

Budgets & Budget Narratives

PEI REVENUE AND EXPENDITURE BUDGET WORKSHEET

Form No. 4

County Name: Santa Cruz

Date: 3/16/09

PEI Project 1 Name: Children and Adolescents (0-17)

Provider Name (if known):

Intended Provider Category: Various

Proposed Total Number of Individuals to be served: FY 09-10 1915 FY 10-11 1915

Total Number of Individuals currently being served: FY 09-10 0 FY 10-11 0

Total Number of Individuals to be served through PEI Expansion: FY 09-10 1915 FY 10-11 1915

Months of Operation: FY 09-10 12 FY 10-11 12

	Total Program/PEI Project Budget		
Proposed Expenses and Revenues	FY 09-10	FY 10-11	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Sr. Mental Health Client Specialist (2FTE)	\$160,428	\$160,428	\$320,856
Parent/Family Support Coordinator (1 FTE)	\$ 82,389	\$ 82,389	\$164,778
b. Benefits and Taxes @ 44.22%	\$107,374	\$107,374	\$214,782
c. Total Personnel Expenditures	\$350,191	\$350,191	\$700,382
2. Operating Expenditures			
a. Facility Cost	\$18,000	\$18,000	\$36,000
b. Other Operating Expenses	\$30,577	\$30,577	\$61,154
c. Total Operating Expenses	\$48,577	\$48,577	\$97,154
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
Contractor TBD: MH Consultation	\$100,000	\$100,000	\$200,000
Contractor TBD: Provide outreach, engagement & support for stressed families	\$200,000	\$200,000	\$400,000
Contractor: Group Facilitator Stipends	\$25,000	\$25,000	\$50,000
Contractor TBD: School-Based Prevention & Early Intervention	\$200,000	\$200,000	\$400,000
Contracted Trainers TBD	\$20,000	\$20,000	\$40,000
a. Total Subcontracts	\$545,000	\$545,000	\$1,090,000
4. Total Proposed PEI Project Budget	\$943,768	\$943,768	\$1,887,536
B. Revenues (list/itemize by fund source)			545,000
FFP	\$64,543	\$64,543	\$129,086
MAA	\$23,250	\$23,250	\$46,500
Other	\$10,000	\$10,000	\$20,000
Other MHSa	\$15,000	\$15,000	\$30,000
1. Total Revenue	\$112,793	\$112,793	\$225,586
5. Total Funding Requested for PEI Project	\$830,975	\$830,975	\$1,661,950
6. Total In-Kind Contributions	\$0	\$0	\$0

**PEI PROJECT 1 BUDGET NARRATIVE
Children and Adolescents (0-17)**

	Personnel Expenditures	Cost
• 1 FTE Senior Mental Health Client Specialist: County Clinician for mental health screening and assessment		\$80,214
• 1 FTE Senior Mental Health Client Specialist: County Clinician for Primary Care consultation and training		\$80,214
• 1 FTE Sr. Staff Development Trainer: County staff training coordinator for Parent and Family support		\$82,389
• Benefits and Insurance have been budgeted at 44.22% (determined by the annual average benefit cost for county staff)		\$107,374
	Total Personnel Expenditures	\$350,191

	Operating Expenditures	
• Facilities costs include office space costs for the above staff and room rental space for trainings		\$18,000
• Other operating expenses include:		\$30,577
○ Employee mileage		
○ Cell/desk phone		
○ Office furniture and supplies		
○ Computer and network charges		
○ Training Materials		
○ Childcare snacks		
	Total Operating Expenditures	\$48,577

	Sub-Contracts/Professional Services	
• Contractor TBD: MH consultation (screening and assessment) at childcare settings		\$100,000
• Contractor TBD: Provide outreach, engagement and support of stressed families.		\$200,000
• Contractor TBD: Group facilitator stipends		\$25,000
• Contractor TBD: School-based prevention and early intervention		\$200,000
• Contracted Trainers TBD:		\$20,000
	Total Sub-Contracts/Professional Services	\$545,000

	Total Project Budget	\$943,768
	Revenue	\$112,793

Revenues will include FFP, MAA and Adult Education Average Daily Attendance.

