

<b>Applicant/Recipient</b> Substance Abuse and Mental Health Organization Inc.	<b>Application/Award Number</b> SM12345-01
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<b>Project Title:</b>	Reducing the Impact of Substance Abuse and Mental Illness in our Community
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	Start Date	End Date	Budget Year
Budget Period:	09/30/2022	09/29/2023	1

**For Multi-Year Funded (MYF) awards only**  
Check the box to select the Incremental Period

**COST SHARING AND MATCHING**

Matching Required:  YES  NO

**A. Personnel**

Line Item #	Position	Name	Key Position per the NOFO	Check if Hourly Rate	Calculation					Personnel Cost	FEDERAL REQUEST
					Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)		
1	Project Director	Alice Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	\$64,890	10.00%	\$6,489	\$6,489
2	Program Coordinator	Vacant, to be hired within 60 days of anticipated award date	<input type="checkbox"/>	<input type="checkbox"/>			1	\$46,276	100.00%	\$46,276	\$46,276
<b>TOTAL</b>										<b>\$52,765</b>	<b>\$52,765</b>

Line Item #	Personnel Narrative:										
1	Project Director	Alice Doe	Key Personnel	Salary \$64,890	# of Staff 1	LOE 10.00%	Personnel Cost \$6,489	The Project Director will provide daily oversight of the project. This position is responsible for overseeing the implementation of the project activities, internal and external coordination, developing materials, and conducting meetings.			
2	Program Coordinator	Vacant, to be hired within 60 days of		Salary \$46,276	# of Staff 1	LOE 100.00%	Personnel Cost \$46,276	The Program Coordinator will coordinate project services and activities, including training, communication, and information dissemination.			

Show In-Kind Personnel Table

In-Kind Personnel

Line Item #	Position	Name	Key Position per the FOA	Check if Hourly Rate	Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)
1	Clinical Director	Mary Brown	<input type="checkbox"/>	<input type="checkbox"/>			1	\$85,000	20.00%

Line Item #	In-Kind Personnel Narrative:										
1	Clinical Director	Mary Brown		Salary \$85,000	# of Staff 1	LOE 20.00%	Personnel Cost \$17,000	The Clinical Director will organize support for outpatient primary care screening, monitoring of key health indicators and health risk, and clinical monitoring.			

**B. Fringe Benefits**

Our organization's fringe benefits consist of the components shown below:

Fringe Component	Rate (%)
Retirement	7.50%
FICA	7.65%
Health Insurance	10.00%
Unemployment Insurance	1.50%
<b>Total Fringe Rate</b>	<b>26.65%</b>

**Fringe Benefits Cost**

Line Item #	Position	Name	Calculation				FEDERAL REQUEST
			Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Fringe Benefits Cost	
1	Project Director	Alice Doe	\$6,489	26.65%		\$1,729	\$1,729
2	Program Coordinator	Vacant, to be hired within 60 days of anticipated award date	\$46,276	26.65%		\$12,333	\$12,333
<b>TOTAL</b>						<b>\$14,062</b>	<b>\$14,062</b>

**Fringe Benefits Narrative:**

There are no differences in the Total Fringe Rate for the staff proposed. No Fixed/Lump Sum Fringe is requested.

**C. Travel**

Trip #	Purpose	Destination	Calculation					FEDERAL REQUEST	
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons		Travel Cost
1	Substance Abuse and Mental Health National Conference	Chicago, IL to Washington, DC	Hotel/Lodging	\$258.00	Night	2.00	2	\$1,032	\$1,748
			Per Diems (M&IE only)	\$79.00	Day	2.00	2	\$316	
			Airfare	\$200.00	Round Trip	1.00	2	\$400	
2	Local Travel	various	Local Travel (POV Mileage)	\$0.55	Mile	960.00	2	\$1,056	\$1,056
<b>TOTAL</b>							<b>\$2,804</b>	<b>\$2,804</b>	

**Travel Narrative:**

1	Substance Abuse and Mental Health	Chicago, IL to Washington, DC	Travel Cost	\$1,748
Two staff (Project Director and Program Coordinator) will attend the annual National Conference on Substance Abuse and Mental Health scheduled to be held in Washington, D.C., from June 14-15, 2023.				
	Local Travel	various	Travel Cost	\$1,056

Trip #	<b>Travel Narrative:</b>
2	Local travel is needed for staff to attend local meetings and training events, and conduct project activities in the geographic catchment area. Privately-owned vehicle (POV) mileage reimbursement rate is based on the organization's policies.

