

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 Romback, M.A., Executive Director
PHONE NUMBER:	(504) 896-2345
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	Clubhouse Director	\$ 34,950.00	12.0	25.0%	\$ 8,737.50	Clubhouse Director is the supervisor of the psychosocial program and will be employed for 12 months at 25% time under this contract.
2	Licensed Mental Health Professional	\$ 50,000.00	12.0	9.0%	\$ 4,500.00	LMHP provides clinical oversight and staff supervision, including reviewing and signing consumer service plans. Employed for 12 months at 9% time under this contract.
3	Mental Health Specialist	\$ 26,450.00	12.0	100.0%	\$ 26,450.00	FTE 100% time will be spent providing psychosocial skills training under this contract.
4	Mental Health Specialist	\$ 24,450.00	12.0	100.0%	\$ 24,450.00	FTE 100% time will be spent providing psychosocial skills training under this contract.
5	Mental Health Specialist	\$ 26,450.00	12.0	65.0%	\$ 17,192.50	65% of time will be spent providing psychosocial skills training under this contract.
6	Clerical Support Services	\$ 23,450.00	12.0	10.0%	\$ 2,345.00	10% will be spent providing clerical support services under this contract.
7	Executive Director	\$ 68,000.00	12.0	5.0%	\$ 3,400.00	5% of time will be spent providing program oversight, support and supervision under this contract.
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	\$ 253,750.00			\$ 87,075.00	

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	Other 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	Clubhouse Director	\$ 8,738	\$ 542	\$ 127	\$ 167	\$ 202	\$ -	\$ 1,149	\$ -	\$ -	\$ -	\$ -	\$ 2,187	\$ 10,924
2	Licensed Mental Health Professional	\$ 4,500	\$ 279	\$ 65	\$ 108	\$ 104	\$ -	\$ 414	\$ -	\$ -	\$ -	\$ -	\$ 970	\$ 5,470
3	Mental Health Specialist	\$ 26,450	\$ 1,640	\$ 384	\$ 167	\$ 611	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,398	\$ 33,848
4	Mental Health Specialist	\$ 24,450	\$ 1,516	\$ 355	\$ 167	\$ 565	\$ -	\$ 4,596	\$ -	\$ -	\$ -	\$ -	\$ 7,199	\$ 31,649
5	Mental Health Specialist	\$ 17,193	\$ 1,066	\$ 249	\$ 167	\$ 397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,880	\$ 19,072
6	Clerical Support Services	\$ 2,345	\$ 145	\$ 34	\$ 56	\$ 54	\$ -	\$ 456	\$ -	\$ -	\$ -	\$ -	\$ 745	\$ 3,090
7	Executive Director	\$ 3,400	\$ 211	\$ 49	\$ 81	\$ 79	\$ -	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 4,050
8		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 87,075	\$ 5,399	\$ 1,263	\$ 914	\$ 2,012	\$ -	\$ 11,441	\$ -	\$ -	\$ -	\$ -	\$ 21,028	\$ 108,103

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	Clubhouse Director	185.00	\$ 0.48	\$ 88.80	\$ -	\$ 88.80	Travel costs are for staff use of personal vehicles for transporting consumers to appointments and community or home based activities.
2	Licensed Mental Health Professional	58.00	\$ 0.48	\$ 27.84	\$ -	\$ 27.84	Travel costs are for staff use of personal vehicles for transporting consumers to appointments and community or home based activities.
3	Mental Health Specialist	245.00	\$ 0.48	\$ 117.60	\$ -	\$ 117.60	Travel costs are for staff use of personal vehicles for transporting consumers to appointments and community or home based activities.
4	Mental Health Specialist	245.00	\$ 0.48	\$ 117.60	\$ -	\$ 117.60	Travel costs are for staff use of personal vehicles for transporting consumers to appointments and community or home based activities.
5	Mental Health Specialist	175.00	\$ 0.48	\$ 84.00	\$ -	\$ 84.00	Travel costs are for staff use of personal vehicles for transporting consumers to appointments and community or home based activities.
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	908.00		\$ 435.84	\$ -	\$ 435.84	

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	Utilities	\$ 3,100.00	34% based on number of PSR Staff in building
2	Insurance	\$ 5,250.00	8% based on PSR budget in relation to total agency budget
3	Land line telephone	\$ 2,150.00	34% based on number of PSR Staff in building
4	Internet service	\$ 225.00	34% based on number of PSR Staff in building
5	Cell phone reimbursement	\$ 720.00	Cell phone reimbursement X 3 PSR staff X \$20 per month X 12 mos.
6	Auto maintenance and repair	\$ 550.00	For program vehicles used to transport consumers on outings, to appointments, etc.
7	Building and equip. maint. and repair	\$ 3,025.00	34% based on number of PSR Staff in building
8			
9			
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 15,020.00	

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	\$ 1,100.00	Office supplies include ink cartridges, copy paper, pens, file folders, etc. needed for PSR program operations.
2	Gasoline for van	\$ 1,100.00	Program vans are used for community outings, program operations, and client appointments.
3	Activities supplies	\$ 3,000.00	Supplies are needed for daily living skills training, vocational skills training, socialization skills training, and community based outings.
4			
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 5,200.00	

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	\$ 1,000.00	For annual audit @ 8% based on PSR budget in relation to total agency budget
2	It/computer services	\$ 175.00	For computer maintenance, repair, and virus protection
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 1,175.00	

**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 training	\$ 200.00	Includes annual required training for PSR staff in first aid, CPR, motivational interviewing, etc.
2	TB testing	\$ 150.00	Required annually for program staff.
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 350.00	

**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	\$ 87,075.00
2	Related Benefits	\$ 21,028.31
3	Travel	\$ 435.84
4	Operating Expenses	\$ 15,020.00
5	Supplies	\$ 5,200.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 1,175.00
7	Other (1)	\$ 350.00
8	Other (2)	\$ -
9	Administrative Expenses (10.0% of direct costs)	\$ 13,028.42
	TOTAL	\$ 143,312.57

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