

## ATTACHMENT 9: BUDGET NARRATIVE

<b>I. Budget Narrative</b>	
The Budget Narrative (ATTACHMENT 8) must be prepared in conjunction with the Budget Worksheet (ATTACHMENT 7).	
I.1.	Hire Staff
	<p>For each "Hire Staff" listed on the Budget Worksheet, explain how the salaries were determined and provide support for the stated salary. For example, state the classification and provide the published salary range for the employee in the stated classification</p> <p>a. The salary request for the SFDPH Transition Age Youth (TAY) System of Care Clinical Coordinator is based on the Coordinator's actual current salary of <b>\$115,504</b> per year, with <b>25%</b> of the Coordinator's time charged to the EPI PLUS grant to support monitoring, oversight, and systems integration activities related to the program. The budget request includes an annual cost of living increase based on current SFDPH personnel requirements.</p>
	<p>b. Provide a statement for each classification listed on the Budget Worksheet as to the time base (Full Time Equivalent) of work proposed. State this as a percentage for each year funding is requested. For example, if the position is full time, then state that it is 100% for GY 1, GY 2, GY 3 and GY 4. If the position is half-time, state that the position is 50% for GY 1, GY 2, GY 3 and GY 4.</p> <p><b>San Francisco Department of Public Health:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Transition Age Youth (TAY) System of Care Clinical Coordinator:</b> <b>25%</b> for GY 1, GY 2, GY 3, and GY 4</li> </ul>
I.2.	Personnel Services Benefits
	<p>Explain what is included in the cost and how were the costs determined. Provide support for the costs. For example, provide published guidance from HR (or some other entity) stating percentage of salary or actual dollars used for employee benefits, including medical, retirement, taxes, etc.</p> <p>The personnel services benefits rate at SFDPH is <b>44.12%</b>, although the percentage is slightly higher in year 1 of the program due to anticipated additional expenditures related to the COVID-19 pandemic.</p> <p>a. The personnel services benefits rate for the <b>7</b> employees based at Felton Institute is <b>30%</b>. The breakdown of this percentage is as follows:</p> <ul style="list-style-type: none"> <li>▪ <b>Health care - 12.5%</b></li> <li>▪ <b>Vacation - 6.6%</b></li> <li>▪ <b>FICA - 6.2%</b></li> <li>▪ <b>SUI - 1%</b></li> <li>▪ <b>WC - 2.25%</b></li> <li>▪ <b>Medicare - 1.45%</b></li> </ul>
I.3.	Hire Contractors or other non-staff

	<p>For each “Hire Contractors or other non-staff” listed on the Budget Worksheet, explain how the costs were determined and provide support for the stated cost. For example, support could include an existing or new contract which states the classification, the cost, and time period in order to support the requested funds for each grant year.</p> <p>a. The salaries for program staff based at Felton Institute - who will deliver all direct program services and who are listed on the Budget Worksheet in the “Contractor” section - are based on current salary rates at Felton, including slightly increased salaries for bilingual / bicultural staff members. The Division Director, Program Manager, and Clinical Supervisor / Team Leader are <b>existing</b> Felton staff, while the Bilingual Staff Therapist, Bilingual Employment and Education Specialist, Family Peer Specialist, and EP Training and Evaluation Manager are <b>new</b> staff who will be specifically hired for the program.</p>
	<p>Provide a statement for each classification listed on the Budget Worksheet as to the Full Time Equivalent of the proposed work. State this as a percentage for each year funding is requested. For example, if the position is full time, then state that it is 100% for GY 1, GY 2, GY 3 and GY 4. If the position is half-time, state that the position is 50% for GY 1, GY 2, GY 3 and GY 4.</p> <p><b>Felton Institute:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Division Director:</b> 5% for GY 1, GY 2, GY 3, and GY 4</li> <li>▪ <b>Program Manager:</b> 10% for GY 1, GY 2, GY 3, and GY 4</li> <li>▪ <b>Clinical Supervisor / Team Leader:</b> 20% for GY 1, GY 2, GY 3, and GY 4</li> <li>▪ <b>Bilingual Staff Therapist:</b> 100% for GY 1, GY 2, GY 3, and GY 4</li> <li>▪ <b>Bilingual Employment and Education Specialist:</b> 75% for GY 1, GY 2, GY 3, and GY 4</li> <li>▪ <b>Family Peer Specialist:</b> 100% for GY 1, GY 2, GY 3, and GY 4</li> <li>▪ <b>EP Training and Evaluation Manager:</b> 100% for GY 1, GY 2, GY 3, and GY 4</li> </ul>
I.4.	Other Costs (non-staff and non-contracted services)
	<p>For each “Other Costs (non-staff and non-contracted services)” listed on the Budget Worksheet, explain what the costs are for, how the costs were determined and provide support for the stated cost. For example, training could be supported through a published catalog of classes and rates.</p> <p>a. All project expenditures in the Other Costs section will be made by Felton Institute and will be included in the Felton Institute subcontract, which will include a maximum annual 15% Administrative Cost allocation based on the actual amount of the subcontract. These Other Costs are as follows:</p>