**D. Equipment**

Line Item #	Item	Check if Item is a Vehicle	Calculation				FEDERAL REQUEST
			Quantity	Purchase or Rental/Lease Cost	Percent Charged to the Project	Equipment Cost	
1	N/A	<input type="checkbox"/>				\$0	\$0
<b>TOTAL</b>						<b>\$0</b>	<b>\$0</b>

Line Item #	<b>Equipment Narrative:</b>					
1	N/A	Quantity	Purchase or Rental/Lease Cost	% Charged to the Project	Equipment Cost	\$0
	N/A					

**E. Supplies**

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Supplies Cost	
1	Supplies for various project activities	\$50.00	per month		12.00	\$600	\$600
2	Laptop	\$900.00	per laptop	1.00		\$900	\$900
3	Printer	\$300.00	per printer	1.00		\$300	\$300
4	Printing supplies	\$37.00	per month		12.00	\$444	\$444
5	Projector	\$900.00	per projector	1.00		\$900	\$900
6	Copies	\$0.10	per copy	8,000.00		\$800	\$800
<b>TOTAL</b>						<b>\$3,944</b>	<b>\$3,944</b>

Line Item #	<b>Supplies Narrative:</b>					
1	Supplies for various project activities	Unit Cost \$50.00	Basis per month	Quantity	Duration 12.00	Supplies Cost \$600
	Supplies including office consumables such as notebooks, folders, binders, pens, highlighters etc. will be used by project personnel for the sole direct benefit of the project.					
2	Laptop	Unit Cost \$900.00	Basis per laptop	Quantity 1.00	Duration	Supplies Cost \$900
	The Project Director will use the laptop for presentations and other project related communications, documents, and activities. This is a one-time expense. Cost was based on retail value at the time the application was written.					
3	Printer	Unit Cost \$300.00	Basis per printer	Quantity 1.00	Duration	Supplies Cost \$300
	The printer will be used to print presentations and other documents for the project. This is a one-time expense. Cost was based on retail value at the time the application was written.					
4	Printing supplies	Unit Cost \$37.00	Basis per month	Quantity	Duration 12.00	Supplies Cost \$444
	Supplies (ink cartridges and paper) are needed for the printer.					
	Projector	Unit Cost \$900.00	Basis per projector	Quantity 1.00	Duration	Supplies Cost \$900

Line Item #	<b>Supplies Narrative:</b>					
5	The projector will be used for project presentations, workshops, and training events. This is a one-time expense. Cost was based on retail value at the time the application was written.					
6	Copies	Unit Cost \$0.10	Basis per copy	Quantity 8,000.00	Duration	Supplies Cost \$800
Copies of handouts are needed for various project activities including presentations, workshops, and training events.						

**F. Contractual**

**Summary of Contractual Costs**

Agreement #	Name of Organization or Consultant	Type of Agreement	Contractual Cost	FEDERAL REQUEST
1	Certified Trainers, Inc.	Contract	\$2,250	<b>\$2,250</b>
2	Client Treatment Services, Inc.	Subaward	\$25,000	<b>\$25,000</b>
3	John Smith (Case Manager)	Consultant	\$57,550	<b>\$57,550</b>
4	Jane Johnson (Evaluator)	Consultant	\$9,772	<b>\$9,772</b>
5	TBD (Community Education and Engagement Specialist)	Consultant	\$6,625	<b>\$6,625</b>
<b>TOTAL</b>			<b>\$101,197</b>	<b>\$101,197</b>

