

# GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

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NEVADA'S FEDERAL GRANT RESOURCE

A Scope of Work and Budget:  
The Backbone of Grant Applications

# About Us

The Governor's Office of Federal Assistance, or OFA, was created with the passage of Assembly Bill 445 of the 81st Legislative Session.

## Vision

OFA supports our stakeholders in obtaining, increasing, and maximizing federal assistance.

## Mission

OFA reduces barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.



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# General Housekeeping

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- Welcome
- Training will be recorded and will be stopped during Q&A
- Today's training video and the resources shared will be posted to our website
- If you have a question, drop it in the chat
- Close Captioning is available, please click the CC button at the bottom of your screen



# Meet Your Trainer

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# Learning Objectives

- Develop a line-item budget using the nine most common federal budget categories.
- Develop a budget narrative.
- Develop a grant scope of work.



# Project Description


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The Willow Tree federally qualified health center needs to offer COVID boosters to its service population of 5,000 patients beginning in October 2023. The project will involve a media campaign to inform the patients and encourage them to get the booster, administration of the booster shots at the health center, and follow-up healthcare as needed.





# Pop Quiz #1



Based on the project description, what are three expenses that should be included in the budget?

- Office supplies, printing, conference travel.
- Social media, healthcare staff, COVID vaccinations.
- COVID vaccinations, healthcare staff, candy suckers.



# Start with the Budget

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- It's very common to complete the budget separately or at the end of the grant application process.
- Don't do this!
- Remember, you're asking for money.
- You need to understand your budget and then tie it to the activities in the scope of work.





# Line-Item Budget

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- A line-item budget is a method used to create and monitor financial spending.
- Items are grouped by major costs to show which areas are using the bulk of the funds.



# Standard Form SF-424

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other
- Total Direct Charges
- Indirect Charges
- TOTALS

## BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$ 0.00	
b. Fringe Benefits					0.00	
c. Travel					0.00	
d. Equipment					0.00	
e. Supplies					0.00	
f. Contractual					0.00	
g. Construction					0.00	
h. Other					0.00	
i. Total Direct Charges (sum of 6a-6h)		0.00	0.00	0.00	0.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
7. Program Income	\$	\$	\$	\$	\$ 0.00	

Authorized for Local Reproduction

Previous Edition Usable

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102



## a. Personnel

- Who will be paid with grant funds?
- List each position by title and employee name, if available.
- Show the annual salary rate and the percentage of time to be devoted to the project. Think of the 40 hours in a typical work week and how many of those hours will be devoted to the grant.
- List only the employees of the applicant organization.
- All other grant-funded positions should be listed under the consultants/contracts category.



## b. Fringe Benefits

- Base fringe benefits on actual known costs or an established formula such as a percentage of salaries.
- Fringe benefits are for listed personnel and only for the percentage of time devoted to the project.
- Examples:
  - Payroll taxes (FICA, Medicare, FUTA, SUTA, & Worker's Comp)
  - Healthcare
  - Retirement



## c. Travel

- Itemize travel expenses for project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings).
- Show how you calculated these costs (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X meals).
- In training projects, list travel and meals for trainees separately. Show the number of trainees and the unit costs involved.
- Identify the location of travel, if known.
- Indicate the source of any travel policies you have applied, and if applicant or federal travel regulations apply.
- Includes transportation (air, train, bus, car), hotels, meals, and miscellaneous such as parking and tips.



## d. Equipment

- "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. If equipment is valued below \$5,000, it is listed under the "Other" line item.
- List rented or leased equipment costs in the "contractual" category.
- Explain why the equipment is needed for the project to succeed. Attach a narrative describing the method that will be used to procure the equipment.



## e. Supplies

- Funds required for supplies such as office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000 (such as books and cell phones).
- A computer is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.
- List items by type and show how you calculated these costs.



## f. Contractual

- Describe the product or service to be procured by contract and provide an estimate of the cost.
- Promote free and open competition in awarding contracts.
- Provide a separate justification for sole-source contracts of \$100,000 or more.
- Costs related to individual consultants should be listed in the "Other" category.





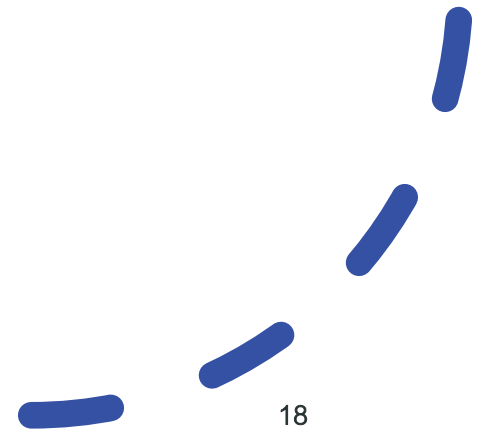
## g. Construction

- As a rule, construction costs are not allowable on the SF424A.
- In some cases, minor repairs or renovations may be allowable. Check the solicitation and with the program office before budgeting funds in this category.



