

MHSD CONTRACT BUDGET

Input Detail

PROPOSER NAME:	Resources for Human Development, Inc. - Crisis Svcs
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):	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: Resources for Human Development, Inc. - Crisis Svcs

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	Crisis Continuum Director	\$ 57,000.00	12.0	100.0%	\$ 57,000.00	Full time 100% program director who will oversee all aspects of the crisis program. Annual Salary \$57,000.
2	Crisis Response Team Manager	\$ 52,000.00	12.0	100.0%	\$ 52,000.00	Full time 100% Manager/Evaluator who will oversee and direct the Crisis Response Team. Annual Salary \$52,000.
3	Administrative Assistant	\$ 35,000.00	12.0	100.0%	\$ 35,000.00	Full-time 100% Administrative Assistant. Annual salary of \$35,000
4	Program Coordinator	\$ 52,000.00	12.0	10.0%	\$ 5,200.00	Program coordinator will assist the program in a number of areas, including start-up issues, policies & procedures, systems, clinical issues, etc. Annual Salary \$52,000. Estimated that 10% of time will be spent on this program for 12 months.
5	FT Day Crisis Evaluator	\$ 40,000.00	12.0	100.0%	\$ 40,000.00	FT 100% day crisis evaluator annual salary of \$40,000.
6	Clinical Supervisor LCSW On-Call	\$ 29,930.00	12.0	100.0%	\$ 29,930.00	Clinical Supervisors on-call. 9 shifts per week plus 10 holidays @ \$60 per shift, plus meeting & training time and holiday pay differential
7	Primary Crisis Evaluator On-Call	\$ 63,390.00	12.0	100.0%	\$ 63,390.00	Primary crisis evaluators on-call. 9 shifts per week plus 10 holidays @ \$130 per shift, plus meeting & training time and holiday pay differential
8	Crisis Specialist On-Call	\$ 25,150.00	12.0	100.0%	\$ 25,150.00	Crisis specialists on-call. 9 shifts per week plus 10 holidays @ \$50 per shift. plus meeting & training time and holiday pay differential
9	Case Manager	\$ 35,000.00	12.0	100.0%	\$ 35,000.00	FT 100% Case Manager annual salary of \$35,000.
10	Crisis Worker / Evaluator - Masters Level (Day)	\$ 44,000.00	12.0	100.0%	\$ 44,000.00	FT 100% Day Master Level Crisis Worker / Crisis Evaluator annual salary of \$44,000.
11	Crisis Worker (Day)	\$ 40,000.00	12.0	100.0%	\$ 40,000.00	FT 100% Day Crisis Worker annual salary of \$40,000.
12	Crisis Worker - Masters (Evening)	\$ 44,000.00	12.0	100.0%	\$ 44,000.00	FT 100% Evening Master Level Crisis Worker annual salary of \$44,000.
13	Crisis Worker (Evening)	\$ 40,000.00	12.0	100.0%	\$ 40,000.00	FT 100% Evening Crisis Worker annual salary of \$40,000.
14	Crisis Worker - Masters (Over-night)	\$ 44,000.00	12.0	100.0%	\$ 44,000.00	FT 100% Over-night Master Level Crisis Worker annual salary of \$44,000.
15	Crisis Worker (Over-night)	\$ 40,000.00	12.0	100.0%	\$ 40,000.00	FT 100% Over-nightCrisis Worker annual salary of \$40,000.
16	Crisis Workers - Masters (Weekend)	\$ 44,000.00	12.0	120.0%	\$ 52,800.00	2 Part-time Master Level Crisis Workers, each with two 12-hour shifts per weekend
17	Crisis Workers (Weekend)	\$ 40,000.00	12.0	120.0%	\$ 48,000.00	2 Part-time Crisis Workers, each with two 12-hour shifts per weekend
18	Crisis Worker - (Relief)	\$ 40,000.00	12.0	57.5%	\$ 23,000.00	Relief for Evening and Overnight Crisis Workers
19	Clinical Supervisor	\$ 93,322.00	12.0	3.0%	\$ 2,799.66	Clinical Supervisor advises on all aspects of the program. Estimate 4 to 8 hours per month will be spent on this program
20	Psychiatrists	\$ 72,000.00	12.0	100.0%	\$ 72,000.00	After hours on-call psychiatrists - Approx \$6000 /month
21		\$ -	-	0.0%	\$ -	
22		\$ -	-	0.0%	\$ -	
23		\$ -	-	0.0%	\$ -	
24		\$ -	-	0.0%	\$ -	
25		\$ -	-	0.0%	\$ -	
	TOTAL	\$ 930,792.00			\$ 793,269.66	