**Contractual Details for Certified Trainers, Inc.**

Agreement #	<b>Services and Deliverables Provided</b>
1	<p>Certified trainers will provide three (3) organization staff with recovery and wellness training so they will be equipped with current approaches and evidence-based practices on mental health recovery and wellness. The contract with Certified Trainers Inc. will be procured as a micro-purchase with a period of performance identical to the budget period 9/30/2022 to 09/29/2023.</p> <p>The Program Coordinator will oversee the contract with Certified Trainers Inc. The Program Coordinator will review the daily training curriculum, schedule, and materials to ensure they are in line with the statement of work and will ensure staff feedback is provided to assess the effectiveness of the training provided.</p>

<input type="checkbox"/> Personnel	<input type="checkbox"/> Travel	<input type="checkbox"/> Supplies	<input type="checkbox"/> Indirect Charges
<input type="checkbox"/> Fringe Benefits	<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Other	

Contractual Other Costs for **Certified Trainers, Inc.**

Line Item #	Item	Check for Minor A&R	Calculation				Contractual Other Cost	FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration		
1	Five-Day Training Session for 3 organization staff	<input type="checkbox"/>	\$750.00	per individual	3.00		\$2,250	\$2,250
<b>TOTAL</b>							<b>\$2,250</b>	<b>\$2,250</b>

Line Item #	<b>Contractual Other Narrative:</b>					
	Five-Day Training Session for 3 organization staff	Unit Cost/Rate \$750.00	Basis per individual	Quantity 3.00	Duration	Other Cost \$2,250

Line Item #	Contractual Other Narrative:
1	Certified trainers will train staff on the latest recovery and wellness approaches and evidence-based practices so they can effectively serve the population of focus and implement the project activities.

Contractual Total Direct Charges for **Certified Trainers, Inc.**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$2,250

Contractual Total Cost for **Certified Trainers, Inc.**

TOTAL COST	TOTAL FEDERAL REQUEST
\$2,250	\$2,250

**Contractual Details for** **Client Treatment Services, Inc.**

Agreement #	<b>Services and Deliverables Provided</b>
2	<p>We intend to issue a subaward to Client Treatment Services, Inc. for comprehensive client-centered treatment services to 200 clients each year. We plan to procure the services via a small purchase with a period of performance identical to the budget period 9/30/2022 to 09/29/2023. We obtained competitive prices from an adequate number of qualified sources to ensure competition. Refer to the attached summary of services and deliverables for Client Treatment Services, Inc.</p> <p>The Program Coordinator is primarily responsible for overseeing the contract with Client Treatment Services, Inc. This individual will be supported by the Case Manager. They will conduct weekly site visits to monitor and review effectiveness of the services provided, identify problems/issues, and implement necessary changes. They will review reports, records, and data to ensure treatment services are provided to the population of focus, the services or practices that are implemented have a demonstrated evidence base, and are effective per the agreed upon statement of work.</p>

Personnel
  Travel
  Supplies
  Indirect Charges  
 Fringe Benefits
  Equipment
  Other

Contractual Other Costs for **Client Treatment Services, Inc.**

Line Item #	Item	Check for Minor A&R	Calculation				Contractual Other Cost	FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration		
1	Client Treatment Services	<input type="checkbox"/>	\$125.00	/client per year	200.00		\$25,000	\$25,000
<b>TOTAL</b>							<b>\$25,000</b>	<b>\$25,000</b>

Line Item #	Contractual Other Narrative:									
1	Client Treatment Services	Unit Cost/Rate	\$125.00	Basis	/client per year	Quantity	200.00	Duration	Other Cost	\$25,000
	The unit cost/rate of \$125/client per year for client treatment services is based on the organization's history of expenses.									

