

Applicant/Recipient Substance Abuse and Mental Health Organization Inc.			Application/Award Number T112345-01		
Project Title: Treatment of Substance Abuse and Mental Illnesses in our Community					
		Start Date		End Date	
Budget Period:		09/30/2022		09/29/2023	
				Budget Year 1	

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

COST SHARING AND MATCHING

Matching Required: YES NO

Match Ratio stated in the NOFO:

The matching funds must not be less than \$ for each \$ of federal funds provided.

A. Personnel

Line Item #	Position	Name	Key Position per the NOFO	Check if Hourly Rate	Calculation					FEDERAL REQUEST	NON-FEDERAL MATCH	
					Hourly Rate	Hours	# of Staff	Annual Salary	% Level of Effort (LOE)			Personnel Cost
1	Project Director	Alice Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1	\$64,890	17.00%	\$11,031	\$11,031	
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	
3	Prevention Specialist	Sarah Smith	<input type="checkbox"/>	<input type="checkbox"/>			1	\$26,000	25.00%	\$6,500	\$0	\$6,500
4	Peer Recovery Support Specialist	Ron Jones	<input type="checkbox"/>	<input type="checkbox"/>			1	\$23,000	40.00%	\$9,200	\$0	\$9,200
5	Outreach Assistant	Susan Johnson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$13.38	100	1		4.81%	\$1,338	\$0	\$1,338
TOTAL										\$74,345	\$57,307	\$17,038

Line Item #	Personnel Narrative:						
1	Project Director	Alice Doe	Key Personnel	Salary \$64,890	# of Staff 1	LOE 17.00%	Personnel Cost \$11,031
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.							
3	Prevention Specialist	Sarah Smith		Salary \$26,000	# of Staff 1	LOE 25.00%	Personnel Cost \$6,500
The Prevention Specialist will be responsible for conducting educational/training programs. Our organization will fund all of the Prevention Specialist's personnel cost.							
4	Peer Recovery Support Specialist	Ron Jones		Salary \$23,000	# of Staff 1	LOE 40.00%	Personnel Cost \$9,200
The Peer Recovery Support Staff will be responsible for peer recruitment, coordination, and support. Our organization will fund all of the Peer Recovery Support Staff's personnel cost.							

Line Item #	Personnel Narrative:					
5	Outreach Assistant	Susan Johnson	Hourly Rate \$13.38	# of Staff 1	Hours 100	Personnel Cost \$1,338
The Outreach Assistant will ensure clients are contacted, referred to the services provider for treatment, and follow up done. Our organization will fund all of the Outreach Assistant's personnel cost.						

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%
Total Fringe Rate	26.65%

Fringe Benefits Cost

Line Item #	Position	Name	Calculation				FEDERAL REQUEST	NON-FEDERAL MATCH
			Personnel Cost	Total Fringe Rate (%)	Fixed / Lump Sum Fringe (if any)	Fringe Benefits Cost		
1	Project Director	Alice Doe	\$11,031	26.65%		\$2,940	\$2,940	
2	Program Coordinator	Vacant, to be hired within 60 days of anticipated award date	\$46,276	26.65%		\$12,333	\$12,333	
3	Prevention Specialist	Sarah Smith	\$6,500	26.65%		\$1,732	\$0	\$1,732
4	Peer Recovery Support Specialist	Ron Jones	\$9,200	26.65%		\$2,452	\$0	\$2,452
5	Outreach Assistant	Susan Johnson	\$1,338	26.65%		\$357	\$0	\$357
TOTAL						\$19,814	\$15,273	\$4,541

Fringe Benefits Narrative:

There are no differences in the Total Fringe Rate for the staff proposed. No Fixed/Lump Sum Fringe is requested. Our organization will cover all of the fringe benefit costs for the Prevention Specialist, Peer Recovery Support Staff, and Outreach Assistant.

