

MHSD CONTRACT BUDGET

Input Detail

PROPOSER NAME:	Psychosocial Clubhouse (Revised)
ADDRESS (LINE 1):	1538 Louisiana Ave.
ADDRESS (LINE 2):	New Orleans, LA 70115
ADDRESS (LINE 3):	
CONTACT PERSON:	Lisa Romback, M.A. Executive Director
PHONE NUMBER:	504-896-2345
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).

2 **Reimbursement for Payment of Pre-Approved Client Expenditures.** Contractor receives reimbursement for the payment of pre-approved client expenditures and reimbursement for administrative costs to administer the program. As an example, (1) rental assistance programs and living assistance programs that provide pre-approved payments on behalf of clients or (2) pre-approved family support service programs, among others.

Attachments to be completed are: Professional Services.

3 **Fee For Service.** Contractor receives unit cost reimbursement for providing a defined single unit of service under its contract with the MHSD. As an example, (1) treatment facilities that receive a unit cost per day for utilization of patient beds or (2) educational program providers that receive a unit cost per day for each training session per student and (3) professional service contracts for consulting services at an hourly rate, among others.

Attachments to be completed are: Professional Services.

MHSD CONTRACT BUDGET Salaries Detail

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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	Clubhouse Director	\$ 34,000.00	12.0	25.0%	\$ 8,500.00	Clubhouse Director annual salary of \$34,000. Will be employed for the full 12 months of FY2010-2011. Estimated 25% time will be spent providing services under this contract.
2	Licensed MH Professional	\$ 46,500.00	12.0	10.0%	\$ 4,650.00	LMHP annual salary of \$46,500. Will be employed 12 months of FY2010-2011. Estimated 10% time will be spent providing services under this contract.
3	Mental Health Specialist	\$ 26,000.00	12.0	100.0%	\$ 26,000.00	FTE 100% time will be spent providing services under this contract. MHS will be employed the full 12 months of FY2010-2011.
4	Mental Health Specialist	\$ 24,000.00	12.0	100.0%	\$ 24,000.00	FTE 100% time will be spent providing services under this contract. MHS will be employed the full 12 months of FY2010-2011.
5	Mental Health Specialist	\$ 26,000.00	12.0	65.0%	\$ 16,900.00	MHS annual salary of \$26,000. Will be employed for the full 12 months of FY2010-2011. Estimated 65% time will be spent providing services under this contract.
6	Clerical	\$ 25,000.00	12.0	10.0%	\$ 2,500.00	Clerical/Secretary annual salary of \$25,000. Will be employed for the full 12 months of FY2010-2011. Estimated 10% of time will be spent providing clerical assistance under this contract.
7	Executive Director	\$ 68,000.00	12.0	5.0%	\$ 3,400.00	FTE 5% time will be spent providing services under this contract. MHS will be employed the full 12 months of FY2010-2011.
8		\$ -	-	0.0%	\$ -	
9		\$ -	-	0.0%	\$ -	
10		\$ -	-	0.0%	\$ -	
11		\$ -	-	0.0%	\$ -	
12		\$ -	-	0.0%	\$ -	
13		\$ -	-	0.0%	\$ -	
14		\$ -	-	0.0%	\$ -	
15		\$ -	-	0.0%	\$ -	
	TOTAL	\$ 249,500.00			\$ 85,950.00	

**MHSD CONTRACT BUDGET
Related Benefits Detail**

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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	Clubhouse Director	\$ 8,500	\$ 527	\$ 123	\$ 56	\$ 196	\$ -	\$ 1,125	\$ -	\$ -	\$ -	\$ -	\$ 2,027	\$ 10,527
2	Licensed MH Professional	\$ 4,650	\$ 288	\$ 67	\$ 37	\$ 107	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ 950	\$ 5,600
3	Mental Health Specialist	\$ 26,000	\$ 1,612	\$ 377	\$ 56	\$ 601	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 7,146	\$ 33,146
4	Mental Health Specialist	\$ 24,000	\$ 1,488	\$ 348	\$ 56	\$ 554	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 6,946	\$ 30,946
5	Mental Health Specialist	\$ 16,900	\$ 1,048	\$ 245	\$ 56	\$ 390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#####	\$ 18,639
6	Clerical	\$ 2,500	\$ 155	\$ 36	\$ 20	\$ 58	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ 719	\$ 3,219
7	Executive Director	\$ 3,400	\$ 211	\$ 49	\$ 27	\$ 79	\$ -	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ 591	\$ 3,991
8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 85,950	\$ 5,329	\$ 1,246	\$ 308	\$ 1,985	\$ -	\$ 11,250	\$ -	\$ -	\$ -	\$ -	\$ 20,119	\$ 106,069

