Attachment 6a. Draft CTG Cost Study Instrument (CSI)

CTG Cost Study Instrument (CSI)

Log In Screen:

Community Transformation Grants

Awardee Login

Username: [ ]   Password: [ ]   [Log In]

☐ Change Password

Need help logging in?

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Home Page:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2 ▼

You are logged in with:

username: **testgrantee**

grantee: Test and Demo Grantee

Please click on the dictionary icon to access the CSI User's Manual and Frequently Asked Questions.

Awardee Information:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2

Awardee Information

You are logged in as Test and Demo Grantee

grantee: Test and Demo Grantee
Contact Name:

okhavjou@rti.org

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Please contact Olga Khavjou from RTI International (email: **okhavjou@rti.org**) by email, or by phone at (919) 541-6689 if you have any questions or concerns.

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Awardee CTIP:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2 ▾

CTG Implementation Plan

Objectives ?	Strategic Directions	Interventions ?
Objecitve 1	☐ Tobacco-Free Living ☐ Active Living and Healthy Eating ☐ Quality Clinical and Other Preventive Services ☐ Social and Emotional Wellness ☐ Healthy and Safe Physical Environment	**Tobacco-Free Living** ☐ Intervention 1 ☐ Intervention 2 ☐ Intervention 3 **Active Living and Healthy Eating** ☐ Intervention 4 ☐ Intervention 5 ☐ Intervention 6 **Quality Clinical and Other Preventive Services** ☐ Intervention 7 ☐ Intervention 8 ☐ Intervention 9 **Social and Emotional Wellness** ☐ Intervention 10 ☐ Intervention 11 ☐ Intervention 12 **Healthy and Safe Physical Environment** ☐ Intervention 13 ☐ Intervention 14 ☐ Intervention 15

Save   Confirm

Manage Partners:

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2 ▾

Manage Partner Information
Partner information for the entire five-year CTG contract

Show All Objectives / Interventions

Delete	Partners ?	Total Amt. Funded ?	Funding Type ?	Objective / Intervention
Delete Row	Partner 1	$ 0.00	○ Funded ○ Unfunded	+ Show Interventions
Delete Row	Partner 2	$ 3.00	○ Funded ○ Unfunded	+ Show Interventions

Add Another Partner

[Save]   [Confirm]

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Awardee Costing Tool: Labor/Personnel Expenditures

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2

Labor/Personnel Expenditures [?]
Y2 Q2

Add Another Staff Member

	Job Title [?]	Annual Salary [?]	Quarterly Salary Paid from CTG [?]	Objective / Intervention [?]	% Time [?]	% Time Allocated to Evaluation [?]	% Time Allocated to Admin [?]
Delete Row		$ 0.00	$ 0.00	Objective 1	0 %	0 %	0 %

Do salaries include fringe benefits? [?] ● Yes ○ No

Save   Confirm

Consultant Expenditures:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2

Consultant Expenditures ?
Y2 Q2

Please confirm

Did your program employ any consultants? ○ Yes   ○ No

	Job Title ?	Quarterly Payment ?	Objective / Intervention ?	% Time ?	Objective / Intervention ?	% Time ?	Objective / Intervention ?	% Time ?	% Allocated to Evaluation ?	% Allocated to Admin ?
Delete Row	consultant 1	$ 0.00	▼ ▼	100 %	▼ Please select an objective first ▼	%	▼ Please select an objective first ▼	%	%	%
Delete Row	consultant2	$ 0.00	▼ ▼	25 %	▼ ▼	75 %	▼ Please select an objective first ▼	%	%	%

Add Another Consultant

[Save]   [Confirm]

Materials, Travel, Services:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2

Expenditures Associated with Materials, Travel and Services [?]
Y2 Q2

Please confirm

Did your program accrue any expenditures associated with materials, travel, or services? ○ Yes ○ No

	Description [?]	Quarterly Payment [?]	Objective / Intervention [?]	% [?]	Objective / Intervention [?]	% [?]	Objective / Intervention [?]	% [?]	% Allocated to Evaluation [?]	% Allocated to Admin [?]
Delete Row	item1	$ 0.00	▼ / ▼	100 %	▼ / Please select an objective first ▼	%	▼ / Please select an objective first ▼	%	%	100
Delete Row	item7	$ 0.00	▼ / Please select an objective first ▼	%	▼ / Please select an objective first ▼	%	▼ / Please select an objective first ▼	%	25 %	75
Delete Row	S-Travel In-state	$ 0.00	▼ / Please select an objective first ▼	%	▼ / Please select an objective first ▼	%	▼ / Please select an objective first ▼	%	%	

Add Another Expenditure

[Save] [Confirm]

Administrative Expenditures:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgr

Administrative Expenditures
Y2 Q2

1. **Total program administrative or overhead costs** (Please indicate amount paid) [?] $ 0.00

2. **Allocation methodology** [?]

