

# MHSD CONTRACT BUDGET

## Input Detail

PROPOSER NAME:	Healing Hearts for Community Development
ADDRESS (LINE 1):	1901-B Airline Drive
ADDRESS (LINE 2):	Metairie, LA 70001
ADDRESS (LINE 3):	
CONTACT PERSON:	Freddie Landry
PHONE NUMBER:	504.833.4673
BUDGET PERIOD (BEGIN DATE):	August 15, 2011
BUDGET PERIOD (END DATE):	December 15, 2011

### INSTRUCTIONS:

TOTAL COST INCLUDING ADMINISTRATIVE EXPENSES SHALL NOT EXCEED \$30,000 FOR 4.0 MONTHS

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: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 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	Executive Director	\$ 40,000.00	4.0	10.0%	\$ 1,333.33	Executive Director annual salary of \$40,000. Estimated that 10% of time will be spent providing services under this Contract.
2	Clinical Director	\$ 45,000.00	4.0	10.0%	\$ 1,500.00	Clinical Director annual salary of \$45,000. Estimated that 10% of time will be spent providing services under this Contract.
3	St. Bernard Site Coordinator	\$ 26,250.00	4.0	25.0%	\$ 2,187.50	St. Bernard Site Coordinator annual salary is \$26,250. Estimated that 25% of time will be spent providing services under this Contract.
4	Mental Health Professional	\$ 22,500.00	4.0	100.0%	\$ 7,500.00	Mental Health Professional annual salary is \$22,500. 100% of the Mental Health Professional will provide services under this Contract.
5	HHCD Bookkeeper	\$ 24,000.00	4.0	25.0%	\$ 2,000.00	HHCD Bookkeeper annual salary is \$24,000. Estimated that 25% of time will be spent providing services under this Contract.
6	Intake Coordinator/Admn.Assistant	\$ 22,000.00	4.0	37.5%	\$ 2,750.00	Intake Coordinator/Administrative Assistant annual salary is \$22,000. Estimated that 37.5% of time will be spent providing services under this Contract.
7	Part-time Receptionist	\$ 4,800.00	4.0	100.0%	\$ 1,600.00	Part-time Receptionist annual salary is \$4,800. 100% of this position will provide services under this Contract.
8	Part-time Receptionist	\$ 8,640.00	4.0	100.0%	\$ 2,880.00	Part-time Receptionist annual salary is \$4,800. 100% of this position will provide services under this Contract.
9		\$ -	-	0.0%	\$ -	
10		\$ -	-	0.0%	\$ -	
11		\$ -	-	0.0%	\$ -	
12		\$ -	-	0.0%	\$ -	
13		\$ -	-	0.0%	\$ -	
14		\$ -	-	0.0%	\$ -	
15		\$ -	-	0.0%	\$ -	
	<b>TOTAL</b>	<b>\$ 193,190.00</b>			<b>\$ 21,750.83</b>	

## MHSD CONTRACT BUDGET Related Benefits Detail

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 2011

Refer ence	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	Executive Director	\$ 1,333	\$ 83	\$ 19	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113	\$ 1,446
2	Clinical Director	\$ 1,500	\$ 93	\$ 22	\$ 12	\$ -	\$ -	\$ 156	\$ -	\$ -	\$ -	\$ -	\$ 283	\$ 1,783
3	St. Bernard Site Coordinator	\$ 2,188	\$ 136	\$ 32	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185	\$ 2,372
4	Mental Health Professional	\$ 7,500	\$ 465	\$ 109	\$ 56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630	\$ 8,130
5	HHCD Bookkeeper	\$ 2,000	\$ 124	\$ 29	\$ 16	\$ -	\$ -	\$ 389	\$ -	\$ -	\$ -	\$ -	\$ 558.00	\$ 2,558
6	Intake Coordinator/Admn.Assistant	\$ 2,750	\$ 171	\$ 40	\$ 22	\$ -	\$ -	\$ 513	\$ -	\$ -	\$ -	\$ -	\$ 745	\$ 3,495
7	Part-time Receptionist	\$ 1,600	\$ 99	\$ 23	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135	\$ 1,735
8	Part-time Receptionist	\$ 2,880	\$ 179	\$ 42	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243	\$ 3,123
9		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 21,751</b>	<b>\$ 1,349</b>	<b>\$ 315</b>	<b>\$ 170</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,058</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,892</b>	<b>\$ 24,643</b>

**MHSD CONTRACT BUDGET  
Travel Detail**

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH #####

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		-	\$ 0.48	\$ -	\$ -	\$ -	
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>	-		\$ -	\$ -	\$ -	

## MHSD CONTRACT BUDGET Operating Expenses Detail

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 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	Liability Insurance	\$ 1,365.12	25% of the Liability Costs for 4 months
2	Workmen's Compensation Insurance	\$ 1,638.44	25% of the Workmen's Compensation Insurance for 4 months.
3	Rent	\$ 2,000.00	\$500 per month for 4 months
4			
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ 5,003.56	

## MHSD CONTRACT BUDGET Supplies Detail

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 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			
2	General Office Supplies	\$353.65	Office supplies will be purchased to support the work at the Hope Center.
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	<b>TOTAL</b>	<b>\$ 353.65</b>	

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

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 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			
2			
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	TOTAL	\$ -	

**MHSD CONTRACT BUDGET  
Other (1) Detail**

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 2011

Ref	Description	Amount	Comments
1			
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	<b>TOTAL</b>	\$ -	

# MHSD CONTRACT BUDGET Summary Budget For This Period

Summary

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 2011

Attach.	Categories	Total	Amount Required
1	Salaries	\$	21,750.83
2	Related Benefits	\$	2,891.96
3	Travel	\$	-
4	Operating Expenses	\$	5,003.56
5	Supplies	\$	353.65
6	Professional Services (includes Fee-For-Service Contracts)	\$	-
7	Other (1)	\$	-
8	Other (2)	\$	-
9	Administrative Expenses		
	<b>TOTAL</b>	<b>\$</b>	<b>30,000.00</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 Chief Financial Officer

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

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

CONTRACTOR NAME: Healing Hearts for Community Development

BUDGET PERIOD: August 15, 2011 THROUGH December 15, 2011

Ref	Description	Amount	Comments
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
6		\$ -	
7		\$ -	
8		\$ -	
9		\$ -	
10		\$ -	
11		\$ -	
12		\$ -	
13		\$ -	
14		\$ -	
15		\$ -	
	<b>TOTAL</b>	\$ -	