

Attachment A
Recovery Specialist Proposal Budget

Provider:

	Expense Categories	Start Up Budget	12-Month Budget
1	Personnel Expenses		
2	Salaries ¹		
3	Benefits		
4	Staff Development		
5	Sub-Total: Personnel Expenses	\$ -	\$ -
6	Operating Expenses		
7	Occupancy/Rent		
8	Consultant Expenses		
9	Insurance		
10	Communications		
11	Office Supplies		
12	Minor Equipment and Furniture		
13	Medical Supplies and Drugs		
14	Food and Clothing		
15	Program Supplies		
16	Staff Travel		
17	Client Transportation		
18	Purchased Client-Oriented Services		
19	Equipment Maintenance Expense		
20	Equipment Leases		
21	Motor Vehicle Maintenance Expense		
22	Motor Vehicle Leases		
23	Staff Recruitment		
24	Dues and Subscriptions		
25	Other Operating Expenses		
26	Sub-Total: Operating Expenses	\$ -	\$ -
27	Fixed Assets		
28	Equipment and Furniture ²		
29	Sub-Total: Fixed Assets	\$ -	\$ -
30	Administrative		
31	Administrative/Indirect Costs		
32	Sub-Total: Administrative	\$ -	\$ -
	TOTAL ALL EXPENSES	\$ -	\$ -

Provide an attached narrative for each line item, as needed.

¹ Please complete Staff Roster Attachment B

² Please provide a listing of all expected purchases

1	Personnel Expenses	
2	Salaries	This is the total salary listed in Attachment B. Positions/Salaries listed here are only for those employees that have some specific assignment to the program. This can be supervision, administrative support such as secretaries, direct care staff, etc. Where only a portion of an individual's time is charged to this program, only include the amount charged to the program and explain how this cost was determined in the budget narrative. Corporate staff that is paid for by all programs by some form of allocation should not be included and is considered part of your administrative/indirect costs in line 31.
3	Benefits	This would include all benefit costs associated with the positions that make up the salary in line 2. This could include healthcare, dental, vision, life, ST disability, unemployment, etc.
4	Staff Development	This is all staff training costs, including conferences.
5	Sub-Total: Personnel Expenses	
6	Operating Expenses	
7	Occupancy/Rent	This is the cost for office space of the program. If the space is shared by one or more other non-related programs, only include the allocated cost to the program and explain this allocation methodology in the budget narrative. If there is more than one office associated with the program, include all of them here and provide a listing and associated cost in the budget narrative. Do not include the corporate office that is funded by all the agency programs in this line, this is part of the admin/indirect cost in line 31.
8	Consultant Expenses	Include any consultant fees specific to this program in this line and provide the detail of what each consultant is, what their responsibility is and how much is budgeted for each. This can include psychiatrists, accounting firm, payroll, legal fees, etc. Do not include the agency's consulting costs that are shared by all agency programs. These costs should be included in your admin/indirect costs in line 31.
9	Insurance	This includes renter's insurance, liability insurance, and any other insurance associated with the program only.
10	Communications	This includes phone, internet, fax, mailings, etc. This is only for costs associated with the program. If there is an allocation methodology to pay for shared services such as internet or phones, please provide this in the narrative. Do not include costs associated with the corporate office as this goes in admin/indirect costs in line 31.
11	Office Supplies	This includes all supplies only for the program. If an office is shared with another program, include any allocation methodology used for items too difficult to charge by unit, such as paper.
12	Minor Equipment and Furniture	These are items purchased specifically for the program and are less than \$200.
13	Medical Supplies and Drugs	These are any medical supplies that are required for the program, such as urine screening.
14	Food and Clothing	This is food and clothing only to be used for the program. If funds for either of these items are budgeted for anyone other than consumers, please provide an explanation in the narrative.
15	Program Supplies	These would be supplies for the program and not the office. This could be testing material, incentives, and incidentals that are only for the benefit of the consumer.
16	Staff Travel	This is direct travel reimbursement to staff when used for the program.
17	Client Transportation	This is costs for the transportation of consumers such as bus passes, taxi fair. If staff are driving a person in their car, this would be cost to staff travel in line 16.
18	Purchased Client-Oriented Services	This cost is only if the program is paying for a consumer to receive a service, such as legal consultation. You must list what these services would be in the narrative.
19	Equipment Maintenance Expense	All costs associated with fixing and maintaining equipment specific to the program is listed here. This would include service contracts for items such as copiers or computers. If the item is shared by another program, such as a copier in an office, then include this in the narrative and the allocation methodology used to charge the program. Do not include any such costs that are for the corporate office, this goes with admin/indirect costs in line 31.
20	Equipment Leases	This is for all leases associated with the program. If the item being leased is shared by other programs, such as a copier, then this must be identified in the narrative and the allocation methodology stated. This does not include any leases held by the corporate office, this goes with the admin/indirect costs in line 31.
21	Motor Vehicle Maintenance Expense	This is only used if the program owns any vehicles. All shared vehicles owned by the agency must be described in the narrative and the allocation methodology included.
22	Motor Vehicle Leases	This is only used if the program leases any vehicles. All shared vehicles leased by the agency must be described in the narrative and the allocation methodology included.
23	Staff Recruitment	This is any cost associated with the recruitment of staff for the program.
24	Dues and Subscriptions	This includes association dues and magazine subscriptions that are only related to and used for the program.
25	Other Operating Expenses	Any other operating costs only for the program that do not fit into the above categories. This must be explained in the narrative, providing a listing of each item and the associated cost.
26	Sub-Total: Operating Expenses	
27	Fixed Assets	
28	Equipment and Furniture	These are items that have a value in excessive of \$200.
29	Sub-Total: Fixed Assets	
30	Administrative	
31	Administrative/Indirect Costs	This is the cost that is charged by the program's corporate entity as part of an allocation methodology that is shared by all programs of the agency. Include in the narrative what allocation methodology is used and the percentage that is being applied to this program.
32	Sub-Total: Administrative	
33	TOTAL ALL EXPENSES	