C. Travel

Trip #	Purpose	Destination	Calculation					FEDERAL REQUEST	NON-FEDERAL MATCH
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons		
1	Substance Abuse Treatment 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	

Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST	NON-FEDERAL MATCH
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Travel Cost		
2	Local Travel	various	Local Travel (POV Mileage)	\$0.55	Mile	1,050.00	2	\$1,155	\$1,155	
3	Regional Training Workshop on Evidence-based Approaches to Treatment	Indianapolis, IN	Hotel/Lodging	\$127.00	Night	2.00	2	\$508	\$0	\$1,104
			Per Diems (M&IE only)	\$69.00	Day	2.00	2	\$276		
			Airfare	\$160.00	Round Trip	1.00	2	\$320		
TOTAL								\$4,007	\$2,903	\$1,104

Trip #	Travel Narrative:		Travel Cost
1	Substance Abuse Treatment National	Chicago, IL to Washington, DC	\$1,748
Two staff (Project Director and Program Coordinator) will attend the annual National Conference on Substance Abuse Treatment scheduled to be held in Washington, D.C., from June 14-15, 2023.			
2	Local Travel	various	\$1,155
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.			
3	Regional Training Workshop on Evidence-based Approaches to Treatment	Indianapolis, IN	\$1,104
Our organization will provide the funding for two project staff to attend the annual Regional Training Workshop on Evidence-based Treatment Approaches scheduled for August 2023 (the closest location is Indianapolis, IN).			

D. Equipment

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

Line Item #	Equipment Narrative:		Equipment Cost
1	N/A	Quantity	\$0
N/A			

E. Supplies

Line Item #	Item	Calculation				FEDERAL REQUEST	NON-FEDERAL MATCH
		Unit Cost	Basis	Quantity	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

Line Item #	Item	Calculation					FEDERAL REQUEST	NON-FEDERAL MATCH
		Unit Cost	Basis	Quantity	Duration	Supplies Cost		
4	Printing supplies	\$37.00	per month		12.00	\$444	\$444	
5	Copies	\$0.10	per copy	8,000.00		\$800	\$800	
6	Furniture (bookcase)	\$75.00	per item	1.00		\$75	\$0	\$75
7	Furniture (tables)	\$100.00	per item	2.00		\$200	\$0	\$200
8	Furniture (chairs)	\$25.00	per item	10.00		\$250	\$0	\$250
9	Computer	\$500.00	per computer	1.00		\$500	\$0	\$500
TOTAL						\$4,069	\$3,044	\$1,025

Line Item #	Supplies Narrative:						
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.						
5	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.						
6	Furniture (bookcase)	Unit Cost \$75.00	Basis per item	Quantity 1.00	Duration	Supplies Cost \$75	
	The local television station will donate furniture (1 bookcase @ \$75; 2 tables @100 each; and 10 chairs @\$25 each) for project activities, and a computer (@ \$500) for the Program Coordinator.						
	Unit costs are the current fair market value for the items. These items are a one-time expense. We will use these items for the project and will claim them as our non-federal match contribution only ONCE during the project period.						
7	Furniture (tables)	Unit Cost \$100.00	Basis per item	Quantity 2.00	Duration	Supplies Cost \$200	
	See the narrative for line item# 6 above.						
8	Furniture (chairs)	Unit Cost \$25.00	Basis per item	Quantity 10.00	Duration	Supplies Cost \$250	
	See the narrative for line item# 6 above.						
9	Computer	Unit Cost \$500.00	Basis per computer	Quantity 1.00	Duration	Supplies Cost \$500	
	See the narrative for line item# 6 above.						

F. Contractual

Summary of Contractual Costs

Agreement #	Name of Organization or Consultant	Type of Agreement	Contractual Cost	FEDERAL REQUEST	NON-FEDERAL MATCH
1	Certified Trainers, Inc.	Contract	\$3,000	\$3,000	\$0
2	Client Treatment Services, Inc.	Subaward	\$25,000	\$25,000	\$0
3	John Smith (Case Manager)	Consultant	\$57,550	\$57,550	\$0
4	Jane Johnson (Evaluator)	Consultant	\$9,772	\$9,772	\$0
5	TBD (Community Education and Engagement Specialist)	Consultant	\$5,300	\$5,300	\$0
6	Jane Doe (Outreach Facilitator)	Consultant	\$6,750	\$0	\$6,750
7	County School District	Consultant	\$7,500	\$0	\$7,500
TOTAL			\$114,872	\$100,622	\$14,250

Contractual Details for Certified Trainers, Inc.

