

Broward Healthy Start Coalition, Inc.

BUDGET GUIDANCE

Your budget is a projected framework of the cost to operate the program. The goal is to request enough to cover all essential elements of your proposed program. A good starting point is a previous year's budget (if a current provider) and a review of the current year's actual expenses. Direct program costs are most important, so make the best estimate of what resources will be needed to operate the program for the contract period.

SALARIES AND WAGES

Only include positions in this section that are direct costs to the program. Positions that are direct costs include those staff positions that perform activities exclusively associated with the specified BHSC program. This generally includes the Program Supervisor or Manager, Care Coordinators/Home Visitors, and Quality Assurance team member. When proposing the staffing pattern and developing the budget, keep in mind that BHSC allows up to a 1:6 Supervisor to direct services staff ratio. Direct services staff are Care Coordinators/Home Visitors.

SPACE AND UTILITIES

Show monthly and annual cost projections for space and utilities (based on square footage). If the lease is full-service, please indicate it as such.

Program Space Allocation:

Listed below are the acceptable methods of allocating the cost of program space under a BHSC award. The Provider may choose one of two allocation methods. The allocation method chosen should be based on the nature of the services provided in the Program. When allocating cost of program space, please keep in mind this is a home visiting program and direct services staff are working in the office less than half of their hours worked each week.

1) Allocation based on Usage of Square Footage of the Space:

The cost of renting space is allocated based on the square footage used by each Program.

Example: The ABC program is in Coral Springs and pays \$10,000 in monthly rent for 6,000 square footage of program space. Program A utilizes 2,400 sq. ft. Program B utilizes 3,000 sq. ft. and 600 sq. ft. is used by another non-BHSC-funded source. These are all the programs at this site and the only two programs with work performed and managed at this site. Program A should be charged \$4,000 monthly rent (2,400/6,000 sq. ft. x \$10,000 monthly rent), and program B should be charged \$5,000 (3,000/6,000 sq. Ft. x \$10,000 monthly rent). The remaining \$1,000 monthly rent cannot be charged to either of the programs.

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2) Allocation based on FTEs:

The cost of renting space is allocated based on the number of FTEs in each Program.

Example: The ABC Program is in Coral Springs and pays \$10,000 in monthly rent. There are three (3) FTEs employed on program A, six (6) FTEs employed on program B, and one (1) FTE paid from another non-BHSC-funded source. These are all the FTEs at this site, and the only two programs with work performed and managed at this site. Program A should be charged \$3,000 monthly rent (3/10 FTEs x \$10,000 monthly rent) and program B should be charged \$6,000 (6/10 FTEs x \$10,000 monthly rent). The remaining \$1,000 monthly rent cannot be charged to either of the programs.

Threshold on cost per square foot. BHSC will not reimburse for the cost of space that exceeds \$27 per square ft. (psf), inclusive of janitorial and utilities. For example, if the ABC program in Coral Springs paid \$15,000 in monthly rent ($\$30 \text{ psf} \times 6,000 \text{ sq. ft.} = \$180,000$ (annual rent) divided by 12 = \$15,000), the BHSC would not reimburse for more than \$27 psf. In this case the monthly rent used in the calculation for BHSC's purposes would be \$13,500 ($\$27 \text{ psf} \times 6,000 \text{ sq. ft.} = \$162,000$ (annual rent) divided by 12 = \$13,500). If janitorial and utilities are budgeted separately in the cost for square foot, then the maximum cost for space should not exceed \$16 psf.

Rental/Lease: If the Provider leases the space in which the BHSC funded Program is operated, the BHSC will reimburse the cost/price to lease program space subject to the cap of \$27 psf, inclusive of janitorial and utilities. If janitorial and utilities are budgeted separately in the cost per square foot, then the maximum cost for space is \$16 psf. The cost of space must be allocated appropriately to the Program based on either program usage or the number of FTEs. Acceptable documents to substantiate costs in the budget are the lease agreement and proof of the last payment.

Ownership with Mortgage: If the Provider owns the building and pays a mortgage for the building in which the BHSC funded Program is operated, the BHSC will reimburse for expenses related to the mortgage payments and the maintenance of the facilities up to the maximum of \$27 psf inclusive of janitorial and utilities. If janitorial and utilities are budgeted separately in the cost per square foot, then the maximum cost for space is \$16 psf. The monthly mortgage costs and the facility expenses must be allocated appropriately to the Program based on either program usage or the number of FTEs. To be reimbursed, the Provider must substantiate the mortgage and facilities costs at the time of the budget. The total square footage of the building, the annual or monthly mortgage payment, and the cost per square foot must be

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documented. Acceptable documents to substantiate costs in the budget are the mortgage statement and proof of the last payment made.

Ownership no Mortgage: If the Provider owns the building without a mortgage in which the BHSC funded Program is operated, the BHSC will reimburse only for maintenance expenses. Facilities expenses must be allocated appropriately to the Program based on either program usage or the number of FTEs. To be reimbursed, the Provider must substantiate the facilities cost at the time of the budget. Once approved, this will be reimbursed in equal installments for cost-reimbursement contracts throughout the contract period. The building's total square footage must be documented for the budget and the cost per square foot. The cost per square foot should not exceed \$27 psf, including janitorial and utilities. If janitorial and utilities are budgeted separately in the cost per square foot, then the maximum cost for space is \$16 psf. Acceptable documents to substantiate costs in the budget are a copy of the maintenance agreement and proof of the last payment.

FLEX FUNDS (CLIENT SUPPORT FUNDS)

Flex funds may be requested up to a maximum of \$3K annually per 1 FTE direct services position to include Care Coordinator/Home Visitors only.

Example: The program has 6 FTE Care Coordinators/Home Visitors. The program may request up to \$18K annually in flex funds.

These funds be used to meet individual client needs that present barriers to program participation and success and/or to help decrease client stress levels by providing concrete supports. This emergency financial assistance allows providers to address the threat of foreclosure, eviction, or termination of utility services; temporary childcare expenses not covered by other community programs; home repairs, pest control, food, hygiene supplies, clothing, diapers/wipes, car seats, and other infant supplies, bus passes or gas cards, transportation assistance such as Uber or Lyft cards, or other services/commodities. These funds require close fiscal monitoring with internal controls and tracking and may not be used for refreshments or food to be used during group education or other group sessions with participants. These funds are cost-reimbursement funds.

STAFF TRAVEL/MILEAGE

Show positions in the budget requiring travel, including mileage rates (currently 0.445 cents/mile for state rate), monthly mileage estimates, and total budgeted reimbursement. If provider chooses to pay above the state rate for mileage reimbursement, it must be funded by the provider using an alternate funding source.

CELL PHONES

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Employee cell phone costs are reimbursable and must be detailed out in the budget narrative per FTE. Stipends for use of the employee's personal cell phone are not allowable and should not be included in the budget. If provider chooses to pay a stipend for cell phone reimbursement, it must be funded by the provider using an alternate source.