

# MHSD CONTRACT BUDGET

## Input Detail

PROPOSER NAME:	NHS of Pa, Inc. (ACT)
ADDRESS (LINE 1):	4391 Sturbridge Drive
ADDRESS (LINE 2):	Harrisburg, PA 17110
ADDRESS (LINE 3):	
CONTACT PERSON:	Deb Dreher/Wendy Gessner
PHONE NUMBER:	504-302-1323/717-441-9451
BUDGET PERIOD (BEGIN DATE):	July 1, 2010
BUDGET PERIOD (END DATE):	June 30, 2011

### 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: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

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	NHS Executive Director	\$ 75,750.00	12.0	40.0%	\$ 30,300.00	NHS Executive Director annual salary of \$75,750. Will be employed for the full 12 months. Estimated that 40% of time will be spent providing services under this Contract.
2	Team Leader	\$ 68,016.00	12.0	100.0%	\$ 68,016.00	Team Leader annual salary of \$68,016. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
3	Employment Specialist (1.5)	\$ 61,448.00	12.0	100.0%	\$ 61,448.00	1.5 Employment Specialists with annual salary of \$40,965.50 each. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
4	Substance Abuse Specialist - (2)	\$ 81,931.00	12.0	100.0%	\$ 81,931.00	2 Substance Abuse Specialists with annual salary of \$40,965.50 each. Will be employed for the full 12 months of the project. Estimated that 100% of time will be spent providing services under this Contract.
5	Housing Specialist	\$ 40,966.00	12.0	100.0%	\$ 40,966.00	Housing Specialist annual salary of \$40,966. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
6	Mental Health Professional (2)	\$ 99,998.00	12.0	100.0%	\$ 99,998.00	2 Mental Health Professionals annual salary of \$49,999 each. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
7	Registered Nurse	\$ 69,326.50	12.0	100.0%	\$ 69,326.50	Registered Nurse annual salary of \$69,326.50. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
8	Psychiatrist	\$ 193,274.00	12.0	100.0%	\$ 193,274.00	Psychiatrist average annual salary of 193,274. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
9	Peer Specialist	\$ 31,827.00	12.0	100.0%	\$ 31,827.00	Peer Specialist annual salary of \$31,827. Will be employed for the full 12 months.. Estimated that 100% of time will be spent providing services under this Contract.
10	Administrative Assistant	\$ 27,456.00	12.0	100.0%	\$ 27,456.00	Administrative Assistant annual salary of \$27,456. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
11	Housekeeping	\$ 7,540.00	12.0	50.0%	\$ 3,770.00	Housekeeping annual salary of \$7,540. Will be employed for the full 12 months of the project. Estimated that 50% of time will be spent providing services under this Contract.
12	On-Call Stipend	\$ 13,000.00	12.0	100.0%	\$ 13,000.00	\$250 per week x 52 weeks.
13	LPN	\$ 63,654.00	12.0	100.0%	\$ 63,654.00	LPN annual salary of \$63,654. Will be employed for the full 12 months. Estimated that 100% of time will be spent providing services under this Contract.
14					\$ -	
15					\$ -	
	<b>TOTAL</b>	<b>\$ 834,186.50</b>			<b>\$ 784,966.50</b>	

## MHSD CONTRACT BUDGET Related Benefits Detail

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

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	NHS Executive Director	\$ 30,300	\$ 1,879	\$ 439	\$ 56	\$ 461	\$ -	\$ 3,067	\$ 130	\$ -	\$ 455	\$ 461	\$ 6,947	\$ 37,247
2	Team Leader	\$ 68,016	\$ 4,217	\$ 986	\$ 56	\$ 461	\$ -	\$ 7,672	\$ 324	\$ -	\$ 1,020	\$ 461	\$ 15,197	\$ 83,213
3	Employment Specialist (1.5)	\$ 61,448	\$ 3,810	\$ 891	\$ 56	\$ 922	\$ -	\$ 10,720	\$ 486	\$ -	\$ 922	\$ 922	\$ 18,728	\$ 80,176
4	Substance Abuse Specialist - (2)	\$ 81,931	\$ 5,080	\$ 1,188	\$ 56	\$ 922	\$ -	\$ 15,117	\$ 324	\$ -	\$ 1,229	\$ 922	\$ 24,837	\$ 106,768
5	Housing Specialist	\$ 40,966	\$ 2,540	\$ 594	\$ 56	\$ 461	\$ -	\$ 7,672	\$ 324	\$ -	\$ 614	\$ 461	#####	\$ 53,688
6	Mental Health Professional (2)	\$ 99,998	\$ 6,200	\$ 1,450	\$ 56	\$ 922	\$ -	\$ 14,793	\$ 648	\$ -	\$ 1,500	\$ 922	\$ 26,490	\$ 126,488
7	Registered Nurse	\$ 69,327	\$ 4,298	\$ 1,005	\$ 56	\$ 461	\$ -	\$ 7,672	\$ 324	\$ -	\$ 1,040	\$ 461	\$ 15,317	\$ 84,643
8	Psychiatrist	\$ 193,274	\$ 11,983	\$ 2,802	\$ 56	\$ 461	\$ -	\$ 7,672	\$ 324	\$ -	\$ 2,899	\$ 461	\$ 26,658	\$ 219,932
9	Peer Specialist	\$ 31,827	\$ 1,973	\$ 461	\$ 56	\$ 461	\$ -	\$ 7,672	\$ 324	\$ -	\$ 477	\$ 461	\$ 11,886	\$ 43,713
10	Administrative Assistant	\$ 27,456	\$ 1,702	\$ 398	\$ 56	\$ 461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 461	\$ 3,078	\$ 30,534
11	Housekeeping	\$ 3,770	\$ 234	\$ 55	\$ 30	\$ 461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 461	\$ 1,240	\$ 5,010
12	On-Call Stipend	\$ 13,000	\$ 806	\$ 189	\$ 56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,051	\$ 14,051
13	LPN	\$ 63,654	\$ 3,947	\$ 923	\$ 56	\$ 461	\$ -	\$ 7,672	\$ 324	\$ -	\$ 955	\$ 461	\$ 14,798	\$ 78,452
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	\$ 784,967	\$ 48,668	\$ 11,382	\$ 702	\$ 6,912	\$ -	\$ 89,729	\$ 3,532	\$ -	\$ 11,111	\$ 6,912	\$ 178,948	\$ 963,915