Contractual Total Direct Charges for **Client Treatment Services, Inc.**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$25,000

Contractual Total Cost for **Client Treatment Services, Inc.**

TOTAL COST	TOTAL FEDERAL REQUEST
\$25,000	\$25,000

**Contractual Details for John Smith (Case Manager)**

Agreement #	<b>Services and Deliverables Provided</b>
3	<p>The Case Manager, John Smith, is vital to coordinating and organizing comprehensive client treatment services and planning related to the program and leading to successful outcomes. He will be responsible for working closely with Client Treatment Services, Inc. to coordinate and organize client treatment services and planning.</p> <p>The Case Manager is a consultant whose services will be obtained via small purchase procurement with a period of performance identical to the budget period 9/30/2022 to 09/29/2023. Refer to the attached summary of services and deliverables for the Case Manager.</p> <p>The Program Coordinator will oversee the agreement with the Case Manager, John Smith. The Program Coordinator will review the Case Manager's weekly reports and feedback from Client Treatment Services, Inc. to ensure he is providing the required support and services per the agreement. The Program Coordinator will meet with the Case Manager weekly to monitor and review progress, identify problems/issues, and implement corrective actions.</p>

<input checked="" type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Travel	<input checked="" type="checkbox"/> Supplies	<input type="checkbox"/> Indirect Charges
<input type="checkbox"/> Fringe Benefits	<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Other	

Contractual Personnel Costs for **John Smith (Case Manager)**

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Case Manager	John Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$53,750	100.00%	\$53,750	\$53,750
<b>TOTAL</b>										<b>\$53,750</b>	<b>\$53,750</b>

Line Item #	<b>Contractual Personnel Narrative:</b>										
1	Case Manager	John Smith			Salary \$53,750	# of Persons 1		LOE 100.00%		Personnel Cost \$53,750	
	The Case Manager is vital to organizing and coordinating client treatment and related treatment planning services necessary for the success of the program										

Contractual Travel Costs for **John Smith (Case Manager)**

Trip #	Purpose	Destination	Calculation					FEDERAL REQUEST	
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons		Contract Travel Cost
1	Substance Abuse and Mental Health National Conference	Chicago, IL to Washington, DC	Hotel/Lodging	\$258.00	Night	2.00	1	\$516	\$874
			Per Diems (M&IE only)	\$79.00	Day	2.00	1	\$158	
			Airfare	\$200.00	Round Trip	1.00	1	\$200	

Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
2	Local Travel	various	Local Travel (POV Mileage)	\$0.585	Mile	2,492.00	1	\$1,458	\$1,458
<b>TOTAL</b>								\$2,332	<b>\$2,332</b>

Trip #	Contractual Travel Narrative:							
1	Substance Abuse and Mental Health National	Chicago, IL to Washington, DC	Travel Cost	\$874	The Case Manager is required to attend the National Conference on Substance Abuse and Mental Health scheduled to be held in Washington, D.C., from June 14-15, 2023.			
2	Local Travel	various	Travel Cost	\$1,458	Travel will be required to coordinate with the Client Services Treatment provider and follow up with clients throughout the geographic catchment area. Local travel rate is based on GSA's privately-owned vehicle (POV) mileage reimbursement rate effective January 1, 2022.			

Contractual Supplies Costs for **John Smith (Case Manager)**

Line Item #	Item	Calculation					FEDERAL REQUEST
		Unit Cost	Basis	Quantity	Duration	Contractual Supplies Cost	
1	Project supplies	\$47.75	per month		12.00	\$573	\$573
<b>TOTAL</b>						\$573	<b>\$573</b>

Line Item #	Contractual Supplies Narrative:							
1	Project supplies	Unit Cost \$47.75	Basis per month	Quantity	Duration 12.00	Supplies Cost \$573	The Case Manager will need various supplies to coordinate and organize client treatment services.	