## h. Other

- List items by major items by type and show how you calculated the costs.
- For example, for rent, provide the square footage and the cost per square foot or a monthly rental cost and how many months of rent are proposed.



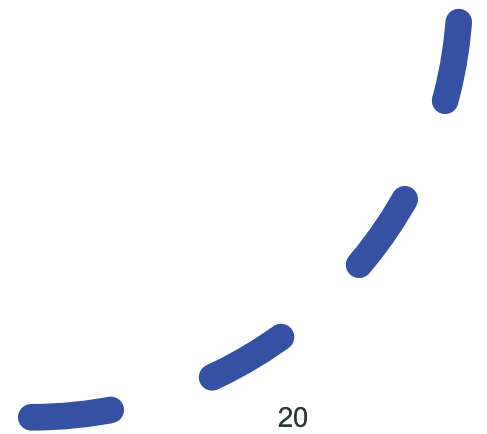
# Examples of Other costs

- Individual consultant costs
- Local travel
- Insurance
- Professional service costs
- Printing and publications
- Training costs (tuition and stipends)
- Staff development costs
- Administrative costs (when treated as a direct cost)



# Total Direct Costs

- Sum of the above a-h line items



# Indirect Costs

- Indirect costs are the expenses of doing business that are not readily identified with a particular grant but are necessary for the general operation of the organization and the conduct of activities it performs. This includes costs like utilities, accounting, and human resources.
- Indirect costs are allowed only if you have a federally approved indirect cost rate and you attach a copy of the rate approval (a fully executed, negotiated agreement).
- Enter the amount of indirect cost in accordance with the program requirements, negotiated indirect cost rate agreement, or the 10% de minimis rate.
- Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.



# Project Line-Item Budget

Line Item	Calculation Method	Project Request	Match (In-kind or Cash)	Total
<b>Personnel</b>				
1 FTE Nurse (Project Manager)	\$10,000 monthly salary x 3 months	30,000	-	30,000
3 50% Medical Assistants	\$5,000 monthly salary x 3 staff x .5 FTE x 3 months	22,500	-	22,500
<hr/>				
2 FTE Medical Clerks	\$4,000 monthly salary x 2 staff x 6 months	48,000	-	48,000
Subtotal Personnel		100,500	-	100,500
Fringe Benefits	21% of salaries	21,105	-	21,105
Travel		-	-	-
Equipment		-	-	-
Supplies		-	-	-
Vaccinations	\$50/vaccine x 5,000 vaccines	250,000	-	250,000
Medical Supplies	\$5,000/mo x 3 mos	15,000	-	15,000
Subtotal Supplies		265,000	-	265,000
<hr/>				
Contractual			-	-
Marketing Firm	Estimated based on previous campaigns	50,000	10,000	60,000
Subtotal Contractual		50,000	10,000	60,000
<hr/>				
Construction			-	-
<hr/>				
Other			-	-
Printing of media campaign materials	Estimated based on previous campaigns	10,000	-	10,000
Subtotal Other		10,000	-	10,000
<hr/>				
Total Direct Costs		446,605	10,000	456,605
Indirect Costs (using 10% de minimus rate)		44,661	1,000	45,661
<b>TOTALS</b>		<b>491,266</b>	<b>11,000</b>	<b>502,266</b>



# Budget Narrative

A Budget Narrative is a written statement for each line item, justifying how you arrived at the cost and why the cost is needed.

Budget Narratives often include further detail about the line-item costs.



# Sample Budget Narrative

**Personnel** – Project Coordinator – **\$24,000**, 50% of position salary. The Project Coordinator will provide oversight of all aspects of the project. The Project Coordinator will also ensure care coordination – work with each patient; assess what they need based on medical history; get them set up to ensure confidence and receive those services including but not limited to: vaccinations for all infectious diseases, transportation options, assess overall patient needs. Work with local public health, EMS, businesses and faith-based organizations on outreach efforts for COVID and other vaccinations, as appropriate in the community.

**Fringe - \$5,040** - The fringe benefit cost is calculated ABC Clinic's standard fringe rate, which covers the expense of benefits including insurances, taxes and retirement.

**Travel - \$7,000**

**\$5,980** – contract with local taxi or transportation service to provide vouchers for transportation to vaccine appointments, or educational activities. Average cost per mile for transportation services including base fee and mileage averages to \$1.30 per mile.

**\$1,020** – payment of mileage (at county rate of .55 per mile) for in-home visits for vaccinations and education to homebound patients and those more comfortable receiving vaccination services on-site or in their home setting

**Equipment - \$0**

**Supplies – \$4,415**

**\$1,000** –incentives for clinic, public health and EMS staff on-going education

**\$3,415** – incentives and facilities for three community influencers (business and faith-based) gatherings for education, network building, and planning)

**Contractor – \$5,000**

**\$3,000** graphic design and content development for one pager/flyer/brochure to “hand out” during outreach. Flyers for posting in convenience stores, laundry mats, grocery stores, etc.

