

MHSD CONTRACT BUDGET

Input Detail

PROPOSER NAME:	NAMI New Orleans
ADDRESS (LINE 1):	1538 Louisiana Ave.
ADDRESS (LINE 2):	New Orleans, LA 70115
ADDRESS (LINE 3):	
CONTACT PERSON:	Lisa Rombach, M.A., Executive Director
PHONE NUMBER:	
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: NAMI New Orleans

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	Consumer Services Director	\$ 42,848.00	12.0	80.0%	\$ 34,278.40	Consumer Services Director provides program support, supervision, data management, monthly reports, and accepts referrals at 80% time.
2	Case Management Supervisor	\$ 39,140.00	12.0	100.0%	\$ 39,140.00	Case Management Supervisor conducts initial intakes/assessments, provides staff clinical supervision and maintains a caseload at 100% time.
3	Case Manager	\$ 28,840.00	12.0	100.0%	\$ 28,840.00	FTE 100% of time will be spent providing case management services under this contract.
4	Case Manager	\$ 28,840.00	12.0	100.0%	\$ 28,840.00	FTE 100% of time will be spent providing case management services under this contract.
5	Case Manager	\$ 28,840.00	12.0	100.0%	\$ 28,840.00	FTE 100% of time will be spent providing case management services under this contract.
6	Case Manager	\$ 28,840.00	12.0	100.0%	\$ 28,840.00	FTE 100% of time will be spent providing case management services under this contract.
7	Case Manager	\$ 28,000.00	12.0	100.0%	\$ 28,000.00	FTE 100% of time will be spent providing case management services under this contract.
8	Case Manager (AD)	\$ 28,000.00	12.0	100.0%	\$ 28,000.00	FTE 100% of time will be spent providing case management services under this contract.
9	Case Manager (AD)	\$ 32,000.00	12.0	100.0%	\$ 32,000.00	Master's level FTE 100% of time will be spent providing case management services under this contract.
10	Executive Director	\$ 70,040.00	12.0	9.0%	\$ 6,303.60	9% of time will be spent providing program oversight and supervision under this contract.
11	Clerical Support Services	\$ 23,531.00	12.0	15.0%	\$ 3,529.65	15% of time will be spent providing clerical support services under this contract.
12					\$ -	
13		\$ -	-		\$ -	
14		\$ -	-		\$ -	
15		\$ -	-		\$ -	
	TOTAL	\$ 378,919.00			\$ 286,611.65	

MHSD CONTRACT BUDGET Related Benefits Detail

CONTRACTOR NAME: NAMI New Orleans

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	\$ -	\$ 150	\$ 1,667	\$ 2,500	\$ 667	\$ 1,282	\$ 1,000	\$ -	\$ 9,815	\$ 43,149
1	Consumer Services Director	\$ 34,278	\$ 2,125	\$ 497	\$ 167	\$ 824	\$ -	\$ 3,678	\$ -	\$ -	\$ -	\$ -	\$ 7,292	\$ 41,570
2	Case Management Supervisor	\$ 39,140	\$ 2,427	\$ 568	\$ 167	\$ 904	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 8,662	\$ 47,802
3	Case Manager	\$ 28,840	\$ 1,788	\$ 418	\$ 167	\$ 666	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,636	\$ 36,476
4	Case Manager	\$ 28,840	\$ 1,788	\$ 418	\$ 167	\$ 666	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,636	\$ 36,476
5	Case Manager	\$ 28,840	\$ 1,788	\$ 418	\$ 167	\$ 666	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,636	\$ 36,476
6	Case Manager	\$ 28,840	\$ 1,788	\$ 418	\$ 167	\$ 666	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,636	\$ 36,476
7	Case Manager	\$ 28,000	\$ 1,736	\$ 406	\$ 167	\$ 647	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,552	\$ 35,552
8	Case Manager (AD)	\$ 28,000	\$ 1,736	\$ 406	\$ 167	\$ 647	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,552	\$ 35,552
9	Case Manager (AD)	\$ 32,000	\$ 1,984	\$ 464	\$ 167	\$ 739	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,950	\$ 39,950
10	Executive Director	\$ 6,304	\$ 391	\$ 91	\$ 151	\$ 146	\$ -	\$ 414	\$ -	\$ -	\$ -	\$ -	\$ 1,193	\$ 7,496
11	Clerical Support Services	\$ 3,530	\$ 219	\$ 51	\$ 84	\$ 82	\$ -	\$ 690	\$ -	\$ -	\$ -	\$ -	\$ 1,126	\$ 4,656
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 286,612	\$ 17,770	\$ 4,156	\$ 1,741	\$ 6,653	\$ -	\$ 41,550	\$ -	\$ -	\$ -	\$ -	\$ 71,870	\$ 358,481

