

**Arizona Strategic Enterprise Technology (ASET)  
Health Information Exchange (HIE) Enterprise Grant Program**

**Budget Narrative and Justification  
for  
Arizona Medical Center  
July 1, 2013 to December 31, 2013**

**A. PERSONNEL:**

An employee of the applying agency whose work is tied to the application

**TABLE 1: GRANT REQUEST FOR PERSONNEL EXPENSES**

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Project Manager	John Doe	\$80,000	50%	\$40,000
IT Manager	Jane Smith	\$60,000	10%	\$6000
EHR Implementation Specialist	Joe Black	\$50,000	25%	\$12,500
Database Specialist	Anne Wilson	\$40,000	10%	\$4,000
			<b>TOTAL</b>	<b>\$62,500</b>

**NARRATIVE JUSTIFICATION FOR PERSONNEL EXPENSES:**

(INSERT NARRATIVE FOR TABLE 1)

**TABLE 2: MATCH (IN-KIND) FOR PERSONAL EXPENSES**

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Chief Executive Officer	Beth Johnson	\$120,000	10%	\$12,000
Business Analyst	Howard Smith	\$71,519	10%	\$7,152
Chief Information Officer	Mary Franklin	\$105,997	10%	\$10,600
Chief Financial Officer	Paul Washington	\$100,000	10%	10,000
			<b>TOTAL</b>	<b>\$39,752</b>

**NARRATIVE JUSTIFICATION FOR MATCH FOR PERSONNEL EXPENSES:**

(INSERT NARRATIVE FOR TABLE 2)

**SOURCE OF MATCH FUND FOR PERSONNEL EXPENSES:**

(INSERT SOURCE INFORMATION FOR TABLE 2)

**B. FRINGE BENEFITS**

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc.

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List all components of fringe benefits rate

**TABLE 3: GRANT REQUEST FOR FRINGE BENEFITS**

Component	Rate	Wage	Cost
FICA	7.65%	\$62,500	\$4,781
Workers Compensation	2.5%	\$62,500	\$1,563
Insurance	11.23%	\$62,500	\$7,019
Retirement	9.5%	\$186,250	\$5,938
		<b>TOTAL</b>	<b>\$19,301</b>

**NARRATIVE JUSTIFICATION FOR FRINGE BENEFITS:**  
(INSERT NARRATIVE FOR TABLE 3)

**TABLE 4: MATCH (IN-KIND) FOR FRINGE BENEFITS**

Component	Rate	Wage	Cost
FICA	7.65%	\$39,752	\$3,041
Workers Compensation	2.5%	\$39,752	\$99
Insurance	11.23%	\$39,752	\$4,464
Retirement	9.5%	\$39,752	\$3,491
		<b>TOTAL</b>	<b>\$11,095</b>

**NARRATIVE JUSTIFICATION FOR FRINGE BENEFITS:**  
(INSERT NARRATIVE FOR TABLE 4)

**SOURCE OF MATCH FUNDS FOR FRINGE BENEFITS:**  
(INSERT SOURCE INFORMATION FOR TABLE 4)

**C. TRAVEL:**

Explain need for all travel other than that required by this application. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail. **Please refer to page 17 of the program guidance and page 2 of the instructions document for state rates.**

**TABLE 5: GRANT REQUEST FOR TRAVEL EXPENSES**

Purpose of Travel	Location	Item	Rate	Cost
Consultant ABC, Inc. Site Visit	Chicago, IL	Airfare	\$581	\$581
		Hotel	Actuals \$172 x 3	\$516

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Purpose of Travel	Location	Item	Rate	Cost
			nights	
		Per Diem (meals, local travel, luggage fee, etc.)	Actuals 4/11 – \$86 4/12 – \$19 4/13 – \$7 4/14 – \$120	\$232
Staffing Training on HIE Software	Los Angeles, CA	Airfare	\$150	\$150
		Hotel	\$225 x 3 nights	\$675
		Per Diem (meals)	\$49/day x 4 days	\$196
Consultant ABC, Inc. Planning Visit	Washington, DC	Airfare	\$600/flight x 2 persons	\$1,200
		Hotel	\$195/night x 2 persons x 2 nights	\$780
		Per Diem (meals)	\$59/day x 2 persons x 3 days	\$354
Various Stakeholder Outreach	In-State	Mileage Reimbursement	2,000 miles @ \$.45/mile	\$900
			<b>TOTAL</b>	<b>\$5,584</b>

**NARRATIVE JUSTIFICATION FOR TRAVEL EXPENSES:**  
(INSERT NARRATIVE FOR TABLE 5)

**TABLE 6: MATCH (IN-KIND) FOR TRAVEL EXPENSES**

Purpose of Travel	Location	Item	Rate	Cost
Various Stakeholder Outreach	In-State	Mileage Reimbursement	500 miles @ \$.45/mile	\$225
			<b>TOTAL</b>	<b>\$225</b>

**NARRATIVE JUSTIFICATION FOR MATCH (IN-KIND) TRAVEL EXPENSES:**  
(INSERT NARRATIVE FOR TABLE 6)

**SOURCE OF MATCH FUNDS FOR TRAVEL EXPENSES:**

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(INSERT SOURCE INFORMATION FOR TABLE 6)

**D. EQUIPMENT:**

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

**TABLE 7: GRANT REQUEST FOR EQUIPMENT EXPENSES**

Item(s)	Rate	Cost
Microsoft Exchange 2013 Server (100 Licenses)	\$120.60	\$12,060
	<b>TOTAL</b>	<b>\$12,060</b>

**NARRATIVE JUSTIFICATION FOR EQUIPMENT EXPENSES:**

(INSERT NARRATIVE FOR TABLE 7)

