

# PFS Protocol: CLI Cost Estimate Tracking

## Overview

The goal of tool is to track your strategy planning and implementation costs. It will primarily be used to enter data into the biannual CLI required by SAMHSA. It can also be used to inform your budgeting, evaluation, and sustainability by comparing relative costs and effort across strategies and tracking costs over time.

Wilder has created Excel spreadsheets for completing data entry. Each sheet includes some automatic calculations that help summarize the data entered. If you have any questions about the tracking or the data entry or analysis, please contact your identified Wilder consultant.

## Excel Spreadsheet Navigation

### *Intro Tab*

This is the home tab that can be used to help navigate the rest of the tabs. To complete this tab, follow these instructions:

1. Enter the timeframe for which the spreadsheet applies. This tracking is done on an annual basis for each federal fiscal year, so you should identify the appropriate federal fiscal year in the gray shaded box.
2. Enter your total project budget in the second gray shaded box. We understand that your full budget is likely not dedicated to strategy implementation (some also goes to activities such as coalition development and administration), but you should enter the overall total in this field.
3. Enter the total staff FTEs supported in any way by this grant. This should include your time and any supervisor, graduate student, or support staff time paid for by the grant.
4. There is space in this spreadsheet to track spending for up to 10 strategies. If you need more, please let your evaluation consultant know. In column B, starting at row 11, type the name of each strategy being supported, even partially, by this grant. What you type in these cells will automatically populate in the strategy-specific tabs.
5. In columns C and D, you can choose to estimate the proportion of your total budget and total FTEs dedicated to each strategy. You do not need to enter this information, but it may help you set targets for breaking down the estimated costs and staffing in the subsequent tabs.

You can use the column A links for each strategy to navigate to the appropriate strategy-specific tab, or you can access the numbered tabs at the bottom of the application.

### ***Strategy-Specific Tabs***

The tabs labeled S1 through S10 are the strategy-specific tabs. Use these tabs to enter cost and staffing information for each strategy listed in the Intro tab.

### **SmartSheets Navigation**

To access SmartSheets, you will either need to log into your SmartSheets account and navigate to the tab labeled “Cost Estimate” or follow the link provided to you via email when this form was shared.

This version of the form is all on one sheet. You can update it using the instructions below:

1. Each column is assigned to a different strategy. You can keep track of this by entering the name of the strategy in the first row. Unfortunately, it is not possible to freeze rows, so you may have to note which strategy is associated with which number.
2. You can enter Labor Cost information for up to 10 staff. To enter staff information, click on the small plus sign next to the “Staff X Name” you want to update. This will reveal the fields you need to enter for each staff person. See the notes below for more detail about each field. All fields are important to complete for the calculations, even if you enter zero. If you need more than 10 staff slots, let Kristin Dillon know.
3. For Non-Labor Costs, you can again click on the plus sign next to the row you want to update. Again, refer to the notes below for more detail about what to include in each category.
4. The gray shaded area has pre-populated formulas that will automatically update. Please do not change anything in this section.

### **Important Notes**

- All strategy-specific staff time and materials paid for by the grant need to be accounted for here.
- Staff time and materials NOT paid for by the grant are considered in-kind.
- Staff time and costs CANNOT be duplicated across strategies, so divide resources as needed.

- You will also need to gather your overhead rate, General and Administrative (G&A) rate, and/or space costs from administration. This is not included in the spreadsheet, but it is included in the CLI.
- Start-up costs include the following:
  - Hired new staff to implement the intervention
  - Purchased a prevention intervention
  - Developed a new prevention intervention
  - Participated in an initial training on the intervention
  - Developed policies and procedures related to implementing the intervention
  - Recruited partners to assist with intervention implementation
  - Acquired additional building space to implement intervention activities

### Labor Costs

The first section of this tab asks about all staff contributing to implementing or preparing for the strategy. This includes staff paid by the grant and staff not paid by the grant (in-kind).

- For each staff, enter their name or initials and their salary.
- Then identify their allocated FTE for the federal fiscal year. Knowing this may vary across the year, you may need to take the total number of hours they contributed to the work and divide it by 2080 to identify their annual FTE.
- Be sure to include time spent for planning, negotiating, training, and preparing a strategy.
- Please note, this FTE is divided into paid and in-kind time, as well as start-up and implementation time. Time should not be duplicated between categories.

### Other Costs

This second section of the tab asks about all non-labor costs. This includes costs paid by the grant and costs not paid by the grant (in-kind).

- **Contracted services** include contracts with a person or a company/corporation to provide a service related to implementation or start-up. This can include bringing in a strategy expert or technical assistance provider or hiring a technology company to assist with implementation. This will also include license costs.
- **Intervention supplies** are tangible materials needed to implement the intervention. This can include supplies like curriculum guides and promotional materials (such as social norms messaged swag).

- **Incentives** that encourage individuals to engage in a specific strategy or the evaluation associated with the strategy.
- **General office supplies** are supplies that are used to implement or prepare for a strategy, but are not specifically for the strategy. This can include supplies used from your office, such as large post-it notes for group sessions or general printing costs for materials related to your strategy (note this is different than professional printing of strategy-specific promotional items, which would fall under the intervention supplies line).
- **Training costs** are the non-labor costs associated with training. This can include a training space, food for a training, training supplies (like binders), or travel for a trainer if paid by you directly (if it's included in their contract, then it would be under contracted services). If training takes place after the strategy has begun implementation, it would fall under implementation rather than start-up, because it's considered ongoing training, as opposed to start-up training.
- Please note, these costs are divided into grant paid and in-kind costs, as well as start-up and implementation costs. Costs should not be duplicated between categories.

## Data Submission

You will need to submit this spreadsheet to Wilder prior to completing the CLI to allow for data aggregation. You can work with your Wilder consultant to identify when and how to transfer this data.