**Budget Narrative**

**Prevention and Control Detailed Budget**

**January 1, 2020 – December 31, 2020**

**A. Personnel** **$155,335**

Position Title/Name Annual Salary Time Amount Requested

TB Program Manager

The individual in this position serves as the State TB Controller and Program Manager, and as a Principal Investigator and Project Director. Responsibilities include planning, development, implementation and evaluation of statewide tuberculosis control and prevention activities. The TB Program Manager works closely with local health departments in the development of TB program guidelines and policies, collection and analysis of TB surveillance data, and development of contractual agreements for prevention and control activities. Other responsibilities of this position include preparation of various written reports and presentations to a variety of audiences and coordination of TB control activities with the Michigan Public Health Institute and the Wayne State University Physicians’ Group TB clinic. This position relates to all program objectives. A statewide salary adjustment is anticipated for this position effective October, 2019.

**B. Fringe Benefits** **$119,764**

Fringe benefits are calculated based on total salary, estimated at 77.1% for FY2020:

Staff 1: 77.1% x $xx,xxx = $xx,xxx

Staff 2: 77.1% x $xx,xxx = $xx,xxx

**C. Travel $4,248**

*In-State*

To reimburse for travel expenses incurred while conducting TB case management and surveillance activities throughout the state of Michigan.

12 days meal cost x $10.25/day x 2 person $ 246

12 trips x 161 miles r/t x 0.340/mile $ 657

10 seminars x 180 miles r/t x $0.340/mile $ 612

Total in-state travel$1,515

**Justification:** The TB Epidemiologist and Program Manager will travel twice per year to conduct cohort reviews with local health departments.

*Out-of-state*

To reimburse program staff for expenses incurred while attending the National TB Conference.

1 trip x 2 staff x $500 r/t airfare $1,000

5 days meal cost x 2 staff x $51.25/day $ 513

4 nights lodging x 2 staff x $140/night $1,120

Ground transportation @ $50 r/t x 2 staff $ 100

Total out-of-state travel $2,733

**Justification:** The TB Program Manager and the Epidemiologist will attend the National TB Conference in Minneapolis, Minnesota in 2020.

**D. Equipment $ 0**

**E. Supplies $ 0**

**F. Contractual Total $520,422**

**F.1**

**1. Name of Contractor:** Michigan Public Health Institute (MPHI)

**2. Type of Award:** Continuing

**3. Method of Selection:** Master Agreement Department Policy and Priorities

Justification: The Michigan Department of Health and Human Services (MDHHS) and MPHI have maintained a contractual relationship through a project grantee mechanism as a means to augment staffs that are federally funded via grants for positions that are specialized, do not meet state classification, are of limited funding duration and/or require short project timelines and deliverables. MPHI contractual staff support projects throughout all of Michigan.

**4. Period of Performance:** January 1, 2020 through December 31, 2020

**5. Scope of Work:** MPHI provides support for statewide Tuberculin Skin Test (TST) training, supports tuberculosis control program evaluation and cohort review activities, contracts with a nurse to provide state-wide nursing consultation on TB cases, and provides incentives and enablers to local health departments.

**6. Method of Accountability:** MPHI staff work onsite in the MDHHS TB program and submit management reports to the MDHHS, and attend staff meeting on a monthly basis. Additionally, MPHI submits monthly FSRs to the program and MDHHS budget offices. The MDHHS TB Program Manager is responsible for supervising the contract.

**7. MPHI Itemized Budget and Justification $245,969**

Personnel (~2.1 FTEs) $180,324

Position Title/Name Annual Salary Time Amount Requested

Public Health Consultant $xx,xxx xx.x% $xx,xxx

First Last

Fringe Benefits $xx,xxx

Fringe benefits are calculated based on total salary and leave

bank as follows: 37.0% x $xx,xxx = $xx,xxx

Leave Bank $x,xxx

Leave bank is calculated based on total salary as follows:

8.0% x $xx,xxx = $x,xxx

End User Computer fee $x,xxx

End user computer fee is calculated based on total salary,

fringe and leave as follows: 2.3% x $xx,xxx = $x,xxx

Travel $3,646

In-State (subtotal $913)

*Public Health Consultant & Data Analyst*

Funding will support the Public Health Consultant and Data Analyst to carry out program evaluation and cohort review activities statewide.

