



## Relationship-Based Early Intervention in Natural Environments Using Evidence-Based Practices

**Wisconsin Birth to 3 Mission:** *The Birth to 3 Program is committed to children under the age of three with developmental delays and disabilities and their families. We value the family's primary relationship with their child and work in partnership with the family. We work to enhance the child's development and support the family's knowledge, skills, and abilities as they interact with and raise their child.*

### JOURNEYING TOGETHER Spring 2010 GUIDELINES FOR COMPLETION OF BUDGET AND WORKPLAN Wisconsin Crossing Borders Consortia Initiative

1. Develop Consortia Work Plan and Budget (**Due July 1, 2010**)
2. Prepare Work Plan and Budget as a consortia, but identify "county specific" use of funds for line items on Work Plan that require a cost
3. Review your total ARRA Consortia Allocation amount for each county.
4. Work on Budget together as a consortia with guidance from your Border Guide.
5. Explore various uses of funds--reimburse time at full team consortia events/meetings, reimburse contracted therapists time at local team meetings, pay for meeting expenses (including meeting space, distance technology, food), purchase materials to support consortia activities, purchase consultation time from specific area of expertise for consortia topic, etc
6. Re-visit your original intentions and topics for the use of these funds.
7. As a consortia, determine what funds will be necessary to realize your objectives.
8. Add narrative as needed to describe the consortia's key objectives and activities.
9. Add Goals/Objectives as needed.
10. Total budget should equal the combined participating county's ARRA Consortium allocations .
11. List all relevant activities, but only activities with defined costs will have budgeted amounts.
12. Use the sample templates as examples.
13. Examples demonstrate completion of budget as a consortia.
14. If counties in your consortia wish to complete separate county budgets, still submit combined consortia budget and work-plan as a packet.
15. Have final review for feedback from your Border Guide prior to submission.
16. Submit to Susan Larsen and Darsell Johns, DHS.
17. If you submit electronically as an attachment, "cc" your Border Guide.
18. Continue to report your county expenditure of consortia funds on the quarterly ARRA report line specific to consortia work.

Submit to Susan Larsen at [Susan.Larsen@dhs.wisconsin.gov](mailto:Susan.Larsen@dhs.wisconsin.gov)

CC to Darsell Johns at [Darsell.Johns@dhs.wisconsin.gov](mailto:Darsell.Johns@dhs.wisconsin.gov)