	Total Funding Request	\$830,975
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	Total In-kind Contributions	\$0
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Santa Cruz County MHA Prevention & Early Intervention Plan

PEI REVENUE AND EXPENDITURE BUDGET WORKSHEET

Form No. 4

Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: Santa Cruz

Date: 3/16/09

PEI Project Name: Transition Age Youth & Adults

Provider Name (if known):

Intended Provider Category: Various

Proposed Total Number of Individuals to be served: FY 09-10 751 FY 10-11 751

Total Number of Individuals currently being served: FY 09-10 0 FY 10-11 0

Total Number of Individuals to be served through PEI Expansion: FY 09-10 751 FY 10-11 751

Months of Operation: FY 09-10 12 FY 10-11 12

	Total Program/PEI Project Budget		
Proposed Expenses and Revenues	FY 09-10	FY 10-11	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Sr. Mental Health Client Specialist (2FTE)	\$160,428	\$160,428	\$320,856
Psychiatrist (0.10 FTE)	\$16,925	\$16,925	\$33,850
			\$0
b. Benefits and Taxes @ 44.22%	\$78,425	\$78,425	\$156,850
c. Total Personnel Expenditures	\$255,778	\$255,778	\$511,556
2. Operating Expenditures			
a. Facility Cost	\$18,000	\$18,000	\$36,000
b. Other Operating Expenses	\$41,150	\$41,150	\$82,300
c. Total Operating Expenses	\$59,150	\$59,150	\$118,300
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
Volunteer Center	\$137,332	\$137,332	\$274,664
Santa Cruz Community Counseling Center	\$12,000	\$12,000	\$24,000
Transportation (Bus Passes/Taxi)	\$1,500	\$1,500	\$3,000
Contractor TBD: Veteran's Advocacy & Services	\$40,000	\$40,000	\$80,000
Contractor TBD: Trainers	\$10,000	\$10,000	\$20,000
Contractor TBD: Suicide Prevention Services	\$56,000	\$56,000	\$112,000
a. Total Subcontracts	\$256,832	\$256,832	\$513,664
4. Total Proposed PEI Project Budget	\$571,760	\$571,760	\$1,143,520
B. Revenues (list/itemize by fund source)			256,832
FFP	\$8,449	\$8,449	\$16,897
MAA	\$7,000	\$7,000	\$14,000
1. Total Revenue	\$15,449	\$15,449	\$30,897
5. Total Funding Requested for PEI Project	\$556,312	\$556,312	\$1,112,623
6. Total In-Kind Contributions	\$42,271	\$42,271	\$84,541

**PEI PROJECT 2 BUDGET NARRATIVE
Transition Age Youth and Adults (18-59)**

	Personnel Expenditures	Cost
• 1 FTE Senior Mental Health Client Specialist: County Clinician referred to as Navigator will provide professional mental health services that is a mobile service to various community entry points, family members and professionals throughout the county.		\$80,214
• 1 FTE Senior Mental Health Client Specialist: County Clinician to provide assessment, crisis intervention and short-term case management services and linkage to peer counseling and employment services to TAY and adults.		\$80,214
• 0.10 FTE Psychiatrist: To provide psychiatric consultation, medications assessment and monitoring, and psychiatric medications to clients at risk serious mental health illness and suicide.		\$16,925
• Benefits and Insurance have been budgeted at 44.22% (determined by the annual average benefit cost for county staff)		\$78,425
	Total Personnel Expenditures	\$255,778
	Operating Expenditures	
• Facilities costs include office space costs for the above staff.		\$18,000
• Other operating expenses include:		\$41,150
○ Employee mileage		
○ Cell/desk phone		
○ Office furniture and supplies		
○ Computer and network charges		
○ Training Materials		
○ Psychiatric medications		
○ Fleet car usage		
	Total Operating Expenditures	\$59,150
	Sub-Contracts/Professional Services	
• Volunteer Center: Will provide –		\$137,332
○ 1 FTE employment specialist will offer assistance in finding jobs;		
○ 1 FTE Peer Advocate will provide counseling, support and education on mental health illnesses signs and symptoms, and will network with professionals and natural supporters.		
○ Work stipends for first time job experience		
○ Transportation services		
• Santa Cruz Community Counseling Center: Flexible Case Funds for emergency food, shelter and clothing		\$12,000
• Contractor TBD: provide client transportation services		\$1,500

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• Contractor TBD: Contract a Veteran’s Advocate to provide advocacy & service coordination	\$40,000
• Contracted Trainers TBD:	\$10,000
• Family Service Agency – Suicide Prevention Services: Contract will provide suicide prevention services	\$56,000
Total Sub-Contracts/Professional Services	\$256,832
Total Project Budget	\$571,760
Revenue	\$15,449

Revenues will include FFP and some WET funds that support part of the costs of trainers and training materials for professionals and gate openers.