Contractual Other Costs for **John Smith (Case Manager)**

Line Item #	Item	Check for Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Contractual Other Cost	
1	Training Course	<input type="checkbox"/>	\$175.00	per course	1.00		\$175	\$175
2	Cell phone service	<input type="checkbox"/>	\$60.00	per month		12.00	\$720	\$720
<b>TOTAL</b>							\$895	<b>\$895</b>

Line Item #	Contractual Other Narrative:							
1	Training Course	Unit Cost/Rate \$175.00	Basis per course	Quantity 1.00	Duration	Other Cost \$175	The Case Manager is required to attend one training session annually for treatment providers.	
2	Cell phone service	Unit Cost/Rate \$60.00	Basis per month	Quantity	Duration 12.00	Other Cost \$720	Cell phone service is needed for communication and collaboration with the treatment service provider and clients.	

Contractual Total Direct Charges for **John Smith (Case Manager)**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$57,550

Contractual Total Cost for **John Smith (Case Manager)**

TOTAL COST	TOTAL FEDERAL REQUEST
\$57,550	\$57,550

**Contractual Details for Jane Johnson (Evaluator)**

Agreement #	<b>Services and Deliverables Provided</b>
4	<p>The Evaluator, Jane Johnson, will be responsible for all data collection and reporting required under the NOFO. The Evaluator is an experienced individual (Ph.D. level) with expertise in substance abuse, research and evaluation, is knowledgeable about the population of focus, and will be responsible for all data collection and reporting as required by the NOFO.</p> <p>The Evaluator is a consultant whose services will be obtained via micro-purchase procurement with a period of performance identical to the budget period 9/30/2022 to 09/29/2023. Refer to the attached summary of services and deliverables for the Evaluator.</p> <p>The Project Director will oversee the agreement with the Evaluator. The Project Director will review the Evaluator's monthly reports to ensure she is providing the required support and services per the agreement. The Project Director will meet with the Evaluator bi-weekly to monitor and review progress, identify problems/issues, and implement corrective actions.</p>

Personnel
  Travel
  Supplies
  Indirect Charges  
 Fringe Benefits
  Equipment
  Other

Contractual Personnel Costs for **Jane Johnson (Evaluator)**

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contract Personnel Cost	
1	Evaluator	Jane Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$40.00	200	1		9.62%	\$8,000	\$8,000
<b>TOTAL</b>										<b>\$8,000</b>	<b>\$8,000</b>

Line Item #	<b>Contractual Personnel Narrative:</b>										
1	Evaluator	Jane Smith	Key Personnel	Hourly Rate \$40	# of Persons 1	Hours 200	Personnel Cost \$8,000				
The Evaluator is needed to implement data collection and reporting activities required by the NOFO.											

Contractual Travel Costs for **Jane Johnson (Evaluator)**

Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
1	Substance Abuse and Mental Health National Conference	Chicago, IL to Washington, DC	Hotel/Lodging	\$258.00	Night	2.00	1	\$516	\$874
			Per Diems (M&IE only)	\$79.00	Day	2.00	1	\$158	
			Airfare	\$200.00	Round Trip	1.00	1	\$200	



Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost	
2	Local Travel	various	Local Travel (POV Mileage)	\$0.585	Mile	1,535.00	1	\$898	\$898
<b>TOTAL</b>								\$1,772	<b>\$1,772</b>

Trip #	Contractual Travel Narrative:								
1	Substance Abuse and Mental Health	Chicago, IL to Washington, DC	The Evaluator is required to attend the National Conference on Substance Abuse and Mental Health scheduled to be held in Washington, D.C., from June 14-15, 2023.					Travel Cost	\$874
2	Local Travel	various	Local travel is needed for data collection activities in the geographic catchment area. Local travel rate is based on GSA's privately-owned vehicle (POV) mileage reimbursement rate effective January 1, 2022.					Travel Cost	\$898

Contractual Total Direct Charges for **Jane Johnson (Evaluator)**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$9,772