MHSD CONTRACT BUDGET
Travel Detail

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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	Clubhouse Director	375.00	\$ 0.48	\$ 180.00	\$ -	\$ 180.00	62.50 miles/month for meetings and to make home and community visits, and to assist with transportation of consumers.
2	Licensed MH Professional	150.00	\$ 0.48	\$ 72.00	\$ -	\$ 72.00	15 miles/month for community visits and to assist with transportation of consumers.
3	Mental Health Specialist	1,000.00	\$ 0.48	\$ 480.00	\$ -	\$ 480.00	100 miles/month to make home and community visits and to assist with transportation of consumers.
4	Mental Health Specialist	1,000.00	\$ 0.48	\$ 480.00	\$ -	\$ 480.00	100 miles/month to make home and community visits and to assist with transportation of consumers.
5	Mental Health Specialist	650.00	\$ 0.48	\$ 312.00	\$ -	\$ 312.00	65 miles/month to make home and community visits and to assist with transportation of consumers.
6	Clerical	-	\$ 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	3,175.00		\$ 1,524.00	\$ -	\$ 1,524.00	

**MHSD CONTRACT BUDGET
Operating Expenses Detail**

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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		\$ -	
2	Utilities	\$ 2,875.00	To include, but not limited to, gas, electric, water, sanitation, etc. per month x 18.4% based on percentage of staff for this program using utilities.
3	Insurance	\$ 6,000.00	Cost for general/professional liability insurance for program x 8.3% = \$3756 (based on percentage of program budget in relation to total operating budget) and auto insurance for program vehicle = \$4705 (\$2461 in kind).
4	Land Line Telephone	\$ 1,325.00	Estimated \$600/mo. x 18.4% of program staff usage.
5	Internet Service	\$ 220.00	\$100 per month x 18.4%
6	Cell Phone Reimbursement	\$ 720.00	Cell phone reimbursement for 3 staff at \$20/mo to maintain contact with clients and office.
7	Gasoline/Maintenance/Reprs. Auto	\$ 2,015.00	Cost of gasoline, maintenance, and repairs of facility vehicle used to transport clients in the community including oil change, tires, brakes, inspections, etc.
8	Maintenance/Reprs. Bldg. & Equip.	\$ 3,500.00	Program costs x 18.4% of repairs and maintenance to building and equipment such as copier, appliances, fire extinguishers, grease trap, elevator, waste management, etc.
9			
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 16,655.00	

**MHSD CONTRACT BUDGET
Supplies Detail**

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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	Office Supplies	\$ 750.00	Files, pens, charts, paper, staplers, envelopes, computer software, postage, and other supplies necessary for proper service delivery and office functions. \$75/month for 12 months.
2		\$ -	
3	Activities	\$ 3,368.00	Food, arts and crafts, cleaning, games, books, cards, movies and other supplies needed to conduct unit activities under this contract.
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 4,118.00	

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

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

BUDGET PERIOD: July 1, 2010 THROUGH June 30, 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	Accounting & Audit	\$ 830.00	Portion of yearly fee (8.3%) charged by the independent auditor for annual fiscal audit.
2	I.T. (computer services)	\$ 239.00	Maintenance of program computers, installation of software, virus protection updates, etc. to maintain system in good working order for clerical skills training and staff use.
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 1,069.00	

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

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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

Ref	Description	Amount	Comments
1	Annual Required Training	\$ 850.00	Includes but not limited to First Aid, CPR, Crisis Prevention, Cultural Competence, Emergency and Safety, Motivational Interviewing, etc.
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 850.00	

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

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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 Summary Budget For This Period

Summary

CONTRACTOR NAME: Psychosocial Clubhouse (Revised)

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

Attach.	Categories	Total Amount
1	Salaries	\$ 85,950.00
2	Related Benefits	\$ 20,118.58
3	Travel	\$ 1,524.00
4	Operating Expenses	\$ 16,655.00
5	Supplies	\$ 4,118.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 1,069.00
7	Other (1)	\$ 850.00
8	Other (2)	\$ -
9	Administrative Expenses	\$ 13,028.46
	TOTAL	\$ 143,313.03

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