

**SICKLE CELL
DISEASE
NEWBORN
SCREENING
FOLLOW-UP
PROGRAM**

**BUDGET
GUIDANCE**



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Overall Guidelines

- Organize and make line items orderly in the detailed budget
- Explain the reasons why each of the items is needed to accomplish the scope of work
- All budget requests should be reasonable and consistent with HRSA and SCDAAs policies
- Write clearly so that Principal Investigators and Project Director can justify that the budget is reasonable and thorough
- Budgets and reimbursements must follow guidelines in Policies and Procedures Manual
- Expenses that are not included in the Year 4 budget will not be reimbursed without prior approval from SCDAAs



Personnel

Instructions

- List the name, title, and percentage of total time dedicated to grant
- For regular employees, salaries should be listed as a percentage of their gross calendar year salary, e.g. 10% of the total annual salary.
- When listing community health workers (CHWs), include the area(s) of the state that they serve

Restrictions

- Executive Director may be allotted up to 35% FTE if three or more CHWs are employed
- Executive Director may be allotted up to 45% FTE if two or fewer CHWs are employed
- Any allocation above the designated time or rates must be approved in writing by SCDAAs. Request for Executive Director increase will require a formal written explanation of current staff duties on the grant, competing projects, and amount of time allotted to each project that is not SCDAAs

Fringe

Instructions

- Determine a fringe rate, which is a percentage of the personnel expenses
- Provide the total amount of fringe benefits requested including calculation and distribution

Fringe

Restrictions



- The fringe rate cannot exceed 20% of personnel expenses
- Starting on June 1, 2020, fringe expenses will be included in indirect costs and cannot be claimed as direct costs. This change is based on HRSA guidelines.
- Provide one fringe rate for all employees. SCDAAs can provide technical assistance in calculating this if employees' fringe rates differ

Travel

Instructions

- When possible, list “who, what, when, and where”
- Organize travel by 1) In-State Travel and 2) Out-of-State Travel. In-State Travel would include mileage reimbursement, parking, lodging, car rental, and per diem for travel within the state. For Out-of-State Travel, include any events or conferences.
- SCDAAs hope to host a sub-grantee meeting in spring 2021; this is dependent upon the current COVID-19 situation.
- For overnight travel, include estimates for airfare, lodging, per diem, and local transportation
- Travel expenses include the costs of transportation, per diem, and any other costs associated with participants or trainees participating in conferences, meetings, and other professional development activities

Restrictions

- Costs must be prudent. Federal grants require that airfare be booked on a U.S. carrier to comply with the Fly America Act (49 U.S.C. 40118) and only provides for economy air fare
- SCDAAs can only reimburse travel expenses related to the grant
- SCDAAs will reimburse per diem up to the federal guidelines: <https://www.gsa.gov/travel/plan-book/per-diem-rates> Please note, rates are adjusted every October 1
- SCDAAs will not reimburse travel insurance for airfare or supplemental insurance for rental cars. SCDAAs will not reimburse fees to select specific seats on airlines



Other Direct Costs

“Other” direct costs can be charged to a grant if 1) they can be readily and specifically identified with that particular project and 2) comply with the funding agency’s program guidelines. Though different grant mechanisms allow or disallow various “other” direct costs, typical allowable “other” direct costs include the following:

Supplies

Instructions

- Supplies include office supplies, technology (computers, printers, tablets, cell phones, hotspots), software (Adobe Acrobat, Constant Contact, Sumac, Zoom, Social Solutions, etc.), and printer supplies.
- Postage to send materials to clients can be included as supplies
- Cell phone service for CHWs can be included as supplies
- Other types of software can be reimbursed as long as they are specifically used for the grant

Restrictions



- Furniture cannot be reimbursed with the grant
- Technology, software, and supplies with a unit price over \$100 require a Prior Authorization Request (PAR)
- SCDA will reimburse business cards up to \$60 per person
- SCDA will reimburse laptop computers up to \$800 per unit

Printing

Instructions

- Include printing expenses for documents promoting grant activities i.e. hydroxyurea education, SCD education, event flyers.

Restrictions

- Documents promoting the organization are not allowed

Event Room Rental

Instructions

- These include events for patients and families such as educational programs

Restrictions

- Food cannot be reimbursed with grant funds

Program Incentives

Instructions

- Incentives should be used to encourage participation in program activities and/or appointments and enhance services
- If you plan to purchase and assemble educational kits, include them in this category
- Incentives cannot be used to substitute for financial assistance
- Examples of incentives include blankets, thermometers, pill boxes, gift cards, gas cards, and new baby supplies. SCDAACan provide additional examples.

Restrictions



- SCDAACan reimburse up to \$50 per individual for gift cards and gas cards
- Printing logos on items is considered ‘promotional’ under federal guidelines. If you are considering including your logo or a unique design on an item, complete the Prior Authorization Request (PAR)

Training & Recruitment

Instructions

- Include training fee for SCDAACan community health worker course, other CHW courses, and online HIPAA course
- Include any fees associated with posting open positions

Restrictions

- Travel associated with in-person training should be listed under Travel section
- SCDAACan reimburse non-SCDAACan CHW training courses. Before registering, send course information (including curriculum) to Program Manager and Project Director for review and approval. Provide explanation as to why enrolling in SCDAACan CHW course is not feasible
- SCDAACan reimburse up to 3 months of job posting fees per open position



Other

Instructions

- Include expenses that do not fall into categories listed above

Restrictions

- There should be a limited number of “other” expenses

Sub-contractors

Instructions

- Agency must enter into a formal written agreement with the sub-contractor that addresses the arrangements for programmatic, administrative, financial, and reporting requirements of the grant.

Restrictions

- Sub-contractors will be held under same requirements as salaried employees; this includes HIPAA requirements and local travel procedure requirements



Indirect Expenses

Instructions



- The indirect rate cannot exceed 15% of direct expenses
- No more than 50% of each indirect expense will be reimbursed
- The maximum amount of indirect expenses to be reimbursed will be calculated with this formula: [Direct costs + fringe costs + indirect expenses] X [Indirect rate]
- Indirect costs are defined as administrative or other expenses that are not directly allocable to a particular activity or project; rather they are related to overall general operations and are shared among projects and/or functions (Indirect costs are sometimes referred to as “overhead costs”)
- Examples of indirect costs include:
 - Office rent
 - Office building insurance
 - Office utilities (electricity, water, gas, sewage, trash removal, Internet, drinking water)
 - Landline telephones
 - Facility maintenance (landscaping, snow removal, elevator maintenance, cleaning service, pest control)
 - Technology support
 - Accounting
 - Post office boxes
 - CBO website expenses (including storage and email systems)
 - Payroll processing
 - Postage machine maintenance and fees

Restrictions

- Indirect expenses related to fundraising and loan repayment are not allowable



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