Contractual Total Cost for **Jane Johnson (Evaluator)**

TOTAL COST	TOTAL FEDERAL REQUEST
\$9,772	\$9,772

**Contractual Details for TBD (Community Education and Engagement Specialist)**

Agreement #	<b>Services and Deliverables Provided</b>
5	<p>The Community Outreach and Engagement Specialist is key to our meeting the goal of enrolling 200 clients into the program each year. This individual will develop a plan for community education and outreach efforts to engage clients in the community about activities and services; and provide presentations at community meetings and events to stakeholders, community civic organizations, local and other agencies, family groups, schools etc.</p> <p>The Community Outreach and Engagement Specialist will be a consultant whose services will be obtained via micro-purchase procurement with a period of performance to end 09/29/2023. Refer to the attached summary of services and deliverables for the Community Outreach and Engagement Specialist.</p> <p>The Program Coordinator will oversee the agreement with the Community Outreach and Engagement Specialist. The Program Coordinator will review the Specialist's monthly reports to ensure the required services are provided and the performance goals are met per the agreement. The Program Coordinator will meet with the Specialist bi-weekly to monitor and review progress, identify problems/issues, and implement corrective actions.</p>

<input checked="" type="checkbox"/> Personnel	<input type="checkbox"/> Travel	<input type="checkbox"/> Supplies	<input type="checkbox"/> Indirect Charges
<input type="checkbox"/> Fringe Benefits	<input type="checkbox"/> Equipment	<input type="checkbox"/> Other	

Contractual Personnel Costs for **TBD (Community Education and Engagement Specialist)**

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost	
1	Community Outreach and Engagement Specialist	TBD	<input type="checkbox"/>	<input type="checkbox"/>	\$26.50	250	1		12.02%	\$6,625	\$6,625
<b>TOTAL</b>										<b>\$6,625</b>	<b>\$6,625</b>

Line Item #	<b>Contractual Personnel Narrative:</b>										
1	Community Outreach and Engagement Specialist	TBD		Hourly Rate	\$26.5	# of Persons	1	Hours	250	Personnel Cost	\$6,625
<p>The Specialist is needed to develop and implement a plan for community education and outreach efforts to engage clients and help us achieve the annual client enrollment goal for the project.</p>											

Contractual Total Direct Charges for TBD (Community Education and Engagement Specialist)

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST
	\$6,625

Contractual Total Cost for TBD (Community Education and Engagement Specialist)

TOTAL COST	TOTAL FEDERAL REQUEST
\$6,625	\$6,625

**G. Construction:** Not Applicable

**H. Other**

Line Item #	Item	Check if Minor A&R	Calculation					FEDERAL REQUEST
			Unit Cost / Rate	Basis	Quantity	Duration	Other Cost	
1	Rent for project site	<input type="checkbox"/>	\$5.75	per sq. ft. per month	750.00	12.00	\$51,750	\$51,750
2	Cell phone service	<input type="checkbox"/>	\$100.00	per month		12.00	\$1,200	\$1,200
3	Incentives	<input type="checkbox"/>	\$10.00	per client follow up	200.00		\$2,000	\$2,000
4	Brochures	<input type="checkbox"/>	\$0.90	per brochure	1,500.00		\$1,350	\$1,350
<b>TOTAL</b>							<b>\$56,300</b>	<b>\$56,300</b>

Line Item #	<b>Other Narrative:</b>										
1	Rent for project site	Unit Cost/Rate	\$5.75	Basis	per sq. ft. per month	Quantity	750.00	Duration	12.00	Other Cost	\$51,750
<p>We are requesting rental costs as a direct charge because the 750 sq ft service site is necessary for the project. The service site will be used for staff and consultants to coordinate and implement project activities such as Advisory Working Group meetings, vocational and educational counseling sessions with clients, meetings with local authorities and organizations to plan and coordinate activities for client supports. The rent was calculated by square footage and reflects SAMHSA's fair share of the space. Refer to attached signed copy of the rental lease agreement and floor plan and the completed Rent Questionnaire for more details to support the rental cost.</p>											
	Cell phone service	Unit Cost/Rate	\$100.00	Basis	per month	Quantity		Duration	12.00	Other Cost	\$1,200