   ○ Fixed Dollar Amount

   ○ Allocated as a percent of direct cost

   ○ Other

3. **Types of costs included in the administrative or overhead costs** [?]

Rent for office space (including water, gas, electricity)	○ Yes ○ No	If no, provide amount $	0.00
Repairs/maintenance	○ Yes ○ No	If no, provide amount $	0.00
Network connection/maintenance (i.e. internet connection charge)	○ Yes ○ No	If no, provide amount $	0.00
Phone Service (i.e. local phone service, long distance or cell phone charges)	○ Yes ○ No.	If no, provide amount $	0.00
Shared office equipment	○ Yes ○ No	If no, provide amount $	0.00

Other administrative costs not included in the indirect cost total:

Specify: [ ]	provide amount $	0.00
Specify: [ ]	provide amount $	0.00
Specify: [ ]	provide amount $	0.00
Specify: [ ]	provide amount $	0.00

4. **Adjusted total program administrative or overhead costs** [?] $ 0.00

[Save]   [Confirm]

In-Kind Contributions:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logout testgrantee   Grant Reporting Period: Y2 Q2

In-Kind Contributions: Labor [?]
Y2 Q2

Did your program receive any in-kind labor contribution? ○ Yes ○ No

	Source of in-kind contributions [?]	Hours [?]	Objective / Intervention [?]	% [?]	Objective / Intervention [?]	% [?]	Objective / Intervention [?]	% [?]	% Allocated to Evaluation [?]	% Allocated to Admin [?]
Delete Row		0.00	▼ Please select an objective first ▼	%	▼ Please select an objective first ▼	%	▼ Please select an objective first ▼	%	%	%

Add Another Labor Contribution

In-Kind Contributions: Non-Labor [?]

Did your program receive any in-kind non-labor contribution? ○ Yes ○ No

	Source of in-kind contributions [?]	$ Amount [?]	Objective / Intervention [?]	% [?]	Objective / Intervention [?]	% [?]	Objective / Intervention [?]	% [?]	% Allocated to Evaluation [?]	% Allocated to Admin [?]
Delete Row		$ 0.00	▼ Please select an objective first ▼	%	▼ Please select an objective first ▼	%	▼ Please select an objective first ▼	%	%	%

Add Another Non-Labor Contribution

Save   Confirm

Partner Costing Tool:

Community Transformation Grants

Home   Awardee Information   Awardee CTIP   Awardee Costing Tool   Partner Costing Tool   Confirmation   Logou

Quarterly Funding Summary for Partners [?]
Y2 Q2

Partners	No Funding This Quarter? [?]	Amount Paid this Quarter [?]	Unpaid Labor [?]	Non-labor donations [?]
Partner 1	☐	$ 100.00	Did the partner provide any unpaid labor? ○ Yes ○ No	Did the partner provide donated nonlabor resources (e.g., free media time, donated supplies, etc.)? ○ Yes ○ No
Partner 2	☐	$	Did the partner provide any unpaid labor? ○ Yes ○ No	Did the partner provide donated nonlabor resources (e.g., free media time, donated supplies, etc.)? ○ Yes ○ No

[Save]   [Confirm]

Partner Costing Allocation:

Community Transformation Grants

| Home | Awardee Information | Awardee CTIP | Awardee Costing Tool | Partner Costing Tool ▾ | Confirmation | Logout testgrantee | Grant Reporting Period: | Y2 Q2 ▾ |

Partner 1

Costing Allocation for Partner 1 ⍰

Allocation for Y2 Q2: $100.00

% Allocated to Evaluation	% Allocated to Admin
_____ %	_____ %

[Save] [Confirm]

Attachment 6b. CTG Cost Study Instrument User's Manual

Under Development