

MHSD CONTRACT BUDGET Input Detail

PROPOSER NAME:	St Bernard Project
ADDRESS (LINE 1):	8324 Parc Place
ADDRESS (LINE 2):	Chalmette, LA 70043
ADDRESS (LINE 3):	
CONTACT PERSON:	Ashley Sloan
PHONE NUMBER:	785-766-0823
BUDGET PERIOD (BEGIN DATE):	July 1, 2011
BUDGET PERIOD (END DATE):	October 15, 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: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 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	Chief Executive Officer	\$ 80,000.00	3.5	15.0%	\$ 3,500.00	CEO Annual salary of \$80,000. Allocated for 3.5 months of contract term at 15% providing strategic direction and program oversight.
2	Controller	\$ 70,000.00	3.5	20.0%	\$ 4,083.33	Controller Annual Salary of \$70,000. Allocated for 3.5 months of contract term at 20% providing systems set up, data collection, reporting and billing.
3	Human Resource Manager	\$ 32,000.00	3.5	30.0%	\$ 2,800.00	Policy administration.
4	Program Manager	\$ 40,000.00	3.5	100.0%	\$ 11,666.67	Collection, compilation and distribution of statistical information to Team Leaders, program management and MHDS.
5	Team Leader	\$ 45,000.00	3.5	100.0%	\$ 13,125.00	Scheduling, briefing, debriefing and supporting the dyads.
6	Team Leader	\$ 45,000.00	3.5	100.0%	\$ 13,125.00	Scheduling, briefing, debriefing and supporting the dyads.
7	Director of Programs	\$ 55,000.00	3.5	35.0%	\$ 5,614.58	Program compliance and organizational and program support.
8					\$ -	
9		\$ -	-	0.0%	\$ -	
10		\$ -	-	0.0%	\$ -	
11		\$ -	-	0.0%	\$ -	
12		\$ -	-	0.0%	\$ -	
13		\$ -	-	0.0%	\$ -	
14		\$ -	-	0.0%	\$ -	
15		\$ -	-	0.0%	\$ -	
	TOTAL	\$ 367,000.00			\$ 53,914.58	

MHSD CONTRACT BUDGET

Related Benefits Detail

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	Chief Executive Officer	\$ 3,500	\$ 217	\$ 51	\$ 28	\$ 119	\$ -	\$ 143	\$ -	\$ 200	\$ -	\$ -	\$ 757	\$ 4,257
2	Controller	\$ 4,083	\$ 253	\$ 59	\$ 33	\$ 139	\$ -	\$ 368	\$ -	\$ 233	\$ -	\$ -	\$ 1,085	\$ 5,168
3	Human Resource Manager	\$ 2,800	\$ 174	\$ 41	\$ 22	\$ 95	\$ -	\$ 315	\$ -	\$ 160	\$ -	\$ -	\$ 806	\$ 3,606
4	Program Manager	\$ 11,667	\$ 723	\$ 169	\$ 56	\$ 397	\$ -	\$ 1,050	\$ -	\$ 665	\$ -	\$ -	\$ 3,060	\$ 14,727
5	Team Leader	\$ 13,125	\$ 814	\$ 190	\$ 56	\$ 446	\$ -	\$ 1,050	\$ -	\$ 748	\$ -	\$ -	\$ 3,304	\$ 16,429
6	Team Leader	\$ 13,125	\$ 814	\$ 190	\$ 56	\$ 446	\$ -	\$ 1,225	\$ -	\$ 748	\$ -	\$ -	\$ 3,479	\$ 16,604
7	Director of Programs	\$ 5,615	\$ 348	\$ 81	\$ 45	\$ 191	\$ -	\$ 310	\$ -	\$ 320	\$ -	\$ -	\$ 1,296	\$ 6,910
8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 53,915	\$ 3,343	\$ 782	\$ 296	\$ 1,833	\$ -	\$ 4,461	\$ -	\$ 3,073	\$ -	\$ -	\$ 13,788	\$ 67,703

MHSD CONTRACT BUDGET

Travel Detail

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 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	12,500.00	\$ 0.48	\$ 6,000.00	\$ -	\$ 6,000.00	Dyads 150 miles per week x 5 vehicles x 15 weeks x .48 miles + 1 PM 75 miles per week x 1 x15 x.48
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	12,500.00		\$ 6,000.00	\$ -	\$ 6,000.00	

MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 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			
2	Space allocation for Adm. Assistant, Program Manager & Team Lead	\$ 175.60	SBP Wellness Center comprises 678 SF. 20% allocation to Louisiana Spirit activities @ \$.37/SF for three months = \$175
3	Facility Rental	\$ 2,275.00	\$650 a month*3.5 months
4	Cell phones	\$ 1,365.00	Cell phone stipend \$30.00/mo. For 13 people
5	Professional Insurance	\$ 4,156.25	Commercial General and Medical Professional Liability
6			
7			
8			
9			
10			
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 7,971.85	

MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 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	Literature	\$ 1,500.00	4500 pcs of literature @ \$1.00=500
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 1,500.00	

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

CONTRACTOR NAME: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 2011

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	Outreach specialists	\$ 50,890.00	5 specialist @\$28,000 annually or \$8,1662 for 3.5 months, 1 specialist @\$34,560 annually or \$10,080 for 3.5 months
2	Counselors	\$ 48,000.00	1 counselor at \$53,760 annually or \$15680 for 3.5 months, 3 counselors at \$46,080 annually or \$13,440 for 3.5 months
3	Workers Compensation	\$ 10,211.14	Workers Compensation for 13 @ \$3.00/\$100 payroll
4	Administrative Assistant/data	\$ 8,162.00	1 Assistant at \$28,000 annually or \$8,162 for 3.5 months
5			
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 117,263.14	

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

CONTRACTOR NAME: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 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: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 2011

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: St Bernard Project

BUDGET PERIOD: July 1, 2011 THROUGH October 15, 2011

Attach.	Categories	Total Amount
1	Salaries	\$ 53,914.58
2	Related Benefits	\$ 13,788.08
3	Travel	\$ 6,000.00
4	Operating Expenses	\$ 7,971.85
5	Supplies	\$ 1,500.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 117,263.14
7	Other (1)	\$ -
8	Other (2)	\$ -
9	Administrative Expenses	\$ 30,065.65
	TOTAL	\$ 230,503.30

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