would include salary for project personnel, research related supplies and materials, publication/dissemination costs, and travel to the State Agency and per diem for 1.

Year 1: $50,000 x 5 projects = $250,000

Year 2: $87,500 x 5 projects = $437,500

Year 3: $12,500 x 5 projects = $62,500

Total: $150,000 x 5 projects = $750,000

G. Construction:
TOTAL FEDERAL REQUEST....... N/A

H. Other:	**Year 1**	**Year 2**	**Year 3**	**Total**
TOTAL FEDERAL REQUEST......	**$5,020**	**$6,020**	**$5,020**	**$16,060**

Description of Items	**Rate**	**Year 1**	**Year 2**	**Year 3**	**Total Request**
Postage/Courier service	$500	$500	$500	$500	$ 1,500
Webcast Services	$1,000 per event	$2,000	$3,000	$2,000	$7,000
Communications/telecom	$210per months x 12 months	$2,520	$2,520	$2,520	$7,560
Publication charges/open access			$5,000	$5,000	$10,000
Total Federal Request		**$5,020**	**$11,020**	**$10,020**	**$26,060**

JUSTFICATION/NARRATIVE:

A request for other expenses are needed for postage/courier services ($500/per year)

Webcast services and preparation, support and recording is estimated at $1000/event which includes $1,000 for recordings, and internet fees during the conference. We budgeted 2 such events during year 1 and year 3; 3 events during year 2.

Telecom/Communications charges: ($210/mo/$2,520 per year),

Publication/open access charges includes charges are estimated at $5000/year in years 2 and 3.

I. Indirect Cost:	**Year 1**	**Year 2**	**Year 3**	**Total**
TOTAL FEDERAL REQUEST……	**$123,464**	**$93,681**	**$96,079**	**$313,224**

	Year 1	Year 2	Year 3	Total Requested
Total Direct	$543,522	$755,063	$388,190	$1,686,775
Modified Direct (only the first $25,000 @ 29.5% IDC will be applied to the each of the 5 subcontracts)	$418,522	$317,563	$325,690	$1,061,775
Total IDC Requested	**$123,464**	**$93,681**	**$96,079**	**$313,224**

JUSTFICATION/NARRATIVE:

Indirect Costs Rate

State Agency has negotiated an IDC rate with the Department of Health and Human Services (DHHS). The State Agency applies a 29.5% Facilities and Administration rate and requests the amount of $313,224.00 based on a modified direct amount of $1,061,775.00.