Mileage: 12 site-visits x 161 miles avg. r/t x $0.34/mile = $657

Per Diem: 12 site-visits x $10.25/site-visit x 2 staff = $246

*Continuing Education Solutions staff*

Mileage: $0.83/month x 12 months = $10

Out-State (subtotal $2,733)

*Public Health Consultant & Data Analyst*

Funding will support the Public Health Consultant and Data Analyst to attend the National TB Conference or the Tuberculosis Education & Training Network/Tuberculosis Program Evaluation Network joint meeting. Attendance of these meetings is consistent with the Public Health Consultant’s role as Training/Program Evaluation focal point.

Air travel: $500/event x 1 event/yr x 2 staff = $1,000

Per Diem: $51.25/day x 5 days x 2 staff = $513

Lodging: $140/day x 4 days x 2 staff = $1,120

Ground Transport: $50/event x 2 staff = $100

Supplies $2,198

Training materials, supplies (paper, pens, pencils, folders & binders) and printing materials for periodic Michigan Advisory Committee for Elimination of TB (MI-ACET) meetings.

2 meetings/year x $100/meeting = $200

Miscellaneous & Office Supplies (pens, pencils, etc.)

$33.17/mo x 12 mos = $398

Janitorial costs @ $8.33/mo x 12 mos = $100

Postage = $2

Software costs to support online management of TST workshop registration, class scheduling, distribution of contact hour and participant certifications and instructor credentialing.

$122.75/month x 12 months = $1,473

Contractual $0

Equipment $0

Other $48,717

*Conference Registration Fees (subtotal $1,000)*

National TB Conference and/or TB PEN/ETN Conference registration for Public Health Consultant and Data Analyst.

*Occupancy/Rent (subtotal $1,003)*

MPHI assesses space occupancy and rent at a rate of $83.58/month x 12 mos = $1,003.

*Utilities (subtotal $99)*

MPHI assesses utility cost at a rate of $8.25/month x 12 mos = $99.

*Security (subtotal $63)*

MPHI assess security system fees at a rate of $5.25 x 12 mos = $63.

*Telephone (subtotal $293)*

MPHI assesses telephone connectivity fees at a rate of $24.42/month x 12 mos = $293.

*Incentives/enablers (subtotal $38,078)*

Funds will be provided to local health departments statewide to help overcome barriers patients have in adhering to or completing treatment. Examples of incentives include pre-paid grocery or gasoline cards. Examples of enablers include short-term payment of utilities, rent/mortgage, or other necessary expenses that patients may not be able to meet while under isolation and unable to work. $3,238.67 average per month x 12 months = $38,864.

*Equipment costs ($86)*

MPHI assesses equipment costs at a rate of $7.17/month x 12 mos = $86.

*Software costs for TST Workshop (subtotal $4,522)*

Software leasing to Ungerboek Systems International (USI), domain hosting and maintenance through USI, and USI technical support and consultation. $376.83/month x 12 months = $4,522.

*Professional Services (subtotal $2,700)*

Reimbursement of speaker travel, per diem and lodging to statewide annual TB conference or other trainings. Airfare @ $442/speaker x 2 speakers = $884. Per diem dinner @ $19/speaker x 8 speakers x 3 nights = $456. Lodging @ $85/night x 2 nights x 8 speakers = $1,360.

*Internal administrative expenses (subtotal $87)*

MPHI assesses costs related to dues, memberships, subscriptions, internal meetings, administrative expenses, insurance and internal IT costs at a rate of $7.25/month x 12 mos = $87.

**Total Direct Cost to MPHI $234,099**

**Indirect Cost to MPHI $39,797**

MPHI assesses a 17.0% indirect cost rate against all non-contractual costs.

Total non-contractual costs = $234,099 x 17.0% = $39,797.

**General Funds Contribution -$43,000**

MDHHS allocates $43,000 of state general funds to support P&C activities. These funds are utilized to pay the first $43,000 of cost incurred from MPHI.

**Total Contractual (TB CoAg) Cost to MPHI $230,896**

**F.2**

**1. Name of Contractor:** MDHHS Comprehensive Planning, Budgeting and Contracting (CBPC) Agreement.

**2. Type of Award:** Continuation

**3. Method of Selection:** Sole Source Selection. The CPBC is a contractual agreement between MDHHS and each of Michigan’s 45 local health departments. The contract is the administrative and legal mechanism through which categorical grants and other funds are disbursed or allocated to the local health departments to fund required services.