Line Item #	<b>Other Narrative:</b>					
2	The monthly cell phone service costs reflect the percent of effort for the program coordinator supporting this project only. Cell phone service is needed for communication and coordination while conducting project activities in the geographic catchment area.					
3	Incentives	Unit Cost/Rate \$10.00	Basis per client follow up	Quantity 200.00	Duration	Other Cost \$2,000
	\$10 non-cash incentives (such as gift cards and bus passes) will be awarded to 200 clients for data collection follow up.					
4	Brochures	Unit Cost/Rate \$0.90	Basis per brochure	Quantity 1,500.00	Duration	Other Cost \$1,350
	Brochures will be needed for program outreach at various community and other sponsored events such as health fairs, workshops, and seminars.					

**I. Total Direct Charges**

<b>TOTAL DIRECT CHARGES</b>	<b>TOTAL FEDERAL REQUEST</b>
	\$231,072

**J. Indirect Charges**

**Type of IDC Rate / Cost Allocation Plan**

We will apply the rate in our approved federally negotiated IDC rate agreement

Indirect Charges

End Date of Effective Period of Approved IDC Rate Agreement	Calculation			FEDERAL REQUEST
	Approved IDC Rate (%)	Approved Base	IDC	
06/30/2024	12.00%	\$66,827	\$8,019	\$8,019
<b>TOTAL</b>			<b>\$8,019</b>	<b>\$8,019</b>

**Indirect Charges Narrative:**

1. Our organization's approved IDC rate is 12.00% of personnel and fringe costs effective through 06/30/2024.
2. We applied our IDC rate to personnel and fringe costs only, which is the approved base stated in our IDC rate agreement.
3. Our approved IDC rate is in effect at the beginning of the budget period.
4. We have attached a copy of our approved federally negotiated IDC rate agreement.

**REVIEW OF COST SHARING AND MATCHING**

Cost sharing or matching is not required for this grant.

**BUDGET SUMMARY: YEAR 1**

BUDGET CATEGORY	FEDERAL REQUEST
A. Personnel	\$52,765
B. Fringe Benefits	\$14,062
C. Travel	\$2,804

D. Equipment	\$0
E. Supplies	\$3,944
F. Contractual	\$101,197
G. Construction (N/A)	\$0
H. Other	\$56,300
<b>I. Total Direct Charges (sum of A to H)</b>	<b>\$231,072</b>
J. Indirect Charges	\$8,019
<b>Total Projects Costs (sum of I and J)</b>	<b>\$239,091</b>

**BUDGET SUMMARY FOR REQUESTED FUTURE YEARS**

	Year 2	Year 3	Year 4	Year 5
Budget Category	FEDERAL REQUEST	FEDERAL REQUEST	FEDERAL REQUEST	FEDERAL REQUEST
A. Personnel	\$54,348	\$55,978	\$57,657	\$59,387
B. Fringe Benefits	\$14,062	\$14,484	\$14,484	\$14,484
C. Travel	\$2,804	\$2,804	\$2,804	\$2,804
D. Equipment				
E. Supplies	\$1,844	\$1,844	\$1,844	\$1,844
F. Contractual	\$101,165	\$101,165	\$101,165	\$101,165
G. Construction	\$0	\$0	\$0	\$0
H. Other	\$57,853	\$57,853	\$57,853	\$57,853
<b>I. Total Direct Charges (sum A to H)</b>	<b>\$232,076</b>	<b>\$234,128</b>	<b>\$235,807</b>	<b>\$237,537</b>
J. Indirect Charges	\$8,209	\$8,455	\$8,657	\$8,865
<b>Total Project Costs (sum of I and J)</b>	<b>\$240,285</b>	<b>\$242,583</b>	<b>\$244,464</b>	<b>\$246,402</b>

**Budget Summary Narrative:**

1. Personnel costs for future years include an annual 3% cost of living adjustment (COLA). See attached organization policy on COLA.
2. The fringe benefit rate for full-time employees for years 01 and 02 is calculated at 26.65%. We project a 3% increase (from 26.65% to 27.45%) in fringe benefit costs for years 03, 04, and 05.
3. Supplies costs for future years exclude costs for the laptop, printer, and projector, which are one-time expenses.
4. Rental costs - we project an increase of 3% for years 02 through 05.