**\$2,000** – text messaging/patient portal messaging service (such as Care-Message) to push out vaccine related updates, information and confidence building messaging

**Other - \$0**

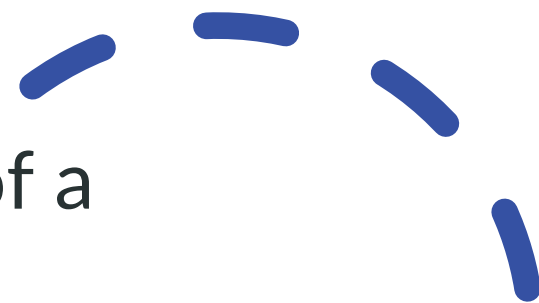
**Indirect costs – \$4,545** - 10% of total direct cost is request at the standard de-minimis rate.







## Pop Quiz #2



What is the purpose of a Budget Narrative?

- To justify the line-item budget expenses
- To provide additional detail on the line-item expenses
- Both of the above



# Scope of Work

- A Scope of Work shows the activities/steps it will take to achieve each objective.
- There are many different names and types of these charts such as scope of work, workplan, GANTT chart, timeline, implementation plan, etc.
- Grants.gov has a Standardized Work Plan template on their form repository link at <https://www.grants.gov/forms.html>.



# Grants.gov Standardized Work Plan

OMB Number: 0906-0049  
Expiration Date: 02/29/2024

## Standardized Work Plan (SWP)

Organization Name:

Project Title:

Budget Period: 1

Goal # 1:

Goal # 1, Objective # 1:

Goal # 1, Objective # 1, Sub-Objective # 1:

Organizational Priorities:  A. Telehealth/Telemedicine  B. Childhood Obesity  C. Behavioral Health  D. Opioids / Substance Use Disorder  
 E. Intimate Partner Violence  F. Rural Health  G. Health Insurance Reform  
 H. Drug Pricing  I. Value-Based Care  J. N/A  
 K. Other ("Other" options will be listed in Notice of Funding Opportunity Instructions)

Other Priority Linkage:

<input type="button" value="X"/>	Milestone Activity A	<input type="text"/>
	Description	<input type="text"/>
	Outcomes/Deliverable(s)	<input type="text"/>
	Staff Responsible	<input type="text"/>
	Target Quarter/Frequency	<input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4



# Our Scope of Work

Objective	Activities	Person(s) Responsible	Timeline	Evaluation Tool(s)
By the end of October 2023, at least 3,000 patients of the Willow Tree FQHC will have received a COVID booster.	Contract with marketing firm for media campaign.	Executive Director	By August 1, 2023	Executed contract.
	Assign Nurse as Project Manager	Executive Director	By August 1, 2023	Personnel files
	Assign Medical Assistants and Medical Clerks to project	Executive Director	By August 1, 2023	Personnel files
	Schedule and hold planning meetings	Nurse Project Manager	Weekly	Meeting minutes
	Purchase vaccines and supplies	Nurse Project Manager	By August 1, 2023	Invoices and receipts
	Print media materials	Marketing Firm	By August 1, 2023	
	Administer vaccines	Medical Assistants	Ongoing beginning September 1, 2023	Patient records
	Assess and schedule follow-up care	Nurse Project Manager	Ongoing	Patient records
	Evaluate project.	Assigned staff and Executive Director	Monthly at staff meetings	Meeting minutes





# Pop Quiz #3



What is the backbone of any grant application?

- Assurance and Certifications
- Budget and Scope of Work
- Resumes of Key Personnel



# OFA Trainings

- OFA provides monthly online trainings. Recordings are then available on our website at [https://ofa.nv.gov/Training\\_and\\_Development/Training-Schedule/](https://ofa.nv.gov/Training_and_Development/Training-Schedule/).
- Recent trainings include:
  - July 2023 Training - Introduction to Grant Writing: Developing Your Common Grant Application
  - June 2023 Training - Taking a Look at the Nevada Grant Manual: A Valuable Resource at your Fingertips
  - May 2023 Training - Navigating Nevada State Processes for Federal Grants Timelines



# OFA Resources

- The Nevada Grants Manual has additional information on:
  - Building a budget
  - Indirect costs
  - Writing grant narratives
- The manual and other resources are available on the OFA website at [https://ofa.nv.gov/Grant\\_Resources/Grant\\_Manual/](https://ofa.nv.gov/Grant_Resources/Grant_Manual/).



# Don't Forget



- Single Point of Contact and the Intergovernmental Review
  - SPoC
  - OFA is the Designated Single Point of Contact
  - Presidential Executive Order 12372
  - Coordinate in-state grant applications
  - Foster intergovernmental relationships





# OFA Services



- [Notice of Funding Opportunity and Database](#)
- [Free Technical Assistance](#)
- Free Monthly Training and Technical Assistance
- Sign up for the [OFA Newsletter](#) so you don't miss anything!



# Developing a Budget and Scope of Work