**MHSD CONTRACT BUDGET
Related Benefits Detail**

CONTRACTOR NAME: Resources for Human Development, Inc. - Crisis Svc

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

Reference	Position/Title	Allocation of Salary (to MHSD)	FICA Employer Share	Medicare 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	Crisis Continuum Director	\$ 57,000	\$ 3,534	\$ 827	\$ 56	\$ 3,078	\$ -	\$ 6,480	\$ 375	\$ -	\$ -	\$ 137	\$ 14,486	\$ 71,486
2	Crisis Response Team Manager	\$ 52,000	\$ 3,224	\$ 754	\$ 56	\$ 702	\$ -	\$ 6,280	\$ 375	\$ -	\$ -	\$ 137	\$ 11,528	\$ 63,528
3	Administrative Assistant	\$ 35,000	\$ 2,170	\$ 508	\$ 56	\$ 473	\$ -	\$ 6,076	\$ 315	\$ -	\$ -	\$ 137	\$ 9,733	\$ 44,733
4	Program Coordinator	\$ 5,200	\$ 322	\$ 75	\$ 42	\$ 70	\$ -	\$ 628	\$ 47	\$ -	\$ -	\$ -	\$ 1,184	\$ 6,384
5	FT Day Crisis Evaluator	\$ 40,000	\$ 2,480	\$ 580	\$ 56	\$ 540	\$ -	\$ 6,076	\$ 360	\$ -	\$ -	\$ 137	\$ 10,228	\$ 50,228
6	Clinical Supervisor LCSW On-Call	\$ 29,930	\$ 1,856	\$ 434	\$ 56	\$ 404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329	\$ 3,079	\$ 33,009
7	Primary Crisis Evaluator On-Call	\$ 63,390	\$ 3,930	\$ 919	\$ 56	\$ 856	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 522	\$ 6,283	\$ 69,673
8	Crisis Specialist On-Call	\$ 25,150	\$ 1,559	\$ 365	\$ 56	\$ 340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 522	\$ 2,841	\$ 27,991
9	Case Manager	\$ 35,000	\$ 2,170	\$ 508	\$ 56	\$ 1,890	\$ -	\$ 6,076	\$ 315	\$ -	\$ -	\$ 329	\$ 11,343	\$ 46,343
10	Crisis Worker / Evaluator - Masters Level (Day)	\$ 44,000	\$ 2,728	\$ 638	\$ 56	\$ 2,376	\$ -	\$ 6,076	\$ 375	\$ -	\$ -	\$ 137	\$ 12,385	\$ 56,385
11	Crisis Worker (Day)	\$ 40,000	\$ 2,480	\$ 580	\$ 56	\$ 2,160	\$ -	\$ 6,076	\$ 360	\$ -	\$ -	\$ 137	\$ 11,848	\$ 51,848
12	Crisis Worker - Masters (Evening)	\$ 44,000	\$ 2,728	\$ 638	\$ 56	\$ 2,376	\$ -	\$ 6,076	\$ 375	\$ -	\$ -	\$ 137	\$ 12,385	\$ 56,385
13	Crisis Worker (Evening)	\$ 40,000	\$ 2,480	\$ 580	\$ 56	\$ 2,160	\$ -	\$ 6,076	\$ 360	\$ -	\$ -	\$ 137	\$ 11,848	\$ 51,848
14	Crisis Worker - Masters (Over-night)	\$ 44,000	\$ 2,728	\$ 638	\$ 56	\$ 2,376	\$ -	\$ 6,076	\$ 375	\$ -	\$ -	\$ 137	\$ 12,385	\$ 56,385
15	Crisis Worker (Over-night)	\$ 40,000	\$ 2,480	\$ 580	\$ 56	\$ 2,160	\$ -	\$ 6,076	\$ 360	\$ -	\$ -	\$ 137	\$ 11,848	\$ 51,848
16	Crisis Workers - Masters (Weekend)	\$ 52,800	\$ 3,274	\$ 766	\$ 56	\$ 2,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329	\$ 7,275	\$ 60,075
17	Crisis Workers (Weekend)	\$ 48,000	\$ 2,976	\$ 696	\$ 56	\$ 2,592	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329	\$ 6,649	\$ 54,649
18	Crisis Worker - (Relief)	\$ 23,000	\$ 1,426	\$ 334	\$ 56	\$ 1,242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 522	\$ 3,579	\$ 26,579
19	Clinical Supervisor	\$ 2,800	\$ 174	\$ 41	\$ 22	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274	\$ 3,074
20	Psychiatrists	\$ 72,000	\$ 4,464	\$ 1,044	\$ 56	\$ 972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137	\$ 6,673	\$ 78,673
21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 793,270	\$ 49,183	\$ 11,502	\$ 1,072	\$ 29,655	\$ -	\$ 68,072	\$ 3,992	\$ -	\$ -	\$ 4,382	\$ 167,858	\$ 961,127