**FUNDING LIMITATIONS / RESTRICTIONS**

Funding Limitation/Restriction
No more than 10 percent of the total grant award for each budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total for Budget Category
<b>A. Personnel</b>	\$5,277	\$5,435	\$5,598	\$5,766	\$5,939	\$28,015
<b>B. Fringe Benefits</b>	\$1,406	\$1,406	\$1,448	\$1,448	\$1,448	\$7,156
<b>C. Travel</b>	\$150	\$150	\$150	\$150	\$150	\$750
<b>D. Equipment</b>						
<b>E. Supplies</b>	\$400	\$400	\$400	\$400	\$400	\$2,000
<b>F. Contractual</b>	\$9,772	\$9,772	\$9,772	\$9,772	\$9,772	\$48,860
<b>H. Other</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
<b>I. Total Direct Charges (sum A to H)</b>	<b>\$19,005</b>	<b>\$19,163</b>	<b>\$19,368</b>	<b>\$19,536</b>	<b>\$19,709</b>	<b>\$96,781</b>
<b>J. Indirect Charges</b>	\$802	\$821	\$846	\$866	\$886	\$4,221
<b>TOTAL for the Budget Year</b>	<b>\$19,807</b>	<b>\$19,984</b>	<b>\$20,214</b>	<b>\$20,402</b>	<b>\$20,595</b>	<b>\$101,002</b>
<b>Percentage of the Budget</b>	8.284%	8.317%	8.333%	8.346%	8.358%	

**Funding Limitation/Restriction Narrative:**

The percentage of the budget that will be spent on data collection and performance measurement does not exceed 10% for any budget period. Maximum percentage for any budget period is 8.3% (\$19,807 / \$239,091 – Year 1).  
The following expenses in our budget make up the costs shown for data collection and performance measurement activities:  
**Personnel and Fringe** - approximately 10% of the Project Director and Program Coordinator's time will be spent overseeing data collection and performance measurement activities.  
**Travel** - approximately 10% of staff's local travel costs.  
**Supplies** - approximately 50% of the cost for copies.  
**Other** - \$2,000 is the cost for client incentives for data collection follow-up (200 clients @\$10 each).  
**Contractual** - \$9,772 is the total cost for the Evaluator who will be implementing data collection and reporting activities.  
**Indirect Charges** - portion of IDC on the Personnel and Fringe costs.

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 02/28/2022

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.				\$239,091	\$0	\$239,091
2.						
3.						
4.						
5. Totals				\$239,091	\$0	\$239,091

Sample Budget - Data Shown is for Illustration Purposes Only

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$52,765		\$0		\$52,765
b. Fringe Benefits	\$14,062		\$0		\$14,062
c. Travel	\$2,804		\$0		\$2,804
d. Equipment	\$0		\$0		\$0
e. Supplies	\$3,944		\$0		\$3,944
f. Contractual	\$101,197		\$0		\$101,197
g. Construction	\$0		\$0	\$0	\$0
h. Other	\$56,300		\$0		\$56,300
i. Total Direct Charges (sum of 6a-6h)	\$231,072		\$0		\$231,072
j. Indirect Charges	\$8,019		\$0		\$8,019
k. TOTALS (sum of 6i and 6j)	\$239,091		\$0		\$239,091
7. Program Income					

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.				
9.				
10.				
11.				
<b>12. TOTAL (sum of lines 8-11)</b>				

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>13. Federal</b>					
<b>14. Non-Federal</b>					
<b>15. TOTAL (sum of lines 13 and 14)</b>					

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$240,285	\$242,583	\$244,464	\$246,402
17.				
18.				
19.				
<b>20. TOTAL (sum of lines 16 - 19)</b>	\$240,285	\$242,583	\$244,464	\$246,402

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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