

# MHSD CONTRACT BUDGET

## Input Detail

PROPOSER NAME:	Children's Bureau of New Orleans
ADDRESS (LINE 1):	2626 Canal Street, Suite 201
ADDRESS (LINE 2):	New Orleans, LA 70119
ADDRESS (LINE 3):	
CONTACT PERSON:	Paulette Carter
PHONE NUMBER:	(504) 525-2366
BUDGET PERIOD (BEGIN DATE):	July 1, 2012
BUDGET PERIOD (END DATE):	June 30, 2013

### 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: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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	Program Director (LPC)	\$ 57,000.00	12.0	100.0%	\$ 57,000.00	Program Manager annual salary of \$57,000 based on LANO 2010 Wages and Benefits Report. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this contract.
2	Crisis Counselor (LCSW,BACS)	\$ 45,165.00	12.0	100.0%	\$ 45,165.00	Crisis Counselor, Licensed Clinical Social Worker, Board Approved Clinical Supervisor. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this Contract. Will provide LCSW supervision to LMSW's.
3	Crisis Counselor (LMSW)	\$ 38,000.00	12.0	100.0%	\$ 38,000.00	Crisis Counselor annual salary of \$38,000. Master's level professional required. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this Contract.
4	Crisis Counselor (LMSW)	\$ 39,000.00	12.0	100.0%	\$ 39,000.00	Crisis Counselor annual salary of \$39,000. Master's level professional required. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this Contract.
5	Crisis Counselor (LMSW or Couns)	\$ 38,000.00	12.0	100.0%	\$ 38,000.00	Crisis Counselor annual salary of \$38,000. Master's level professional required. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this Contract.
6	Crisis Counselor (LMSW or Couns)	\$ 38,000.00	12.0	100.0%	\$ 38,000.00	Crisis Counselor annual salary of \$38,000. Master's level professional required. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this Contract.
7	Crisis Counselor (LMSW or Couns)	\$ 38,000.00	12.0	100.0%	\$ 38,000.00	Crisis Counselor annual salary of \$38,000. Master's level professional required. Will be employed 12 months of the fiscal year. 100% of time will be spent providing services under this Contract.
8	Crisis Counselor (LMSW or Couns)	\$ 38,000.00	12.0	100.0%	\$ 38,000.00	Crisis Counselor annual salary of \$38,000. Master's level professional required. Will be employed 12 months of fiscal year. 100% of time will be spent providing services.
9	Resource Linkage Coordinator	\$ 36,000.00	12.0	100.0%	\$ 36,000.00	Resource Linkage Coordinator with 20 years experience in human services field. Bachelor's required. Will be employed 12 months of fiscal year. 100% of time will be spent providing services.
10	Resource Linkage Coordinator	\$ 29,000.00	12.0	100.0%	\$ 29,000.00	Resource Linkage Coordinator annual salary of \$29,000. Based on case manager listing in LANO's Wages and Benefits Report. Bachelor's required. Will be employed 12 months of fiscal year. 100% of time will be spent providing services.
11	Resource Linkage Coordinator	\$ 29,000.00	12.0	100.0%	\$ 29,000.00	Resource Linkage Coordinator annual salary of \$29,000. Based on case manager listing in LANO's Wages and Benefits Report. Bachelor's required. Will be employed 12 months of fiscal year. 100% of time will be spent providing services.
12	Program Coordinator	\$ 48,000.00	12.0	25.0%	\$ 12,000.00	CBNO Program Coordinator will be responsible for integrating LA BEST into CBNO. Will develop program policies and procedures that will satisfy COA standards, data collection system, and provide training in trauma-based interventions.
13	Admin Asst/Data Entry Clerk	\$ 28,000.00	12.0	20.0%	\$ 5,600.00	Administrative Assistant annual Salary of \$28000 and will spend 20% of time providing services for LA BEST. High school degree or equivalent required. Bachelors preferred. Will be employed 12 months.
14					\$ -	
15		\$ -	-		\$ -	
	<b>TOTAL</b>	\$ 501,165.00			\$ 442,765.00	