**MHSD CONTRACT BUDGET
Travel Detail**

CONTRACTOR NAME: Resources for Human Development, Inc. - Crisis Svcs

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	Staff Travel	5,000.00	\$ 0.48	\$ 2,400.00	\$ -	\$ 2,400.00	Staff Travel - approx 415 miles /mo. for program 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	5,000.00		\$ 2,400.00	\$ -	\$ 2,400.00	

MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: Services for Human Development, Inc. - Crisis

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 & Utilities	\$ 60,000.00	\$5000/mo for rent, gas, water, electricity, garbage
2	Insurance	\$ 12,450.00	Liability insurance @ approx. 0.6% of revenue plus property insurance at approx. 1% insured value plus mal-practice insurance for psychiatrists
3	Telephone	\$ 16,680.00	Cell phone reimbursement up to \$45/mo for FT staff and \$30 for on-call staff, smart phone reimbursement for directors/managers @ \$100/mo; Answering service \$500/mo. Office phone/internet \$400/mo, \$65/mo for program cell phone
4	Misc Operating Expenses	\$ 1,000.00	miscellaneous fees, permits, expenses
5	Staff Development	\$ 5,000.00	In house staff development, conferences, and travel for central office staff to provide clinical and administrative supervision and unit staff to receive corporate training and support
6	Copier Lease	\$ 4,200.00	copiers, maintenance, toner @ approx. \$350/mo.
7	Equipment Repair, maintenance	\$ 1,800.00	computer and other office equipment repair and maintenance \$150/month
8	Vehicle Gas, Maintenance, Insurance	\$ 8,400.00	\$400 per/month for vehicle gas & maintenance + \$300/mo insurance
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 109,530.00	

MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: ces for Human Development, Inc. - Cris

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			
2	Household Goods	\$ 2,400.00	\$200/month for paper goods, cleaning supplies, etc
3	Food	\$ 11,050.00	\$50/person/week for 5 consumers (85% occupancy)
4	Office Supplies	\$ 6,000.00	\$500/month for office supplies, postage, printing, & advertising
5	Rehab Supplies	\$ 3,000.00	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, plus curricula & arts supplies for residence \$1800
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 22,450.00	

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

CONTRACTOR NAME: Services for Human Development, Inc. - Cris

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	Budgeting/Accounting	\$ 49,796.00	Professional services provided by the agency in the areas of budgeting and accounting for this program.
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 49,796.00	

MHSD CONTRACT BUDGET Other (1) Detail

CONTRACTOR NAME: ces for Human Development, Inc. - Cris

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
Other (2) Detail**

CONTRACTOR NAME: ces for Human Development, Inc. - Cris

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: Resources for Human Development, Inc. - Crisis

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

Attach.	Categories	Total Amount
1	Salaries	\$ 793,269.66
2	Related Benefits	\$ 167,857.72
3	Travel	\$ 2,400.00
4	Operating Expenses	\$ 109,530.00
5	Supplies	\$ 22,450.00
6	Professional Services (includes Fee-For-Service Contracts)	\$ 49,796.00
7	Other (1)	\$ -
8	Other (2)	\$ -
9	Administrative Expenses (10% of direct costs)	\$ 114,530.34
	TOTAL	\$ 1,259,833.72

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