MHSD CONTRACT BUDGET

Travel Detail

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

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	78,750.00	\$ 0.48	\$ 37,800.00	\$ -	\$ 37,800.00	Estimated 625 miles per month for 10 staff.
2	Travel - Vehicle Insurance	-	\$ 0.48	\$ -	\$ 1,200.00	\$ 1,200.00	50% of vehicle insurance. (\$200 x 12 months x 50%)
3	Travel - Vehicle Repairs & Maintenance	-	\$ 0.48	\$ -	\$ 3,000.00	\$ 3,000.00	Estimate of \$250 per month for vehicle gas, repairs and maintenance
4	Travel	-	\$ 0.48	\$ -	\$ 1,500.00	\$ 1,500.00	Bi-monthly flights to PA @ \$250 per flight for 6 flights
5	Travel - Parking & Tolls	-	\$ 0.48	\$ -	\$ 1,200.00	\$ 1,200.00	Estimated \$100 per month for parking and tolls.
6	Travel - Mileage Expense	3,600.00	\$ 0.48	\$ 1,728.00	\$ -	\$ 1,728.00	Estimated 100 miles per month for 3 staff
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	82,350.00		\$ 39,528.00	\$ 6,900.00	\$ 46,428.00	

## MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

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	\$ 31,350.00	Rental expense for treatment facility is \$5,500/month. Allocated 47.5% to MHSD based on pro-rated share of funding provided.
2	Audit Fees	\$ 750.00	
3	Cell Phone - transportation staff	\$ 5,400.00	Cell phones for transportation staff to maintain contact with office and clients. 10 staff personnel @ \$45/month for 12 months.
4	Land Line - Office	\$ 4,800.00	Estimated \$400 per month for 12 months.
5	Conferences	\$ 3,000.00	DBT training, CPS training, & other relevant ongoing trainings.
6	General Liability Insurance	\$ 10,000.00	Organization policy passdown to all programs. Estimated \$833 per month for 12 months
7	Building Repairs & Maintenance	\$ 1,200.00	General Building Maintenance to include key replacement, plumbing & cosmetic repair.
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 56,500.00	

## MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

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	General Office Supplies	\$ 3,600.00	Estimated \$300 per month for copy paper, toner and other general office supplies.
2	Printing & Copying	\$ 6,000.00	Estimated purchase of 24,000 encounter forms per year.
3	Medical Supplies	\$ 1,200.00	Estimated \$100 per month for 12 months for general medical supplies
4	Postage	\$ 1,000.00	Estimated \$83 per month for postage and shipping
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	<b>TOTAL</b>	<b>\$ 11,800.00</b>	

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

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

Table with 4 columns: Ref, Description, Amount, Comments. Rows include Professional Services - Consultant, Fee for Service Contract - Fee per Student for Educational Programs, Professional Services - LCSW Clinical Supervisor, Malpractice Insurance for Psychiatrist, Professional Services - Clinical Management Support, and a TOTAL row.

**MHSD CONTRACT BUDGET  
Other (1) Detail**

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

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: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

Ref	Description	Amount	Comments
1	Computer Equipment - Purchase	\$ 660.00	1 Laptop Lease
2	Equipment Repairs & Maintenance	\$ 1,200.00	Estimated \$100 per month for computer, copier maintenance contract
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	<b>TOTAL</b>	<b>\$ 1,860.00</b>	

# MHSD CONTRACT BUDGET

## Summary Budget For This Period

Summary

CONTRACTOR NAME: NHS of Pa, Inc. (ACT)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 2011

Attach.	Categories	Total Amount
1	Salaries	\$ 784,966.50
2	Related Benefits	\$ 178,948.22
3	Travel	\$ 46,428.00
4	Operating Expenses	\$ 56,500.00
5	Supplies	\$ 11,800.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 60,800.00
7	Other (1)	\$ -
8	Other (2)	\$ 1,860.00
9	Administrative Expenses	\$ 114,130.27
	<b>TOTAL</b>	<b>\$ 1,255,433.00</b>

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

\_\_\_\_\_  
Signature of Chief Financial Officer