Total Funding Request **\$556,312**

Total In-kind Contributions **\$42,271**

- An existing supervisor will provide in-kind supervision; an estimate of 10% of their time will be to supervise the county staff. CSS Family Advocate will respond to families in order to educate, and enhance access and provide linkage to services.

Santa Cruz County MHA Prevention & Early Intervention Plan

PEI REVENUE AND EXPENDITURE BUDGET WORKSHEET

Form No. 4

Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: Santa Cruz

Date: 3/16/09

PEI Project Name: Older Adult Services

Provider Name (if known):

Intended Provider Category: Various

Proposed Total Number of Individuals to be served: FY 09-10 400 FY 10-11 400

Total Number of Individuals currently being served: FY 09-10 0 FY 10-11 0

Total Number of Individuals to be served through PEI Expansion: FY 09-10 400 FY 10-11 400

Months of Operation: FY 09-10 12 FY 10-11 12

	Total Program/PEI Project Budget		
Proposed Expenses and Revenues	FY 09-10	FY 10-11	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Occupational Therapist (1FTE)	\$85,358	\$85,358	\$170,716
			\$0
			\$0
b. Benefits and Taxes @ 44.22%	\$37,745	\$37,745	\$75,491
c. Total Personnel Expenditures	\$123,103	\$123,103	\$246,207
2. Operating Expenditures			
a. Facility Cost	\$6,000	\$6,000	\$12,000
b. Other Operating Expenses	\$8,871	\$8,871	\$17,742
c. Total Operating Expenses	\$14,871	\$14,871	\$29,742
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
Senior Network Resource Center	\$22,620	\$22,620	\$45,240
Family Service Agency of Central Coast	\$40,000	\$40,000	\$80,000
Santa Cruz Community Counseling Center	\$5,000	\$5,000	\$10,000
Contractor TBD: Peer Counselor	\$24,960	\$24,960	\$49,920
a. Total Subcontracts	\$92,580	\$92,580	\$185,160
4. Total Proposed PEI Project Budget	\$230,554	\$230,554	\$461,109
B. Revenues (list/itemize by fund source)			92,580
FFP	\$55,243	\$55,243	\$110,485
			\$0
			\$0
1. Total Revenue	\$55,243	\$55,243	\$110,485
5. Total Funding Requested for PEI Project	\$175,312	\$175,312	\$350,624
6. Total In-Kind Contributions	\$12,271	\$12,271	\$24,542

PEI PROJECT 3 BUDGET NARRATIVE
Older Adult Services (>59)

	Personnel Expenditures	Cost
• 1 FTE Occupational Therapist: County staff to provide outreach, assessment and short-term case management to older adults in their homes and a variety of settings.		\$85,358
• Benefits and Insurance have been budgeted at 44.22% (determined by the annual average benefit cost for county staff)		\$37,745
	Total Personnel Expenditures	\$123,103
	Operating Expenditures	
• Facilities costs include office space costs for the above staff and room rental space for trainings		\$6,000
• Other operating expenses include:		\$8,871
o Employee mileage		
o Cell/desk phone		
o Office furniture and supplies		
o Computer and network charges		
	Total Operating Expenditures	\$14,871
	Sub-Contracts/Professional Services	
• Senior Network Resource Center to add 0.5 FTE to Warm Line Sr. Network Resource to provide telephone screening, referrals and resources for persons seeking services for older adults.		\$22,620
• Family Service Agency of Central Coast to provide mobile short-term therapy.		\$40,000
• Santa Cruz Community Counseling Center: Flexible Case Funds for emergency food, shelter and clothing.		\$5,000
• Contractor TBD: To provide a peer counselor/companions that will provide companionship and light respite work.		\$24,960
	Total Sub-Contracts/Professional Services	\$92,580
	Total Project Budget	\$230,554
	Revenue - FFP	\$55,243
	Total Funding Request	\$175,312
	Total In-kind Contributions	\$12,271
An existing supervisor will provide in-kind supervision; an estimate of 10% of their time will be to supervise the county staff.		