MHSD CONTRACT BUDGET Travel Detail

CONTRACTOR NAME: NAMI New Orleans

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	Consumer Services Director	1,748.00	\$ 0.48	\$ 839.04	\$ -	\$ 839.04	Monthly travel to make home and community visits, including participation in MHSD and other community related meetings.
2	Case Management Supervisor	7,750.00	\$ 0.48	\$ 3,720.00	\$ -	\$ 3,720.00	Monthly travel to conduct intakes, make home and community visits, and participate in MHSD and other community related meetings.
3	Case Manager	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
4	Case Manager	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
5	Case Manager	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
6	Case Manager	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
7	Case Manager	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
8	Case Manager (AD)	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
9	Case Manager (AD)	6,900.00	\$ 0.48	\$ 3,312.00	\$ -	\$ 3,312.00	Monthly travel to make home and community visits and assist with transporatation for up to 25 consumers.
10			\$ 0.48	\$ -	\$ -	\$ -	
11			\$ 0.48	\$ -	\$ -	\$ -	
12		-	\$ 0.48	\$ -	\$ -	\$ -	
13		-	\$ 0.48	\$ -	\$ -	\$ -	
14		-	\$ 0.48	\$ -	\$ -	\$ -	
15		-	\$ 0.48	\$ -	\$ -	\$ -	
	TOTAL	57,798.00		\$ 27,743.04	\$ -	\$ 27,743.04	

MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: NAMI New Orleans

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	\$ 15,180.00	\$1265/mo rent at 1050 S. Jefferson Davis Pkwy
2	Emergency cell phone and on call service	\$ 1,900.00	\$25 per week for 24 hour on-call staff person and \$50 per month to AT&T for cell phone service
3	Cell phone reimbursement for staff	\$ 3,240.00	\$30 per month per staff for cell phone reimbursement X 9 staff X 12 mos.
4	Client assistance	\$ 2,400.00	For medication co-pays, identification cards, household supplies, application fees, etc.
5	Professional liability, directors and officers, general liability, commercial property, and auto insurance	\$ 24,000.00	All insurance costs related to this program (27.5% based on % of ICM budget in relation to agency budget)
6	Maintenance/repair for program vehicle	\$ 425.00	Ongoing annual maintenance and repair costs related to use of program van for ICM program.
7	Vehicle cleaning	\$ 425.00	Covers the cost for ICM staff to have cars cleaned one time per year.
8			
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 47,570.00	

MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: NAMI New Orleans

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	Office supplies	\$ 3,600.00	Office supplies include ink cartridges, pens, copy paper, file folders, etc. Will be purchased separately for and used by ICM staff only.
2	Gasoline for van	\$ 2,100.00	Program van is primarily used to make home and community visits for consumers in St. Bernard and Plaquemins Parishes.
3	Printing/publications/business cards	\$ 500.00	Includes printing costs associated with program brochures, staff business cards, etc. Also includes purchasing publications and training materials related to ICM service delivery.
4	Postage	\$ 300.00	For mailing applications and other necessary documents related to ICM.
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 6,500.00	

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

CONTRACTOR NAME: NAMI New Orleans

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	Accounting and audit	\$ 3,300.00	For the cost of the annual accounting and audit fee (27.5% based on % of ICM budget in relation to agency budget)
2	Computer / IT services	\$ 2,200.00	For anti virus software, computer repairs, etc for computers used by ICM program staff and supervisors
3	Telephone, internet, fax, copy machine service/repair	\$ 1,250.00	Business machine maintenance and repair for ICM office
4	401-K service	\$ 2,100.00	For 401-k professional management services (27.5% based on % of ICM budget in relation to agency budget)
5	Banking services	\$ 650.00	For professional banking services (27.5% based on % of ICM budget in relation to agency budget)
6	Payroll service	\$ 900.00	For professional payroll services (27.5% based on % of ICM budget in relation to agency budget)
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 10,400.00	

MHSD CONTRACT BUDGET Other (1) Detail

CONTRACTOR NAME: NAMI New Orleans

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

Ref	Description	Amount	Comments
1	Annual staff training	\$ 9,500.00	All costs related to in-state and out of state conferences and trainings for staff and supervisors, including but not limited to trauma informed care, co-occurring disorders, first aid, CPR, motivational interviewing, etc.
2	TB testing	\$ 500.00	For all ICM staff
3	Criminal background check/fingerprinting	\$ 250.00	For new employees
4	MVR	\$ 300.00	Motor vehicle report required for new employees and annual renewal of auto insurance so staff can drive company vehicles and use personal vehicles to transport consumers.
5	Parking	\$ 250.00	Fees for parking
6	Advertising	\$ 600.00	To advertise in order to fill vacant positions
7	Team building activities	\$ 810.00	Costs related to providing communication skills and team building activities for ICM staff and supervisors.
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 12,210.00	

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

CONTRACTOR NAME: NAMI New Orleans

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: NAMI New Orleans

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

Attach.	Categories	Total Amount
1	Salaries	\$ 286,611.65
2	Related Benefits	\$ 71,869.51
3	Travel	\$ 27,743.04
4	Operating Expenses	\$ 47,570.00
5	Supplies	\$ 6,500.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 10,400.00
7	Other (1)	\$ 12,210.00
8	Other (2)	\$ -
9	Administrative Expenses (10% of direct costs)	\$ 46,290.42
	TOTAL	\$ 509,194.62

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