

MHSD CONTRACT BUDGET

Input Detail

PROPOSER NAME:	Resources for Human Development, Inc.
ADDRESS (LINE 1):	4700 Wissahickon Ave., Suite 126
ADDRESS (LINE 2):	Philadelphia, PA 19144-4248
ADDRESS (LINE 3):	
CONTACT PERSON:	Jan Tarantino
PHONE NUMBER:	504-832-5123
BUDGET PERIOD (BEGIN DATE):	August 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: Resources for Human Development, Inc.

BUDGET PERIOD: August 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	Program Director	\$ 52,000.00	11.0	100.0%	\$ 47,666.67	Full time 100% program director who will oversee all aspects of the program. Annual Salary \$52,000. Estimated Start Date Aug. 1
2	Administrative Assistant	\$ 27,040.00	10.5	100.0%	\$ 23,660.00	Full-time Administrative Assistant 100% for this program. Annual salary of \$27,040. Estimated Start Date Aug. 1
3	Program Coordinator	\$ 54,000.00	11.0	10.0%	\$ 4,950.00	Program coordinator will assist the program in a number of areas, including start-up issues, policies & procedures, systems, clinical issues, etc. Annual Salary \$54,000. Estimated that 10% of time will be spent on this program for 11 months.
4	FT Day Crisis Evaluator/Supervisor	\$ 42,000.00	10.0	100.0%	\$ 35,000.00	FT 100% day crisis evaluator annual salary of \$42,000. Estimated start date Sept. 1.
5	FT Day Crisis Specialist	\$ 35,000.00	10.0	100.0%	\$ 29,166.67	FT 100% day crisis specialist annual salary of \$35,000. Estimated Start Date Sept. 1
6	Clinical Supervisor LCSW On-Call	\$ 25,334.00	9.5	100.0%	\$ 20,056.08	Clinical Supervisors on-call. 9 shifts per week plus 10 holidays, \$53 per shift. Estimated start date Sept. 15.
7	Primary Crisis Evaluator On-Call	\$ 62,140.00	9.5	100.0%	\$ 49,194.17	Primary crisis evaluators on-call. 9 shifts per week plus 10 holidays, \$130 per shift. Estimated start date Sept. 15.
8	Secondary Crisis Evaluator On-Call	\$ 43,020.00	9.5	100.0%	\$ 34,057.50	Secondary crisis evaluators on-call. 9 shifts per week plus 10 holidays, \$90 per shift. Estimated start date Sept. 15.
9	Crisis Specialist On-Call	\$ 23,900.00	9.5	100.0%	\$ 18,920.83	Crisis specialists on-call. 9 shifts per week plus 10 holidays, \$50 per shift. Estimated start date Sept. 15.
10	Staff Meeting and holiday pay	\$ 3,750.00	9.5	100.0%	\$ 2,968.75	Approx. \$3750 annual additional for staff meeting and holiday pay for on-call staff
11		\$ -	-	0.0%	\$ -	
12		\$ -	-	0.0%	\$ -	
13		\$ -	-	0.0%	\$ -	
14		\$ -	-	0.0%	\$ -	
15		\$ -	-	0.0%	\$ -	
	TOTAL	\$ 368,184.00			\$ 265,640.67	

**MHSD CONTRACT BUDGET
Related Benefits Detail**

CONTRACTOR NAME: Resources for Human Development, Inc.

BUDGET PERIOD: August 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	Program Director	\$ 47,667	\$ 2,955	\$ 691	\$ 56	\$ 644	\$ -	\$ 5,757	\$ 310	\$ -	\$ -	\$ 137	\$ 10,549	\$ 58,216
2	Administrative Assistant	\$ 23,660	\$ 1,467	\$ 343	\$ 56	\$ 319	\$ -	\$ 5,282	\$ 154	\$ -	\$ -	\$ 137	\$ 7,757	\$ 31,417
3	Program Coordinator	\$ 4,950	\$ 307	\$ 72	\$ 40	\$ 67	\$ -	\$ 611	\$ 32	\$ -	\$ -	\$ -	\$ 1,128	\$ 6,078
4	FT Day Crisis Evaluator/Supervisor	\$ 35,000	\$ 2,170	\$ 508	\$ 56	\$ 473	\$ -	\$ 5,030	\$ 228	\$ -	\$ -	\$ 137	\$ 8,600	\$ 43,600
5	FT Day Crisis Specialist	\$ 29,167	\$ 1,808	\$ 423	\$ 56	\$ 394	\$ -	\$ 5,030	\$ 190	\$ -	\$ -	\$ 137	\$ 8,037.08	\$ 37,204
6	Clinical Supervisor LCSW On-Call	\$ 20,056	\$ 1,243	\$ 291	\$ 56	\$ 271	\$ -	\$ -		\$ -	\$ -	\$ 137	\$ 1,998	\$ 22,054
7	Primary Crisis Evaluator On-Call	\$ 49,194	\$ 3,050	\$ 713	\$ 56	\$ 664	\$ -	\$ -		\$ -	\$ -	\$ 329	\$ 4,812	\$ 54,007
8	Secondary Crisis Evaluator On-Call	\$ 34,058	\$ 2,112	\$ 494	\$ 56	\$ 460	\$ -	\$ -		\$ -	\$ -	\$ 329	\$ 3,450	\$ 37,508
9	Crisis Specialist On-Call	\$ 18,921	\$ 1,173	\$ 274	\$ 56	\$ 255	\$ -	\$ -		\$ -	\$ -	\$ 329	\$ 2,088	\$ 21,009
10	Staff Meeting and holiday pay	\$ 2,969	\$ 184	\$ 43	\$ 24	\$ 40	\$ -	\$ -		\$ -	\$ -		\$ 291	\$ 3,260
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 265,641	\$ 16,470	\$ 3,852	\$ 511	\$ 3,586	\$ -	\$ 21,709	\$ 913	\$ -	\$ -	\$ 1,670	\$ 48,710	\$ 314,351