**4. Period of Performance:** January 1, 2020 through December 31, 2020

**5. Scope of Work:** CPBC provides funds to all 45 local health departments to support TB prevention and control activities. This funding allocation algorithm is revised annually based upon a formula that mirrors the DTBE cooperative agreement allocation formula. Local health departments that would receive less than $100 per formula receive threshold funding of $100 instead.

**6. Method of Accountability:** MDHHS TB program personnel meet with higher-burden health departments during cohort reviews and as needed. Accountability for the receipt of CBPC funds occurs through the MDHHS and Local Public Health Accreditation process. Quarterly FSRs are submitted to MDHHS.

**7. Total Budget for contractual Support to Local Health Departments $123,726**

LHD 1 $x,xxx

LHD 2 $ xxx

Etc…etc

**F.3**

**1. Name of Contractor:** Wayne State University (WSU)

**2. Type of Award:** Continuing

**3. Method of Selection:** Master Agreement Department Policy and Priorities

Justification: The MDHHS and WSU have expanded a contractual relationship through a project grantee mechanism as a means to augment staffs that are federally funded via grants for positions that are specialized, do not meet state classification, are of limited funding duration and/or require short project timelines and deliverables. WSU contractual staff support TB Prevention and Control activities in the City of Detroit.

**4. Period of Performance:** January 1, 2020 through December 31, 2020

**5. Scope of Work:** WSU supports a total of 8.2 FTEs dedicated to TB Prevention and Control activities. The Nurse Case Manager mentors and supervises all staff, manages overall clinic operations, conducts quality assurance/improvement, and is the liaison for community partners. The TB Patient Advocate assists with making referrals, applying for and billing insurance. The Customer Service/Administrative Assistant schedules clinic appointments, triages phone calls and communications, and assists with filing and data management. The Clinic Nurse (anticipated hire January, 2020) will triage and evaluate patients in clinic, including duties such as interview/education, assessment of progress on treatment, and sputum collection. The Operations/Project manager provides administrative oversight of the TB contract, including budget and monthly/quarterly contract management duties between WSU and MDHHS. Disease Intervention Specialists (DIS) perform directly-observed therapy in the field, assignments related to case management of clients diagnosed with TB disease or infection, maintain ongoing communications with nursing staff and medical director on patient status, conduct field and outreach work including contact investigation.

**6. Method of Accountability:** WSU TB staff work in the campus of WSU in a University Physician Group (UPG) outpatient clinic. Staff are administratively managed through the WSUPG Department of Internal Medicine, and work very closely with MDHHS TB Program staff for programmatic guidance and support. WSU TB staff participate in cohort reviews with MDHHS TB staff at least twice per year. Additionally, WSUPG submits monthly FSRs to the program and MDHHS budget offices. The MDHHS TB Program Manager is responsible for supervising the contract.

**7.1. WSU Itemized Budget and Justification (TB CoAg funds) $165,799**

Salary & Wage (0 FTEs) $0

Fringe $0

Travel $0

Supplies & Materials $0

Contractual (2.66 FTEs) $150,726

Position Title/Name Annual Salary Time Amount Requested

TB Patient Advocate $xx,xxx 100% $xx,xxx

First Last

Fringe Rate $x,xxx

WSU assesses a 25.00% fringe rate on contractual salary.

25% x $xx,xxx = $x,xxx

**Total Direct Cost to WSU (TB CoAg funds) $150,726**

**Indirect Cost to WSU (TB CoAg funds) $15,073**

WSU assesses a 10.0% indirect cost rate against contractual salaries and fringes.

Total contractual salary and fringe = $150,726 x 10.0% = $15,073

**7.2. WSU Itemized Budget and Justification (General funds) $575,563**

Salary & Wage $xx,xxx

Dr. clinic medical director. WSU assesses $x,xxx/month of Dr. salary to TB project funds. $x,xxx/mo x 12 mos = $xx,xxx.

Fringe $xx,xxx

WSU assess a 25.4% fringe rate on total non-contractual salaries. $xx,xxx x 25.4% = $xx,xxx.

Travel $21,551

*Routine local travel* $17,818

TB staff meet patients at their home or other location outside of clinic to provide directly-observed therapy and perform other investigative and case-management activities.

4 staff x 32 miles roundtrip per day = 128 miles per day

x 20 days per month travelled = 2,560 miles per month

x 12 months per year = 30,720 miles per year

x $0.58 per mile = $17,818

*In-State travel $1,000*

Support for two staff to attend state or regional trainings for professional development.

