

Plan Before You Budget Tip Sheet



Having accurate information on implementation costs is critical for Teen Pregnancy Prevention Program (TPP) projects selecting and implementing evidence-based programs (EBPs). This resource includes tips from former TPP grantees on anticipating and saving costs, as well as questions for negotiating with curriculum developers, distributors, and trainers.

This resource was adapted from the *Plan Before You Budget* tip sheet developed by Child Trends on behalf of the Office of Adolescent Health in 2015.

ANTICIPATING AND SAVING COSTS

Use the tips below to plan for costs that align with the federal cost center categories (personnel, travel, equipment, supplies, and other) necessary for your TPP project budget reporting.

Personnel

- **Factor staff time into your training costs**, in addition to the cost of training itself.
- **Consider using an electronic data system** to collect fidelity and performance measure data to reduce administrative costs.
- **Budget for staff time to complete facilitator, observer, and fidelity logs.**
- **When possible, have a few staff trained as master trainers** to reduce future training costs. Make sure any training of trainers meets certification requirements.

Travel

- **Forecast travel costs associated with training** (sending staff to training sites and/or bringing trainers on site).
- **Learn state and school policies regarding the transportation of youth.** Some schools and districts may require you to pay for school buses or certified school cars.

Equipment

- **Ask the site coordinator what equipment they will provide** (e.g., projector, computer). This will help you prepare and budget for the items you need to purchase and/or bring.
- **Consider how to transport materials from site to site.** For example, rolling containers may be a useful purchase.



Supplies

- **Determine the need for incentives and raffles to assist with recruitment and retention.** Take into account the length and timing of the program as well as accessibility of the implementation site.
- **Budget for items to commemorate program completion,** such as certificates and water bottles.
- **Bundle purchases of materials annually,** for efficiency.
- **Use supplemental materials from peer grantees or the RHNTC** (e.g., anatomy lessons, video clips) instead of creating them from scratch. (Keep in mind that they may need OPA approval.)
- **Laminate reusable program materials** (e.g., posters) to prevent wear and tear and avoid having to reprint them.
- **Ask about upcoming curriculum changes** so you can plan your purchases accordingly and avoid having to repurchase revised materials soon after buying a previous version.
- **Ask curriculum developers/distributors about materials needed for training** (e.g., a printed curriculum for each trainee).
- **Assess whether program material updates are significant enough to warrant additional training.**

Other

- **Consider technology costs (such as software or WiFi)** associated with delivering the curriculum.
- **Plan for marketing costs** associated with recruitment and retention of participants and families.
- **Prepare for miscellaneous costs that can arise due to bad weather** (e.g., delaying your program delivery if classes are canceled, providing participants with transportation to and from the program site).
- **Think about whether program materials need to be translated.** If the youth you serve speak a primary language other than English, ask the curriculum developer or your OPA Project Officer if materials have already been translated into this language. If they haven't, allocate resources for translation. (Keep in mind that translations need developer/distributor and OPA approval.)
- **Partner with fellow TPP grantees or other organizations to coordinate—and share the costs of—training.** Consider asking the training organization to share the names of other organizations seeking training for your curriculum.



NEGOTIATING WITH DEVELOPERS, DISTRIBUTORS, AND TRAINERS

Consider asking the questions below when gathering cost-related information and negotiating prices with curriculum developers, distributors, and trainers. Suggestions about whom to ask each set of questions appear below.

