

MHSD CONTRACT BUDGET

Input Detail

PROPOSER NAME:	Plaquemines Community CARE Centers Foundation, Inc
ADDRESS (LINE 1):	8480 Hwy 23
ADDRESS (LINE 2):	Suite 100
ADDRESS (LINE 3):	
CONTACT PERSON:	Julie Olsen
PHONE NUMBER:	(504) 208-1290
BUDGET PERIOD (BEGIN DATE):	July 1, 2011
BUDGET PERIOD (END DATE):	June 30, 2012

INSTRUCTIONS:

Your use of this Budget spreadsheet is dependent on the type of reimbursement you receive under your Contract with the MHSD. The types of reimbursement are as follows:

1 **Cost Reimbursement.** Contractor receives reimbursement for operating expenses incurred as the result of providing services under its contract with the MHSD. As an example, (1) programs that fund salaries of clinical psychiatrists/therapists at Behavioral Health Centers, (2) programs that provide outreach/supportive services to the homeless, and (3) programs that provide crisis transportation service to mentally ill, among others.

Attachments to be completed are: Salaries, Related Benefits, Travel, Operating Expenses, Supplies, and Other (as necessary).

MHSD CONTRACT BUDGET Salaries Detail

CONTRACTOR NAME: Plaquemines Community CARE Centers Foundation, Inc

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Position/Title	Annual Salary	# Months Employed	% FTE (for MHSD)	Allocation of Salary (to MHSD)	Comments
Ex.	Chief Administrative Officer	\$ 50,000.00	10.0	80.0%	\$ 33,333.33	CAO annual salary of \$50,000. Will be employed for the full 12 months of the fiscal year. Estimated that 80% of time will be spent providing services under this Contract.
1	Clinical Therapist	\$ 33,600.00	12.0	30.0%	\$ 10,080.00	Full-time clinician will provide counseling to clients. Estimated that 30% of time will be spent providing services under this contract.
2	Clinical Therapist	\$ 33,600.00	12.0	30.0%	\$ 10,080.00	Full-time clinician will provide counseling to clients. Estimated that 30% of time will be spent providing services under this contract.
3	Clinical Therapist	\$ 33,600.00	12.0	30.0%	\$ 10,080.00	Full-time clinician will provide counseling to clients. Estimated that 30% of time will be spent providing services under this contract.
4	Clinical Director	\$ 42,000.00	12.0	5.0%	\$ 2,100.00	Clinical Director will oversee provision of counseling services through individual and group supervision and review of client charts. Estimated that 5% of time will be spent providing services under this contract.
5	Program Director	\$ 47,250.00	12.0	5.0%	\$ 2,362.50	Program Director will oversee required data reports for this contract. Estimated that 5% of time will be spent providing services under this contract.
6	Executive Director	\$ 63,000.00	12.0	2.5%	\$ 1,575.00	Executive Director oversees all aspects of the agency and works with staff, Board Members, funders, and other agency professionals. Estimated that 2.5% of time will be spent providing services under this contract.
7	Administrative Assistant	\$ 30,450.00	12.0	10.0%	\$ 3,045.00	Administrative Assistant oversees scheduling of all appointments, relays messages to clinicians, maintains agency database, and creates all client charts. Estimated 10% of time will be spent providing services under this contract.
8	Bookkeeper	\$ 33,000.00	12.0	2.5%	\$ 825.00	Bookkeeper handles all financial duties including accounts payable, accounts receivable, and procurement. Estimated 2.5% of time will be spent providing services under this contract.
9		\$ -	-	0.0%	\$ -	
10		\$ -	-	0.0%	\$ -	
11		\$ -	-	0.0%	\$ -	
12		\$ -	-	0.0%	\$ -	
13		\$ -	-	0.0%	\$ -	
14		\$ -	-	0.0%	\$ -	
15		\$ -	-	0.0%	\$ -	
	TOTAL	\$ 316,500.00			\$ 40,147.50	