Agreement #	Services and Deliverables Provided
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	NON-FEDERAL MATCH
			Unit Cost / Rate	Basis	Quantity	Duration			
1	Five-Day Training Session for 3 organization staff	<input type="checkbox"/>	\$750.00	per individual	4.00		\$3,000	\$3,000	
TOTAL							\$3,000	\$3,000	

Line Item #	Contractual Other Narrative:
1	<p>Five-Day Training Session for 3 organization staff Unit Cost/Rate \$750.00 Basis per individual Quantity 4.00 Duration Other Cost \$3,000</p> <p>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.</p>

Contractual Total Direct Charges for Certified Trainers, Inc.

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
	\$3,000	

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

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$3,000	\$3,000	

Contractual Details for Client Treatment Services, Inc.

Agreement #	Services and Deliverables Provided
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>

<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 **Client Treatment Services, Inc.**

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

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	TOTAL NON-FEDERAL MATCH
	\$25,000	

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

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$25,000	\$25,000	

Contractual Details for John Smith (Case Manager)

Agreement #	Services and Deliverables Provided
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	NON-FEDERAL MATCH
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)		
1	Case Manager	John Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>			1	\$53,750	100.00%	\$53,750	\$53,750
TOTAL										\$53,750	\$53,750

Line Item #	Contractual Personnel Narrative:										
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	NON-FEDERAL MATCH
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost		
1	Substance Abuse Treatment 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		
2	Local Travel	various	Local Travel (POV Mileage)	\$0.585	Mile	2,492.00	1	\$1,458	\$1,458	
TOTAL								\$2,332	\$2,332	

Trip #	Contractual Travel Narrative:										
	Substance Abuse Treatment National	Chicago, IL to Washington, DC	Travel Cost	\$874							

Trip #	Contractual Travel Narrative:		
1	The Case Manager is required to attend the National Conference on Substance Abuse Treatment 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				Contractual Supplies Cost	FEDERAL REQUEST	NON-FEDERAL MATCH
		Unit Cost	Basis	Quantity	Duration			
1	Project supplies	\$47.75	per month		12.00	\$573	\$573	
TOTAL						\$573	\$573	

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				Contractual Other Cost	FEDERAL REQUEST	NON-FEDERAL MATCH
			Unit Cost / Rate	Basis	Quantity	Duration			
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	
TOTAL						\$895	\$895		

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	TOTAL NON-FEDERAL MATCH
	\$57,550	

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

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$57,550	\$57,550	

Contractual Details for Jane Johnson (Evaluator)

Agreement #	Services and Deliverables Provided
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>

<input checked="" type="checkbox"/> Personnel	<input checked="" 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 Jane Johnson (Evaluator)

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

Line Item #	Contractual Personnel Narrative:											
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	NON-FEDERAL MATCH
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost		
1	Substance Abuse Treatment 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		
2	Local Travel	various	Local Travel (POV Mileage)	\$0.585	Mile	1,535.00	1	\$898	\$898	
TOTAL								\$1,772	\$1,772	

Trip #	Contractual Travel Narrative:		
1	Substance Abuse Treatment National Conference	Chicago, IL to Washington, DC	Travel Cost \$874
	The Evaluator is required to attend the National Conference on Substance Abuse Treatment scheduled to be held in Washington, D.C., from June 14-15, 2023.		
2	Local Travel	various	Travel Cost \$898
	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.		

