New York State Department of Health and Health Research, Inc

NYS RPE Program Health Equity Capacity Assessment

RFP # BWIAH-2022-01

**Attachment 2: Budget Template**

Instructions: This is a deliverable-based contract. Enter the proposed deliverables below to align with the proposal and the workplan (attachment 3). Please complete two budgets below with the cost and justification. All deliverables must be completed within two contract cycles from December 1, 2022 to January 31, 2023 and from February 1, 2023 to June 30, 2023. The proposal may end prior to June 30, 2023. The budget must include the required deliverables:

* A final report that includes the background, methods, findings, and recommendations for advancing health equity.
* A training on advancing health equity to BWIAH staff.

Provide a proposed cost of reimbursement for each deliverable under the cost column. Provide a justification for how the proposed cost was calculated (e.g., personal (including staff names and titles, salaries, %FTE, and # months on the project), fringe, supplies, travel (with breakdown by staff), meeting room costs, administrative costs, etc.).

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| Budget 1 (December 1, 2022 to January 31, 2023) |
| Goal 1: Conduct a health equity capacity assessment of the NYS RPE Program and provide a final report to the NYSDOH with recommendations for advancing health equity. |
| Deliverables  | Cost |  Justification |
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| Goal 2: Develop and deliver a health equity training to BWIAH staff.  |
| Deliverables | Cost  | Justification |
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Additional cells may be added as needed.

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| Budget 2 (February 1, 2023 to June 30, 2023) |
| Goal 1: Conduct a health equity capacity assessment of the NYS RPE Program and provide a final report to the NYSDOH with recommendations for advancing health equity. |
| Deliverables | Cost  | Justification |
| Health equity capacity assessment final report including background, methods, findings, and recommendations. * Survey questionnaire and analysis
* Interview guide and analysis

Focus group guide and analysis  |  |  |
| Equity audit and review of data and availability and use of available data.    * Summary of available data

Document/data audit form and analysis   |  |  |
| Final report overview with RPE Program staff.     * Summary of findings

Final report on health equity capacity     |  |  |
| Development of RPE Program health equity action plan, including program definitions.* Action plan
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| Identify programs within the BWIAH. * List of programs and outcomes
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| Goal 2: Develop and deliver a health equity training to BWIAH staff.  |
| Deliverables | Cost | Justification |
| In-person training on advancing health equity for BWIAH staff.  * Evaluation of training
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Additional cells may be added as needed.