PEI Administration Budget Worksheet

Form No. 5

County:

Date:

	Client and Family Member FTEs	Total FTEs	Budgeted Expenditure FY 2009-10	Budgeted Expenditure FY 2010-11	Total
A. Expenditures					
1. Personnel Expenditures					
a. PEI Coordinator					\$0
b. PEI Support Staff (Sr. Dept. Administrative Analyst)		1.0	\$94,326	\$94,326	\$188,652
c. Other Personnel (list)					\$0
					\$0
					\$0
d. Employee Benefits			\$41,711	\$41,711	\$83,422
e. Total Personnel Expenditures			\$136,037	\$136,037	\$272,074
2. Operating Expenditures					
a. Facility Costs			\$6,000	\$6,000	\$12,000
b. Other Operating Expenditures			\$37,632	\$37,632	\$75,264
c. Total Operating Expenditures			\$43,632	\$43,632	\$87,264
3. County Allocated Administration					
a. Total County Administration Cost			\$119,000	\$119,000	\$238,000
4. Total PEI Funding Request for County Administration Budget			\$298,669	\$298,669	\$597,338
B. Revenue					
1. Total Revenue			\$68,781	\$68,781	\$137,561
C. Total Funding Requirements			\$229,888	\$229,888	\$459,777
D. Total In-Kind Contributions			\$73,966	\$73,966	\$147,932

PEI ADMINISTRATION BUDGET NARRATIVE

	Personnel Expenditures	Cost
• 1 FTE Senior Departmental Administrative Analyst: To provide PEI administrative and fiscal support.		\$94,326
• Benefits and Insurance have been budgeted at 44.22% (determined by the annual average benefit cost for county staff)		\$41,711
	Total Personnel Expenditures	\$136,037

	Operating Expenditures	
• Facilities costs include office space costs for the Sr. Dept'l Admin Analyst.		\$6,000
• Other operating expenses include:		\$37,632
○ Employee mileage		
○ Cell/desk phone		
○ Office furniture and supplies		
○ Computer and network charges		
○ Contract for program evaluation		
	Total Operating Expenditures	\$43,632

	County Allocated Administration	
• Total County Administrative Cost		\$119,000
Total PEI Funding Request for County Administrative Budget		\$298,669
	FFP Revenue	\$68,781
	Total Funding Request	\$229,288

Total In-kind Contributions \$73,966

MHSa Coordinator and admin support staff will provide additional support to PEI Analyst and PEI programs.

Santa Cruz County MHSa Prevention & Early Intervention Plan

PREVENTION AND EARLY INTERVENTION BUDGET SUMMARY

FORM No. 6

Instruction: Please provide a listing of all PEI projects submitted for which PEI funding is being requested. This form provides a PEI project number and name that will be used consistently on all related PEI project documents. It identifies the funding being requested for each PEI project form from Form No. 4 for each PEI project by the age group to be served, and the total PEI funding request. Also insert the Administration funding being requested from Form No. 5 (line C).

County:	Santa Cruz
Date:	3/16/2009

#	List each PEI Project	Fiscal Year			Funds Requested by Age Group			
		FY 09/10	FY 10/11	Total	Children, Youth, and their families*	Transition Age Youth*	Adults	Older Adults
1	Children & Adolescents (0-17)	\$830,975	\$830,975	\$1,1661,950	\$1,1661,950			
2	Transition Age Youth & Adults	\$556,312	\$556,312	\$1,112,624		\$834,468	\$278,156	
3	Older Adults	\$175,312	\$175,312	\$350,624				\$350,624
				\$0				
	Administration	\$229,888	\$229,888	\$459,776				
	Total PEI Funds Requested:	\$1,792,487	\$1,792,487	\$3,584,974	\$1,1661,950	\$834,468	\$278,156	\$350,624

*A minimum of 51 percent of the overall PEI component budget must be dedicated to individuals who are between the ages of 0 and 25