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

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

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

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$9,772	\$9,772	

Contractual Details for TBD (Community Education and Engagement Specialist)

Agreement #	Services and Deliverables Provided
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>

Personnel
 Travel
 Supplies
 Indirect Charges
 Fringe Benefits
 Equipment
 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	NON-FEDERAL MATCH
					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	200	1		9.62%	\$5,300	\$5,300	
TOTAL										\$5,300	\$5,300	

Line Item #	Contractual Personnel Narrative:											
1	Community Outreach and Engagement Specialist	TBD		Hourly Rate \$26.5	# of Persons 1	Hours 200	Personnel Cost \$5,300					
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.												

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

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
	\$5,300	

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

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$5,300	\$5,300	

Contractual Details for Jane Doe (Outreach Facilitator)

Agreement #	Services and Deliverables Provided											
6	The Outreach Facilitator, Jane Doe, will volunteer her services to facilitate the youth prevention and outreach sessions outlined in the strategic plan. She will work closely with the Case Manager to coordinate and organize the outreach sessions.											
	The Program Coordinator will coordinate the volunteer support provided by the Outreach Facilitator. The Program Coordinator will meet with the Outreach Facilitator bi-weekly to review progress and identify and resolve issues.											

<input checked="" type="checkbox"/> Personnel	<input checked="" 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 Jane Doe (Outreach Facilitator)

Line Item #	Position	Name	Key Position per the NOFO	Check if Annual Salary	Calculation						FEDERAL REQUEST	NON-FEDERAL MATCH
					Hourly Rate	Hours	# of Persons	Annual Salary	% Level of Effort (LOE)	Contractual Personnel Cost		
1	Outreach Facilitator (Consultant)	Jane Doe	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00	240	1		11.54%	\$6,000	\$0	\$6,000
TOTAL										\$6,000	\$0	\$6,000

Line Item #	Contractual Personnel Narrative:											
1	Outreach Facilitator (Consultant)	Jane Doe		Hourly Rate \$25	# of Persons 1	Hours 240	Personnel Cost \$6,000					
The consultant, Jane Doe, will volunteer her time to provide outreach facilitation services (20 hours per month). The hourly rate is based on the average salary for an outreach facilitator in the geographic catchment area.												

Contractual Travel Costs for Jane Doe (Outreach Facilitator)

Trip #	Purpose	Destination	Calculation					FEDERAL REQUEST	NON-FEDERAL MATCH
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons		

Trip #	Purpose	Destination	Calculation						FEDERAL REQUEST	NON-FEDERAL MATCH
			Item	Cost / Rate per Item	Basis	Quantity per Person	Number of Persons	Contract Travel Cost		
1	Local Travel	various	Local Travel (POV Mileage)	\$0.50	Mile	1,500.00	1	\$750	\$0	\$750
TOTAL								\$750	\$0	\$750

Trip #	Contractual Travel Narrative:									
1	Local Travel	various							Travel Cost	\$750
Jane Doe will fund her local travel expenses. Local travel is based on average distance between the outreach facilitator's location and the meeting site (125 miles per month x 12 months = 1,500 miles). Privately-owned vehicle (POV) mileage reimbursement rate is based on the organization's policies.										

Contractual Total Direct Charges for **Jane Doe (Outreach Facilitator)**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
	\$0	\$6,750

Contractual Total Cost for **Jane Doe (Outreach Facilitator)**

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$6,750	\$0	\$6,750

Contractual Details for County School District

Agreement #	Services and Deliverables Provided
7	The County School District will donate services to educate, screen, provide care coordination, and risk reduction interventions for infectious diseases for up to 50 youths with drug use disorders who are receiving treatment. The Program Coordinator will oversee the donated services provided by the County School District. The Program Coordinator will meet with the County School District manager each month to review progress and identify and resolve issues.

Personnel
 Travel
 Supplies
 Indirect Charges
 Fringe Benefits
 Equipment
 Other

Contractual Other Costs for **County School District**

Line Item #	Item	Check for Minor A&R	Calculation				Contractual Other Cost	FEDERAL REQUEST	NON-FEDERAL MATCH
			Unit Cost / Rate	Basis	Quantity	Duration			
1	Drug testing, referral, and case management	<input type="checkbox"/>	\$150.00	per youth per year	50.00		\$7,500	\$0	\$7,500
TOTAL							\$7,500	\$0	\$7,500

Line Item #	Contractual Other Narrative:									
	Drug testing, referral, and case management	Unit Cost/Rate	\$150.00	Basis	per youth per year	Quantity	50.00	Duration	Other Cost	\$7,500

Line Item #	Contractual Other Narrative:
1	The County School District will donate their services to educate, screen, and treat up to 50 youths. The estimated average cost is \$150/person.