Mileage @ $0.58/mile x 608 miles = $353

Lodging @ $85/night x 2 nights x 2 staff = $340

Per diem @ $51.25/day x 3 days x 2 staff = $308

*Out of State travel $2,733*

Two staff members will attend the National TB Conference to be held in Atlanta, GA in April 2019.

Air travel: $500 x 2 staff = $1,000

Per Diem: $51.25/day x 5 days x 2 staff = $513

Overnight lodging: $140/day x 4 days x 2 staff = $1,120

Ground Transport: $50 x 2 staff = $100

Supplies & Materials $9,000

Office supplies and educational materials (Paper, file folders, $5,000

brochures, literature, etc.)

Medical supplies (TST Syringes, needles, hand sanitizer, $4,000

alcohol, etc.)

Contractual (5.54 FTEs) $355,988

Position Title/Name Annual Salary Time Amount Requested

Disease Intervention Specialist $xx,xxx 100% $xx,xxx

Coordinator, First Last

Fringe Benefits $xx,xxx

25% x $xx,xxx = $xx,xxx

Equipment $0

Other $81,905

*Cell phones for DIS staff $3,264*

Cell phones are needed by DIS staff to 1) establish and maintain contact with TB clients for DOT and field investigations, 2) communicate with staff to expedite patient follow-up and/or care when clients are difficult to contact or find, and 3) assist staff in communicating with the program, or other necessary departments/agencies, when TB or TB-related information is needed in the field in a timely manner.

4 staff x $68/month x 12 months = $3,264

*Desk phones and fax for all staff $4,380*

$365/month x 12 months = $4,380

*Clinic rooms & Office space $17,184*

$1,432/month x 12 months = $17,184

*Medications, Chest X-ray services, IGRAs $46,152*

Medications are ordered through WSU Medical School pharmacy. Chest x-ray services and T-SPOT tests are provided through an interagency agreement with Detroit Medical Center. QuantiFERON tests are provided within the WSUPG clinic setting.

$3,846/month x 12 months = $46,152

*Patient transportation taxi services $3,000*

The WSU TB clinic contracts with a metro taxi service to provide transportation to/from clinic appointments or other referral services.

$250/month x 12 months = $3,000

*Incentive/enabler $1,200*

Incentive/enabler funds are used to enhance and/or reward patient adherence to treatment, and for contacts who accept TB testing through the WSU TB clinic. These funds are to be used to assist patients with needs such as: food, transportation, clothing, and housing. $100 average need per month x 12 months = $1,200.

*Translation Services $1,405*

The WSU TB clinic utilizes telephone interpretation services to meet the needs of patients whose primary language is not English. $117.08 average per month x 12 months = $1,405.

*Housekeeping/janitorial $4,320*

$360/month x 12 months = $4,320

*Conference registration fees $1,000*

Registration fee for National TB Conference. $500 x 2 staff = $1,000

**Total Direct Cost to WSU (General funds) $565,633**

**Indirect Cost to WSU (General funds) $9,930**

WSU assesses a 10.0% indirect cost rate against non-contractual salaries and fringes.

Total non-contractual salary and fringe = $99,302 x 10.0% = $9,930.

**Total Contractual Cost to WSU (TB CoAg + General funds) $741,362**

**G. Construction $0**

**H. Other** **$4,960**

*National TB Conference registration fee*

TB Program Manager & Epidemiologist @$500/person x 2 staff = $1,000

*Postage*

$25/month x 12 months x 3 staff $900

*Phone*

Land-line @ $85/month x 12 months x 3 staff $3,060

**I. Total Direct Costs $804,729**

Personnel $155,335

Fringe benefits $119,764

Travel $ 4,248

Equipment $ 0

Supplies $ 0

Contractual $520,422

Construction $ 0

Other $ 4,960

**J. MDHHS Indirect Cost $52,214**

The MDHHS indirect cost rate is 18.98% and is computed on the following direct cost base:

Total non-contractual salaries plus fringes = $275,099 x 18.98% = $52,214

**K. Total Prevention and Control Budget Request $856,943**

**State and Local Contribution for Tuberculosis Prevention and Control by Budget Category**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget**  **Categories** | **State**  **Contribution** | **Local**  **Contribution** | **Total** |
|  |  |  |  |
| Salaries & Wages | 0 | N/A | 0 |
| Fringe Benefits | 0 | N/A | 0 |
| Equipment | 0 | N/A | 0 |
| Supplies | 0 | N/A | 0 |
| Travel | 0 | N/A | 0 |
| Contractual | $618,563 | N/A | $618,563 |
| Other | 0 | N/A | 0 |
|  |  |  |  |
| **Total** | **$618,563** | **N/A** | **$618,563** |

**Human Resource Development Detailed Budget**

**January 1, 2020 – December 31, 2020**

**A. Personnel $ 0**

**B. Fringe Benefits $ 0**

**C. Travel $ 0**

**D. Equipment $ 0**

**E. Supplies $ 0**

**F. Contractual $12,190**

**1. Name of Contractor:** Michigan Public Health Institute (MPHI)

**2. Type of Award:** Continuing

**3. Method of Selection:** Master Agreement Department Policy and Priorities

Justification: The MDHHS and MPHI have maintained a contractual relationship through a project grantee mechanism as a means to augment staff that are federally funded via grants for positions that are specialized, do not meet state classification, are of limited funding duration and/or require short project timelines and deliverables. MPHI contractual staff supports projects throughout Michigan.

**4. Period of Performance:** January 1, 2020 through December 31, 2020

**5. Scope of Work:** MPHI provides support for statewide TB education and training. MPHI staff coordinates a Tuberculosis Nursing Certification Course for local public health nurses and a statewide tuberculosis conference with educational credits available for nurses and physicians.

**6. Method of Accountability:** MPHI staff work onsite in the MDHHS TB program and submit management reports to the MDHHS and attend staff meeting on a monthly basis. Additionally, MPHI submits monthly FSRs to the program and MDHHS budget offices. The MDHHS TB Program Manager is responsible for supervising the contract.

**7. MPHI Itemized Budget and Justification $12,190**

Monies received through the Human Resource Development plan will support part of the salary of the Public Health Consultant.

Personnel (0.1 FTE) $11,379

Position Title/Name Annual Salary Time Amount Requested

Public Health Consultant $xx,xxx 10.0% $x,xxx

First Last

Fringe Benefits $x,xxx

37.0% x $x,xxx = $x,xxx

Leave Bank $xxx

8.0% x $x,xxx = $xxx

End User Computer fee $xxx

2.3% x $xx,xxx = $xxx

**Total Direct Cost to MPHI $11,034**

(Dedicated to Human Resource Development = $11,034)

**Indirect Cost to MPHI $1,876**

MPHI assesses a 17.0% indirect cost rate against all non-contractual costs.

Total non-contractual costs = $11,034 x 17.0% = $1,876

**Total Contractual Cost to MPHI $12,910**

**G. Construction $ 0**

**H. Other $11,316**

*World TB Day conference (subtotal $9,081)*

Nursing contact hours application $332

Category I continuing education $1,900

Printing and sorting (state rapid copy) $1,245

Audio/visual support $770

Venue fee $755

Catering and service fee $3,357

Lodging room block $722

*TB Nursing Certification Course (subtotal $2,638)*

Nursing contact hours application $300

Printing (state rapid copy) $600

Breakfast catering (2 days) $506

Lunch catering (2 days) $506

Speakers mileage reimbursement $481

Attendee parking reimbursement $245

**I. Total Direct Costs $24,629**

Personnel $ 0

Fringe benefits $ 0

Travel $ 0

Equipment $ 0

Supplies $ 0

Contractual $12,910

Construction $ 0

Other $11,719

**J. MDHHS Indirect Cost $ 0**

The MDHHS indirect cost rate is 18.98% and is computed on the following direct cost base:

Total non-contractual salaries plus fringes = $0 x 18.98% = $0

**K. Total Human Resource Development Budget Request $24,629**

**State and Local Contribution for Tuberculosis Human Resource Development by Budget Category**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget**  **Categories** | **State**  **Contribution** | **Local**  **Contribution** | **Total** |
|  |  |  |  |
| Salaries & Wages | 0 | N/A | 0 |
| Fringe Benefits | 0 | N/A | 0 |
| Equipment | 0 | N/A | 0 |
| Supplies | 0 | N/A | 0 |
| Travel | 0 | N/A | 0 |
| Contractual | 0 | N/A | 0 |
| Other | 0 | N/A | 0 |
|  |  |  |  |
| **Total** | **$0** | **N/A** | **$0** |