



BUDGET FEEDBACK FORM

This document provides feedback on the budget documents for your community. Please respond to the questions noted under each section.

CORRECT BUDGET FORMS USED

YES NO

PERSONNEL

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|------------------------------|-----------------------------------|---|
| Coordinator Cost | Wages and/or Contract/ Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Fiscal Management Cost | Wages and/or Contract/ Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Fringe for Coordinator | Benefits and Payroll Taxes | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Fringe for Fiscal Management | Benefits and Payroll Taxes | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

OFFICE OPERATIONS

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|---------------------|-----------------------------|---|
| Phone/Internet/Rent | Office Operation Expenses | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

TRAVEL

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|---|-----------------------------|---|
| Mileage for Coaches | Travel | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Meals, Lodging, Airfare for National Training Institute | Travel | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

SUPPLIES

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|--|-----------------------------|---|
| Materials for Training and Provider Collaboration Meetings | Supplies | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Office Supplies | Supplies | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Copies/Postage | Supplies | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Incentives for provider collaboration meetings | Supplies | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

TRAINING AND OUTREACH

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|---|-------------------------------------|---|
| Coach and Trainer Time for Trainings • Yr 1: 4 trainings plus ½-day Director Training • Yr 2: 3 trainings • Yr 3: 2 trainings (contracted through UNL Extension) | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Provider and Director Stipends for Training • Yr 1: 4 trainings plus ½-day Director Training • Yr 2: 3 trainings • Yr 3: 2 trainings | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Stakeholder Meeting Expenses | Travel and/or Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Food for Meetings and Training | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| National Training Institute Registration (Communities must send 2 people from their community such as coaches or providers) | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Provider/Coach Informational Meeting (if expanding) | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

CONTRACT/CONSULTING

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|---|-----------------------------|---|
| Coaching Costs <ul style="list-style-type: none"> · Yr 1: 2.5 hrs/month · Yr 2: 1.5 hrs/month · Yr 3: Individualized (min. of 6 hrs/max. of 12 hrs) <p>Note: The time above can include prep for coaching but does not include any community coach team meetings.</p> | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Community Coach/Coordinator Meetings | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Coach Reflective Consultation (1 hr/month/coach) | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Coaching Stipends to Providers | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Lead Coach Time | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Provider Collaboration Meetings (Coach Time and/or Provider Stipends) <ul style="list-style-type: none"> · Minimum of 6 per year | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Stakeholder Meeting Facilitation | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

ADMIN EXPENSES

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|--|-----------------------------|---|
| Administrative Expenses (up to 10% of direct expenses) | Administrative Expenses | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

ECMH SYSTEMS WORK

Will be variable depending on the system(s) and strategies chosen

Budget should reflect the work outlined in the community work plan

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|--|---|---|
| PIWI <ul style="list-style-type: none"> • 9 sessions/class • Facilitator fee • Venue charge (or in-kind) • Child care not needed • Incentives • Meal or snack provided • Materials for classes | Contract/consulting Training and Outreach Supplies Match | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| COSP <ul style="list-style-type: none"> • 8 sessions/class • Facilitator fee • Venue charge (or in-kind) • Child care • Incentives • Meal or snack provided • Materials for sessions | Contract/consulting Training and Outreach Supplies Match | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Parent Pyramid Modules <ul style="list-style-type: none"> • 7 sessions/class • Facilitator fee • Venue charge (or in-kind) • Child care • Incentives • Meal or snack provided • Materials for sessions | Contract/consulting Training and Outreach Supplies Match | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Other | | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

The plan for Pyramid Model implementation is clear in the work plan YES NO

The plan for systems work is clear in the work plan YES NO

OTHER CONSIDERATIONS (NOT REQUIRED)

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|---|---------------------------------|---|
| Coach Professional Development <ul style="list-style-type: none"> · Covering cost of travel and/or registration expenses for training · Contracted coaches may not be paid for their time to attend PD unless it is mandated. | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Coaching Costs <ul style="list-style-type: none"> · Meeting time/coaching time with Directors (suggested 1/2 hr to 1 hr. per month) | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Coaching Time <ul style="list-style-type: none"> · Additional Planning/Prep time for coaches | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Year 4 Supports <ul style="list-style-type: none"> · In the process guide and/or through discussion with you TA | Contract/Consulting or Training | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Sustainability Support <ul style="list-style-type: none"> · Ongoing Pyramid booster training for those that have completed modules · Training support for directors to become coaches in their facility · As needed coaching for providers who have graduated | Contract/Consulting or Training | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Travel Time for Coach <ul style="list-style-type: none"> · Travel time for coaches (to reach providers who live in other communities) | Contract/Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Mileage for providers traveling to training/collab meetings | Travel | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Training Make-up <ul style="list-style-type: none"> · Cost to purchase E- Modules from the Pyramid Model Consortium · If not included – ensure that a plan exists for make-up trainings | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Completion Bonus | Other Expenses | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

IN-KIND CONTRIBUTIONS

Must be 20% of total budget—items below are ideas but not all will be included and there may be others in a community budget that are not listed here.

| BUDGET LINE | APPROPRIATE BUDGET CATEGORY | BUDGET JUSTIFICATION |
|--|------------------------------------|---|
| Stakeholder Group Volunteers · Calculated at current federal volunteer rate | Wages | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Coordinator/Fiscal Management Time | Wages | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Coordinator/Fiscal Management Benefits | Benefits and Payroll Taxes | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Office Space | Office Operations Expenses | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Meeting Space | Training and Outreach | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Equipment Costs (Copier, etc.) | Office Operations Expenses | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| IT Support and Equipment | Wages and/or Contracts/ Consulting | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Supplementary Grant Funds | -variable depending on funds- | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Program Supplies | Supplies | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |
| Other | | <input type="checkbox"/> Yes <input type="checkbox"/> See comments <input type="checkbox"/> N/A |

FEEDBACK:

Questions, Concerns, and Considerations –

Match is 20% of total budget YES NO