- **Peer Participation Honoraria:** Avg. **\$150** Per Monthly Honoraria Voucher x Avg. **4** Volunteers Per Month x **45** Months (Beginning in Grant Month 4) = **\$27,000**

This line item supports a program to reward and incentivize highly involved project volunteers with a small monthly honorarium in the form of a grocery or other voucher. Criteria for awarding vouchers will be determined during the 3-month project start-up period. The actual number of vouchers distributed and the number of volunteers receiving vouchers is expected to vary from month to month.

- **Community Outreach and Education Events:** Avg. **\$150** Per Event x **9** Events in Year 1 and **12** Events Per Year in Years 2 - 4 (**45** Events Total) = **\$6,750**

This line item supports the cost of expanded community-based outreach and education presentations to a wide range of audiences, with an average of **12** community outreach events per year beginning in program month 4.

- **Outreach Materials Production & Printing:** Avg. **\$50** Per Month x **45** Months (Beginning in Grant Month 4) = **\$2,250**

This line item supports the cost of producing and printing hard copy materials related to program education and outreach, including brochures, palm cards, flyers, and educational materials for distribution at community events.

- **Graphic Art & Web Development Consultant Services:** Avg. **\$75** Per Hour x Avg. **6** Hours Per Month x **42** Months (Grant Months 1 - 42) = **\$18,900**

Graphic Art and Web Development Consultants will develop project identity elements, project outreach materials and publications, and expand the program's web-based outreach and education elements. Consultant services are averaged across the 4-year grant period through the 6<sup>th</sup> month of the final project year.

- **Phone App-Based Telehealth & Telehealth Services:** Estimated Development, Implementation, and User Subscription Costs of **\$26,923** in Year 1, **\$15,000** in Year 2, and **\$7,500** in Year 3 = **\$49,423**

This line item includes total estimated costs for developing, implementing, launching, testing, and refining a proposed new telehealth phone app specifically for early psychosis patients and their families and caregivers. The telehealth app development process is expected to begin in grant year 2, with the bulk of costs are allocated for this initial development period. Costs in grant years 3 and 4 are expected to decline following initial development and piloting. The cost estimate is based on consultation with local non-profit agencies who have developed comparable telehealth apps for specific client sub-populations.

- **Telehealth-Related Participant Incentives:** Avg. **\$15** Per Incentive x Avg. **50** Incentives Per Month x **30** Months (Beginning in Grant Month 19) = **\$22,500**

One element of the new early psychosis telehealth app will involve providing **embedded incentives** in the app which reward patients for remaining engaged in the program and adherent to care. Such embedded incentives are becoming increasing common in both telehealth and teletherapy applications. While the precise value of incentives and number of incentives per month may change, at the time of this application Felton is projecting an average of **50** incentives per month beginning in approximately the 6<sup>th</sup> month of the second grant year.

- **Local Transportation:** Avg. **\$50** Per Month x **45** Months (Beginning in Grant Month 4) = **\$2,250**

The Local Transportation line item supports the costs of grant-funded Felton Institute staff traveling throughout San Francisco to conduct home visits, attend outreach events, make presentations at agencies, etc. The cost item is activated beginning in month 4, following the hiring of new proposed project staff.