Contractual Total Direct Charges for **County School District**

TOTAL DIRECT CHARGES FOR THIS AGREEMENT	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
	\$0	\$7,500

Contractual Total Cost for **County School District**

TOTAL COST	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
\$7,500	\$0	\$7,500

G. Construction: Not Applicable

H. Other

Line Item #	Item	Check if Minor A&R	Calculation					FEDERAL REQUEST	NON-FEDERAL MATCH
			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	
5	Space rental for activities	<input type="checkbox"/>	\$175.00	per event	24.00		\$4,200	\$0	\$4,200
6	Student surveys	<input type="checkbox"/>	\$5.00	per survey	500.00		\$2,500	\$0	\$2,500
7	Brichures	<input type="checkbox"/>	\$1.00	per brochure	500.00		\$500	\$0	\$500
TOTAL							\$63,500	\$56,300	\$7,200

Line Item #	Other Narrative:										
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>											
2	Cell phone service	Unit Cost/Rate	\$100.00	Basis	per month	Quantity		Duration	12.00	Other Cost	\$1,200
<p>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.</p>											
	Incentives	Unit Cost/Rate	\$10.00	Basis	per client follow up	Quantity	200.00	Duration		Other Cost	\$2,000

Line Item #	Other Narrative:					
3	\$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.					
5	Space rental for activities	Unit Cost/Rate \$175.00	Basis per event	Quantity 24.00	Duration	Other Cost \$4,200
	The ABC Company will donate space for the various activities outlined in the scope of work, such as teen night out, after school programs, and parent education classes (2 events per month).					
6	Student surveys	Unit Cost/Rate \$5.00	Basis per survey	Quantity 500.00	Duration	Other Cost \$2,500
	The ABC Company will cover the cost of the student surveys.					
7	Brichures	Unit Cost/Rate \$1.00	Basis per brochure	Quantity 500.00	Duration	Other Cost \$500
	The ABC Company will cover the printing costs for the brochures to be handed out with the student surveys.					

I. Total Direct Charges

TOTAL DIRECT CHARGES	TOTAL FEDERAL REQUEST	TOTAL NON-FEDERAL MATCH
	\$235,449	\$45,158

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	NON-FEDERAL MATCH
	Approved IDC Rate (%)	Approved Base	IDC		
06/30/2024	12.00%	\$72,580	\$8,710	\$8,710	
TOTAL			\$8,710	\$8,710	

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

The table below compares the amount of matching funds (NON-FEDERAL MATCH) entered in the budget with the minimum required match calculated based on the match ratio entered on page 1.

FEDERAL REQUEST (amount of federal funds requested in the budget)	NON-FEDERAL MATCH (your matching funds entered in the budget)	REQUIRED NON-FEDERAL MATCH (minimum match required per the match ratio on page 1)
\$244,159	\$45,158	\$43,087

BUDGET SUMMARY: YEAR 1

BUDGET CATEGORY	FEDERAL REQUEST	NON-FEDERAL MATCH
A. Personnel	\$57,307	\$17,038
B. Fringe Benefits	\$15,273	\$4,541
C. Travel	\$2,903	\$1,104
D. Equipment	\$0	\$0
E. Supplies	\$3,044	\$1,025
F. Contractual	\$100,622	\$14,250
G. Construction (N/A)	\$0	\$0
H. Other	\$56,300	\$7,200
I. Total Direct Charges (sum of A to H)	\$235,449	\$45,158
J. Indirect Charges	\$8,710	\$0
Total Projects Costs (sum of I and J)	\$244,159	\$45,158