Curriculum/Materials (Developer/Distributor)

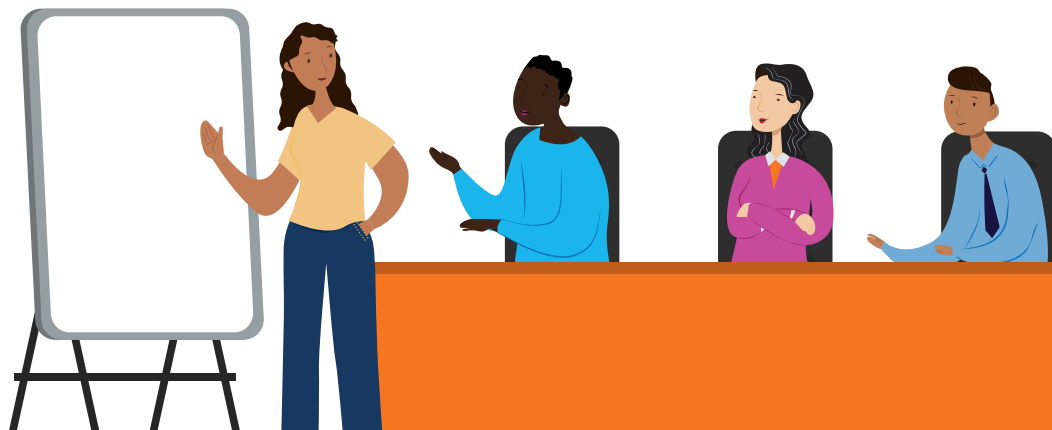
1. How much does it cost to purchase the curriculum?
 - Do you have to purchase pieces of the curriculum from several different vendors?
 - Are there parts of the curriculum materials that are optional?
 - Is it possible to preview the curriculum before purchasing it?
 - Do you have any planned updates to the curriculum?
2. How much does it cost to implement the program?
3. Does this program have replication fees?
 - Are these one-time fees?
 - Are these annual fees?
4. Are there any compliance activities that need to be conducted (e.g., site visits)?
 - If so, what is the cost associated with these activities?
5. Are there any additional materials that need to be purchased for fidelity monitoring? Are they included in the curriculum package?

Program Implementation (Developer/Distributor)

1. What strategies have others implementing this program used to successfully recruit and retain participants?
 - Is it challenging to recruit and retain participants for the duration of the program?
 - What types of incentives have been most effective?

Adaptations (Developer/Distributor)

1. Is there a list of program adaptations?
2. What minor adaptations within the curriculum's activities and lessons have previously been approved?
3. Do you have guidelines for acceptable adaptations?
4. Are there any adaptation kits available?
5. Do you have any supplemental materials or activities (e.g., anatomy lessons, inclusivity supplements) that can be purchased?



Training (Trainer; Developer/Distributor)

1. What types of training are offered?
2. How much training is needed?
 - Are there any mandatory training sessions?
 - How often are staff required to be trained?
 - Which staff do you recommend attend the training?
3. What are the training costs for the program?
 - Are travel costs for trainers coming on site included in the training fee?
 - Are there any additional fees during the first year of implementation compared to subsequent years?
4. What materials must be purchased prior to training?
 - How many people can share materials during the training?
5. How long are the training sessions? (This helps with budgeting for staff time.)
6. Are training of trainers or master trainings available?
 - Are there fees to become a master trainer?
 - Do you have to pay recertification fees? If so, how often?
 - What are the prerequisites for staff to take the training of trainers or become a master trainer?
7. Can training be coordinated or bundled with other organizations?
8. Can multiple trainings not related to the curriculum be bundled during the training period? For example, trainings on topics like trauma-informed care, LGBTQ+ inclusivity, and positive youth development.
9. Are refresher and/or booster trainings available? Are they mandatory?
10. Do you have experience in providing training for specific priority populations?
11. What is the format of the training (e.g., in person, virtual)?

Technical Assistance (Trainer; Developer/Distributor)

1. Do you provide technical assistance (TA)?
2. What TA is available?
3. How is TA provided?
4. Is it provided on an ongoing basis? If not, what is the duration of the available TA?
5. How much does TA cost?

Communication (Trainer; Developer/Distributor)

1. What is the best way to contact you if we need additional support?
2. How long will it take you to respond to our questions?
3. What can we expect from you in terms of implementation support?