**MHSD CONTRACT BUDGET  
Related Benefits Detail**

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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	\$ -	9,871.38	43,204.72
1	Program Director (LPC)	\$ 57,000	\$ 3,534	\$ 827	\$ 56	\$ 1,003	\$ 570	\$ 4,800	\$ 570	\$ -	\$ 855	\$ -	#####	69,214.70
2	Crisis Counselor (LCSW,BACS)	\$ 45,165	\$ 2,800	\$ 655	\$ 56	\$ 792	\$ 450	\$ 4,800	\$ 450	\$ -	\$ 675	\$ -	#####	55,843.12
3	Crisis Counselor (LMSW)	\$ 38,000	\$ 2,356	\$ 551	\$ 56	\$ 669	\$ 380	\$ 4,800	\$ 380	\$ -	\$ 570	\$ -	9,762.00	47,762.00
4	Crisis Counselor (LMSW)	\$ 39,000	\$ 2,418	\$ 566	\$ 56	\$ 686	\$ 390	\$ 4,800	\$ 390	\$ -	\$ 585	\$ -	9,890.50	48,890.50
5	Crisis Counselor (LMSW or Couns)	\$ 38,000	\$ 2,356	\$ 551	\$ 56	\$ 669	\$ 380	\$ 4,800	\$ 380	\$ -	\$ 570	\$ -	9,762.00	47,762.00
6	Crisis Counselor (LMSW or Couns)	\$ 38,000	\$ 2,356	\$ 551	\$ 56	\$ 669	\$ 380	\$ 4,800	\$ 380	\$ -	\$ 570	\$ -	9,762.00	47,762.00
7	Crisis Counselor (LMSW or Couns)	\$ 38,000	\$ 2,356	\$ 551	\$ 56	\$ 669	\$ 380	\$ 4,800	\$ 380	\$ -	\$ 570	\$ -	9,762.00	47,762.00
8	Crisis Counselor (LMSW or Couns)	\$ 38,000	\$ 2,356	\$ 551	\$ 56	\$ 669	\$ 380	\$ 4,800	\$ 380	\$ -	\$ 570	\$ -	9,762.00	47,762.00
9	Resource Linkage Coordinator	\$ 36,000	\$ 2,232	\$ 522	\$ 56	\$ 634	\$ 360	\$ 4,800	\$ 360	\$ -	\$ 540	\$ -	9,504.00	45,504.00
10	Resource Linkage Coordinator	\$ 29,000	\$ 1,798	\$ 421	\$ 56	\$ 510	\$ 290	\$ 4,800	\$ 290	\$ -	\$ 435	\$ -	8,599.50	37,599.50
11	Resource Linkage Coordinator	\$ 29,000	\$ 1,798	\$ 421	\$ 56	\$ 510	\$ 290	\$ 4,800	\$ 290	\$ -	\$ 435	\$ -	8,599.50	37,599.50
12	Program Coordinator	\$ 12,000	\$ 744	\$ 174	\$ 56	\$ 211	\$ 120	\$ 1,200	\$ 120	\$ -	\$ 360	\$ -	2,985.00	14,985.00
13	Admin Asst/Data Entry Clerk	\$ 5,600	\$ 347	\$ 81	\$ 45	\$ 99	\$ 56	\$ 960	\$ 56	\$ -	\$ 84	\$ -	1,728.20	7,328.20
14		\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	-	-
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
	<b>TOTAL</b>	\$ 442,765	\$ 27,451	\$ 6,420	\$ 717	\$ 7,790	\$ 4,426	\$ 54,960	\$ 4,426	\$ -	\$ 6,819	\$ -	#####	555,774.52

**MHSD CONTRACT BUDGET  
Travel Detail**

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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	43,200.00	\$ 0.48	\$ 20,736.00	\$ -	\$ 20,736.00	Travel to and from home visits, school visits and other locations where direct services are delivered. Based on State travel guidelines. 300 miles x 12 100% FTE's x 12 months
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	\$ -	\$ -	\$ -	
	<b>TOTAL</b>	43,200.00		\$ 20,736.00	\$ -	\$ 20,736.00	

## MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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 - Office Space	\$ 29,555.00	Office space for staff to complete necessary paperwork, make phone calls, and store confidential information. Allocated 23% to MHSD based on pro-rated share of funding provided (\$128,500 x 23% = \$29,555)
2	Phone/Internet	\$ 2,622.00	Phone/internet services for program staff. Allocated 23% to MHSD based on pro-rated share of funding provided (\$11,400 x 23% = \$ 2,622)
3	Cell Phone	\$ 3,960.00	Cell phones are required for all staff who provide direct services in the community. Agency reimburses staff \$30 per month for cell phone. 12 months x 11 staff x \$30.00
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 36,137.00	

## MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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	Program Brochure	\$ 1,500.00	Program brochure for program outreach: 1500 brochures x \$1.00 = \$1500.00
2	Copies of assessment materials and educational materials for recipients	\$ 2,600.00	Copies of assessment materials (1000 assessments x 8 pages = 8000 copies) and copies of educational materials for recipients. (2500 recipients x 2 pages = 5000 copies) 13000 copies x .20 = \$2600)
3	Markers	\$ 576.00	11 direct service providers x 18 packs of markers (1 per month) x \$4.00 Markers will be used in work with children.
4	Crayons	\$ 396.00	11 direct service providers x 18 packs of crayons (1 per month) x \$2.00 Markers will be used in work with children.
5			
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 5,072.00	

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

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ -	

## MHSD CONTRACT BUDGET Other (1) Detail

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

Ref	Description	Amount	Comments
1	Training	\$ 5,500.00	Training is required to provide effective services to recipients. 11 staff members x 2 workshops x \$250
2	Computers	\$ 9,900.00	Laptop computers for staff to use in the field and to complete all necessary documentation (Line item will be adjusted if equipment from existing program can be utilized) 11 100% FTE's x 1 laptop x \$900 = \$9900
3	Desks	\$ 2,750.00	For use by staff in CBNO office. 11 100% FTE's x \$250 = 2750.00
4	Desk Chairs	\$ 1,650.00	For use by staff in CBNO Office. 11 100% FTE's x \$150 = 1650.00
5	File Cabinets	\$ 2,260.00	Small file cabinet for each 100% FTE to store materials. 11 x \$160.00=1760.00 and 2 4-drawer file cabinets for client files. 2 x 250 = 500.00
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	<b>TOTAL</b>	<b>\$ 22,060.00</b>	

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

CONTRACTOR NAME: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

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: Children's Bureau of New Orleans

BUDGET PERIOD: July 1, 2012 THROUGH June 30, 2013

Attach.	Categories	Total Amount
1	Salaries	\$ 442,765.00
2	Related Benefits	\$ 113,009.52
3	Travel	\$ 20,736.00
4	Operating Expenses	\$ 36,137.00
5	Supplies	\$ 5,072.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ -
7	Other (1)	\$ 22,060.00
8	Other (2)	\$ -
9	Administrative Expenses (10% of direct costs)	\$ 63,977.95
	<b>TOTAL</b>	<b>\$ 703,757.47</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 that failure to do so may result in criminal charges.

\_\_\_\_\_  
Signature of Proposer's Chief Financial Officer

Initials/Date: \_\_\_\_\_