BUDGET SUMMARY FOR REQUESTED FUTURE YEARS

Budget Category	Year 2		Year 3		Year 4		Year 5	
	FEDERAL REQUEST	NON-FEDERAL MATCH	FEDERAL REQUEST	NON-FEDERAL MATCH	FEDERAL REQUEST	NON-FEDERAL MATCH	FEDERAL REQUEST	NON-FEDERAL MATCH
A. Personnel	\$59,026	\$17,549	\$60,797	\$18,075	\$62,621	\$18,617	\$64,500	\$19,176
B. Fringe Benefits	\$15,730	\$4,677	\$16,689	\$4,962	\$17,189	\$5,110	\$17,705	\$5,264
C. Travel	\$2,904	\$1,104	\$2,904	\$1,104	\$2,904	\$1,104	\$2,904	\$1,104
D. Equipment								
E. Supplies	\$1,844	\$0	\$1,844	\$0	\$1,844	\$0	\$1,844	\$0
F. Contractual	\$100,622	\$14,250	\$100,622	\$14,250	\$100,622	\$14,250	\$100,622	\$14,250
G. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Other	\$57,853	\$7,200	\$57,853	\$7,200	\$57,853	\$7,200	\$57,853	\$7,200
I. Total Direct Charges (sum A to H)	\$237,979	\$44,780	\$240,709	\$45,591	\$243,033	\$46,281	\$245,428	\$46,994
J. Indirect Charges	\$8,971	\$0	\$9,298	\$0	\$9,577	\$0	\$9,865	\$0
Total Project Costs (sum of I and J)	\$246,950	\$44,780	\$250,007	\$45,591	\$252,610	\$46,281	\$255,293	\$46,994

Budget Summary Narrative:

1. Personnel costs for future years include an annual 3% cost of living adjustment (COLA). See attached org. 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. The donated furniture and computer have also been excluded from the Non-Federal Match for future years.
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
A. Personnel	\$5,731	\$5,435	\$5,598	\$5,766	\$5,939	\$28,469
B. Fringe Benefits	\$1,527	\$1,406	\$1,448	\$1,448	\$1,448	\$7,277
C. Travel	\$116	\$116	\$116	\$116	\$116	\$580
D. Equipment						
E. Supplies	\$400	\$400	\$400	\$400	\$400	\$2,000
F. Contractual	\$9,772	\$9,772	\$9,772	\$9,772	\$9,772	\$48,860
H. Other	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
I. Total Direct Charges (sum A to H)	\$19,546	\$19,129	\$19,334	\$19,502	\$19,675	\$97,186
J. Indirect Charges	\$871	\$821	\$846	\$866	\$886	\$4,290
TOTAL for the Budget Year	\$20,417	\$19,950	\$20,180	\$20,368	\$20,561	\$101,476
Percentage of the Budget	8.362%	8.079%	8.072%	8.063%	8.054%	

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 8.4% (\$20,417 / \$244,159– 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.				\$244,159	\$45,158	\$289,317
2.						
3.						
4.						
5. Totals				\$244,159	\$45,158	\$289,317

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$57,307	\$17,038			\$74,345
b. Fringe Benefits	\$15,273	\$4,541			\$19,814
c. Travel	\$2,903	\$1,104			\$4,007
d. Equipment	\$0	\$0			\$0
e. Supplies	\$3,044	\$1,025			\$4,069
f. Contractual	\$100,622	\$14,250			\$114,872
g. Construction	\$0	\$0	\$0	\$0	\$0
h. Other	\$56,300	\$7,200			\$63,500
i. Total Direct Charges (sum of 6a-6h)	\$235,449	\$45,158			\$280,607
j. Indirect Charges	\$8,710	\$0			\$8,710
k. TOTALS (sum of 6i and 6j)	\$244,159	\$45,158			\$289,317
7. Program Income					

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

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

SECTION D - FORECASTED CASH NEEDS

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

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.	\$246,950	\$250,007	\$252,610	\$255,293
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$246,950	\$250,007	\$252,610	\$255,293

SECTION F - OTHER BUDGET INFORMATION

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