MHSD CONTRACT BUDGET Related Benefits Detail

CONTRACTOR NAME: Aquemines Community CARE Centers Foundation,

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Reference	Position/Title	Allocation of Salary (to MHSD)	FICA Employer Share	Medicare Taxes Employer Share	FUTA Taxes Employer Share	Worker's Comp. Insurance	Benefits Life Insurance	Benefits Health Insurance	Benefits Disability Insurance	Benefits Accrued Vacation Pay	Benefits 401K Contrib.	Benefits Other	Total Benefits & Taxes	Total Allocated Salary, Benefits & Taxes
Ex.	Chief Administrative Officer	\$ 33,333	\$ 2,067	\$ 483	\$ 56	\$ 150	\$ 1,667	\$ 2,500	\$ 667	\$ 1,282	\$ 1,000	\$ -	\$ 9,871	\$ 43,205
1	Clinical Therapist	\$ 10,080	\$ 625	\$ 146	\$ 56	\$ 40	\$ 34	\$ 954	\$ 203	\$ -	\$ -	\$ -	\$ 2,058	\$ 12,138
2	Clinical Therapist	\$ 10,080	\$ 625	\$ 146	\$ 56	\$ 40	\$ 34	\$ 954	\$ 203	\$ -	\$ -	\$ -	\$ 2,058	\$ 12,138
3	Clinical Therapist	\$ 10,080	\$ 625	\$ 146	\$ 56	\$ 40	\$ 34	\$ 954	\$ 203	\$ -	\$ -	\$ -	\$ 2,058	\$ 12,138
4	Clinical Director	\$ 2,100	\$ 130	\$ 30	\$ 17	\$ 7	\$ 6	\$ 159	\$ 34	\$ -	\$ -	\$ -	\$ 383	\$ 2,483
5	Program Director	\$ 2,363	\$ 146	\$ 34	\$ 19	\$ 7	\$ 6	\$ 169	\$ 34	\$ -	\$ -	\$ -	\$ 415.64	\$ 2,778
6	Executive Director	\$ 1,575	\$ 98	\$ 23	\$ 13	\$ 3	\$ 3	\$ 79	\$ 17	\$ -	\$ -	\$ -	\$ 235	\$ 1,810
7	Administrative Assistant	\$ 3,045	\$ 189	\$ 44	\$ 24	\$ 13	\$ 11	\$ 486	\$ 68	\$ -	\$ -	\$ -	\$ 836	\$ 3,881
8	Bookkeeper	\$ 825	\$ 51	\$ 12	\$ 7	\$ 3	\$ 3	\$ 79	\$ 17	\$ -	\$ -	\$ -	\$ 172	\$ 997
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 40,148	\$ 2,489	\$ 582	\$ 247	\$ 153	\$ 131	\$ 3,834	\$ 779	\$ -	\$ -	\$ -	\$ 8,215	\$ 48,363

**MHSD CONTRACT BUDGET
Travel Detail**

CONTRACTOR NAME: Plaquemines Community CARE Centers Foundation, Inc

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Description	# of Miles	Rate Per Mile	Mileage Expense	Other Travel	Total Expense	Comments
Ex.	Travel - Mileage Expense	10,400.00	\$ 0.48	\$ 4,992.00	\$ -	\$ 4,992.00	10 patients/week x 2 trips per patient (to/from) x 10 miles trip.
1	Travel- Mileage Expense	9,625.00	\$ 0.48	\$ 4,620.00	\$ -	\$ 4,620.00	Clinical Therapists travel throughout the parish to provide counseling services at multiple Community Centers and schools in Buras, Port Sulphur, Bootheville/Venice, and Phoenix. Mileage varies upon location but is reimbursed at .48/mile.
2		-	\$ 0.48	\$ -	\$ -	\$ -	
3		-	\$ 0.48	\$ -	\$ -	\$ -	
4		-	\$ 0.48	\$ -	\$ -	\$ -	
5		-	\$ 0.48	\$ -	\$ -	\$ -	
6		-	\$ 0.48	\$ -	\$ -	\$ -	
7		-	\$ 0.48	\$ -	\$ -	\$ -	
8		-	\$ 0.48	\$ -	\$ -	\$ -	
9		-	\$ 0.48	\$ -	\$ -	\$ -	
10		-	\$ 0.48	\$ -	\$ -	\$ -	
11		-	\$ 0.48	\$ -	\$ -	\$ -	
12		-	\$ 0.48	\$ -	\$ -	\$ -	
13		-	\$ 0.48	\$ -	\$ -	\$ -	
14		-	\$ 0.48	\$ -	\$ -	\$ -	
15		-	\$ 0.48	\$ -	\$ -	\$ -	
	TOTAL	9,625.00		\$ 4,620.00	\$ -	\$ 4,620.00	

MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: Lines Community CARE Centers Found

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Description	Amount	Comments
Ex.	Rent Expense - Treatment Facility	\$ 31,500.00	Rental expense for treatment facility is \$3,500/month. Allocated 75% to MHSD based on pro-rated share of funding provided.
Ex.	Transportation vehicle lease expense	\$ 12,600.00	Lease expense for 2 transportation vehicles to transport patients. \$525/month per vehicle for 12 months.
Ex.	Cell Phone - transportation staff	\$ 1,800.00	Cell phones for transportation staff to maintain contact with office and clients. 2 staff personnel @ \$75/month for 12 months.
1	Rent Expense - Treatment Facility	\$ 6,423.00	\$535.25/month allocated to rent. Estimated that 15% of all service time will be spent under this contract.
2	Phone Expenses - Treatment Facility	\$ 1,200.00	Estimated that 15% of all service time will be spent under this contract.
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 7,623.00	

MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: Lines Community CARE Centers Found

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Description	Amount	Comments
Ex.	Medical Supplies - Adult Diapers	\$ 46,800.00	100 patients x 2 packs diapers/week x 52 weeks x \$4.50/pack
1			
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ -	

MHSD CONTRACT BUDGET Professional Services Detail (includes Fee-For-Service Contracts)

CONTRACTOR NAME: Lines Community CARE Centers Founda

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Description	Amount	Comments
Ex.	Professional Services - Consultant	\$ 67,500.00	\$100/hour x 15 hours/week for 45 weeks.
Ex.	Fee for Service Contract - Fee per Student for Educational Programs	\$ 52,000.00	100 students x \$10/student x 2 sessions/week x 26 weeks
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ -	

MHSD CONTRACT BUDGET Other (1) Detail

CONTRACTOR NAME: ines Community CARE Centers Found

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Description	Amount	Comments
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ -	

**MHSD CONTRACT BUDGET
Other (2) Detail**

CONTRACTOR NAME: ines Community CARE Centers Found.

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Ref	Description	Amount	Comments
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ -	

MHSD CONTRACT BUDGET

Summary Budget For This Period

Summary

CONTRACTOR NAME: amines Community CARE Centers Foundati

BUDGET PERIOD: July 1, 2011 THROUGH June 30, 2012

Attach.	Categories	Total Amount
1	Salaries	\$ 40,147.50
2	Related Benefits	\$ 8,215.45
3	Travel	\$ 4,620.00
4	Operating Expenses	\$ 7,623.00
5	Supplies	\$ -
6	Professional Services (includes Fee-For-Service Contracts)	\$ -
7	Other (1)	\$ -
8	Other (2)	\$ -
9	Administrative Expenses (10% of direct costs)	\$ 6,060.56
	TOTAL	\$ 66,666.51

I do hereby certify that I have prepared the estimates and amounts provided in this budget and they are reasonable and just and based on my expectation of actual costs to be incurred under the contract. In the event that we determine that the estimates and amounts provided in this budget are not consistent with actual costs being incurred to provide services under the contract, we will notify the MHSD immediately. I understand that failure to do so may result in criminal charges.

Signature of Chief Financial Officer