**TABLE 8: MATCH (IN-KIND) FOR EQUIPMENT EXPENSES**

Item(s)	Rate	Cost
ASA 5520 Firewall	\$13,500	\$13,500
	<b>TOTAL</b>	<b>\$13,500</b>

**NARRATIVE JUSTIFICATION FOR EQUIPMENT EXPENSES:**

(INSERT NARRATIVE FOR TABLE 8)

**SOURCE OF MATCH FUNDS FOR SUPPLIES EXPENSE:**

(INSERT SOURCE INFORMATION)

**E. SUPPLIES:**

Materials costing less than \$5,000 per unit and often having one-time use

**TABLE 9: GRANT REQUEST**

Item(s)	Rate	Cost
General office supplies	\$150/mo. x 6 mo.	\$900
Postage	\$20.00/mo. x 6 mo.	\$120
Network cable connectors	\$1,500	\$1,500
	<b>TOTAL</b>	<b>\$2,520</b>

**NARRATIVE JUSTIFICATION FOR SUPPLIES EXPENSE:**

(INSERT NARRATIVE FOR TABLE 9)

**TABLE 10: MATCH (IN-KIND) FOR SUPPLIES EXPENSE**

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Item(s)	Rate	Cost
SharePoint User Licenses	125/mo. X 6 mo.	\$1,500
General office supplies	\$150/mo. x 6 mo.	\$900
Postage	\$20.00/mo. x 6 mo.	\$120
	<b>TOTAL</b>	<b>\$2,520</b>

**NARRATIVE JUSTIFICATION FOR SUPPLIES EXPENSE:**

(INSERT NARRATIVE FOR TABLE 10)

**SOURCE OF MATCH FUNDS FOR SUPPLIES EXPENSE:**

(INSERT SOURCE INFORMATION FOR TABLE 10)

**F. CONTRACT OR CONSULTANTS:**

The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost comprising the charge should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.

A contract is generally the amount paid to non-employees for services or products. A consultant is a non-employee who provides advice and expertise in a specific program area.

**TABLE 11: GRANT REQUEST FOR CONTRACT OR CONSULTANT EXPENSES**

Name	Purpose	Cost
Resources, Inc.	Consulting services on specifically NW-HIN Direct within the state along with Provider Directory assistance	\$10,000
123 Consultants	NW-HIN Direct Outreach	\$5,000
123 Consultants	Meaningful Use Exchange Education	\$8,000
123 Consultants	Secure Messaging/Trust/Certificate Authentication (Core Services)	\$2,000
ABC Company	Provider Directory (Core Services)	\$2,500
ABC Company	Record Locator Services (Core Services)	\$7,000
ABC Company	Master Patient Index (Core Services)	\$10,000
	<b>TOTAL</b>	<b>\$44,500</b>

**NARRATIVE JUSTIFICATION FOR CONTRACT OR CONSULTANT EXPENSES:**

(INSERT NARRATIVE FOR TABLE 11)

**TABLE 12: MATCH (IN-KIND) FOR CONTRACT OR CONSULTANT EXPENSES:**

Name	Service	Cost
156 Contractor, inc.	Vendors discount of core services	\$4,000

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<b>Name</b>	<b>Service</b>	<b>Cost</b>
NW Hospital Association	Financial contributions from hospital, laboratories, health plans, etc.	\$12,000
	<b>TOTAL</b>	<b>\$16,000</b>

**NARRATIVE JUSTIFICATION FOR MATCH (IN-KIND) CONTRACT OR CONSULTANT EXPENSES::**  
(INSERT NARRATIVE FOR TABLE 12)

**SOURCE OF MATCH FUNDS FOR CONTRACT OR CONSULTANT EXPENSES:**  
(INSERT SOURCE INFORMATION FOR TABLE 12)

**G. OTHER:**

Expenses not covered in any of the previous budget categories

**TABLE 13: GRANT REQUEST OTHER EXPENSES**

<b>Item</b>	<b>Rate</b>	<b>Cost</b>
Certifications and Professional Development	10 X 10,000	\$10,000
	<b>TOTAL</b>	<b>\$10,000</b>

**NARRATIVE JUSTIFICATION FOR OTHER EXPENSES:**  
(INSERT NARRATIVE FOR TABLE 13)

**TABLE 14: MATCH FOR CASH OR IN-KIND OTHER EXPENSES**

<b>Item</b>	<b>Rate</b>	<b>Cost</b>
Technical Documentation provided to Vendor	\$5,000	\$5,000
	<b>TOTAL</b>	<b>\$5,000</b>

**NARRATIVE JUSTIFICATION FOR MATCH (IN-KIND) OR CASH OTHER EXPENSES:**  
(INSERT NARRATIVE FOR TABLE 14)

**SOURCE OF MATCH FUNDS:**  
(INSERT SOURCE INFORMATION FOR TABLE 14)

**TOTAL GRANT PROJECT COSTS:**  
(INSERT "TOTAL" COST)

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**TOTAL MATCH PROJECT COSTS:**  
(INSERT MATCH COST)

**TABLE 15: BUDGET SUMMARY**

<b>Category</b>	<b>Grant Request</b>	<b>Match</b>	<b>Total</b>
Personnel	\$62,500	\$39,752	\$102,252
Fringe	\$19,301	\$11,095	\$30,396
Travel	\$5,584	\$225	\$5,759
Equipment	\$12,060	\$13,500	\$25,560
Supplies	\$2,520	\$2,520	\$5040
Contractual	\$44,500	\$16,000	\$60,500
Other	15,000	5,000	\$20,000
Total Project Costs	\$161,465	\$88,092	\$249,557