**MHSD CONTRACT BUDGET
Travel Detail**

CONTRACTOR NAME: Resources for Human Development, Inc.

BUDGET PERIOD: August 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	Staff Travel	17,100.00	\$ 0.48	\$ 8,208.00	\$ -	\$ 8,208.00	Staff Travel - approx 600 miles /mo. for day time staff
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	17,100.00		\$ 8,208.00	\$ -	\$ 8,208.00	

MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: Resources for Human Development, Inc

BUDGET PERIOD: August 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	Rent /Utilities	\$ 10,200.00	Approx. \$850/month for Office Rent/Utilities 11 months plus security deposits
2	Insurance	\$ 3,415.00	Liability insurance @ approx. 0.65% of revenue plus property insurance at approx. 1% insured value
3	Telephone	\$ 18,590.00	Cell phone reimbursement up to \$45/mo for FT day staff and \$30 for on-call staff, smart phone reimbursement for director @ \$125/mo; Office phones & internet service approx. \$475/mo ,Answering service \$1000/mo.
4	Misc., permits, licenses, etc.	\$ 1,000.00	miscellaneous fees, permits, expenses
5	Staff Development	\$ 5,500.00	In house staff development, conferences, and travel for central office staff to provide clinical and administrative supervision and unit directors to receive corporate training and support
6	Copier lease	\$ 1,760.00	copier, maintenance, toner @ approx. \$160/mo.
7	Equipment Repair, maintenance	\$ 500.00	computer and other office equipment repair and maintenane
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 40,965.00	

MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: Resources for Human Development, Inc

BUDGET PERIOD: August 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	\$ 3,800.00	consumable office supplies including paper, pens, file folders, binders, water, coffee, paper goods, etc., and small equipment (calculators, staplers, etc.) @ \$300/mo, plus \$500 additional start-up inventory
2	Rebab Supplies	\$ 1,000.00	approx. \$100/month for snacks, meals, medication, med. co-pays, food, clothing, household items, and other items needed to assist in restoring consumers to their baseline level of functioning
3	Postage, Printing, Advertising (incl. Clothing)	\$ 2,300.00	Approx. \$100/month for postage/shipping, plus \$1200 annually for advertising and printing. Includes clothing with logo for identification of MCS workers in the community
4			
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 7,100.00	

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

CONTRACTOR NAME: Resources for Human Development, Inc

BUDGET PERIOD: August 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	Professional Services - Psychiatrists	\$ 61,750.00	After hours on-call psychiatrists - Approx \$6500 /month for 9-1/2 months
2	Professional Services - Budgeting & Accounting	\$ 20,244.00	Professional services provided by the agency in the areas of budgeting and accounting for this program.
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 81,994.00	

MHSD CONTRACT BUDGET Other (1) Detail

CONTRACTOR NAME: Resources for Human Development, Inc

BUDGET PERIOD: August 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 Start-Up Equipment

CONTRACTOR NAME: Resources for Human Development, Inc

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

Ref	Description	Amount	Comments
1	Computer Equipment	\$ 7,400.00	4 computers with software @ \$1,600 each, plus printer, cables, switches, etc. at \$1,000
2	Office furniture and phones	\$ 5,600.00	4 desk/chair sets, file cabinets, bookcases, phones, shredder, fax machines for all on-call staff, refrigerator, microwave, other small office equipment and furnishings
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 13,000.00	

MHSD CONTRACT BUDGET

Summary Budget For This Period

Summary

CONTRACTOR NAME: Resources for Human Development, Inc.

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

Attach.	Categories	Total Amount
1	Salaries	\$ 265,640.67
2	Related Benefits	\$ 48,710.06
3	Travel	\$ 8,208.00
4	Operating Expenses	\$ 40,965.00
5	Supplies	\$ 7,100.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 81,994.00
7	Other (1)	\$ -
8	Start-up Equipment	\$ 13,000.00
9	Administrative Expenses	\$ 46,561.77
	TOTAL	\$ 512,179.50

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