



North Los Angeles County Regional Center

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ATTACHMENT D

Start-up Budget: Service Provider for Emergency Shelter Services

- A. Using the attached Budget Form for Start-up Costs and RFP section C. Start-Up Funding as a reference, display all costs associated with the project. The proposed budget must not exceed the maximum amount specified of the grant award even if the projected budget may exceed the start-up grant approved. A proposed budget should be developed which details start-up costs for the program facility development.
- B. Start-up costs are costs which are necessary for the implementation of the program but not its transitional or ongoing operation. Startup costs are usually incurred before the program is ready to begin actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period. For example, equipment where the need was not established during the start-up period.
- C. A budget narrative describing how each budget line item is calculated and is required to sufficiently define all terms and areas of the budget.
- D. General Expenses (usually 10 to 15% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.
- E. Administrative costs cannot exceed 15% of the costs in the development of the program.
- F. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.
- G. Demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Applicant may submit evidence of passing an Independent Audit.
- H. Describe the applicant commitment to hard (dollar) contributions to this project

Budget Form for Start-up Costs

Submit budget projections for your start-up services, using estimates that are both reasonable and realistic uses of funds. Leave any non-applicable line items blank.

Line #	Care and Services	Start-Up Expenses
1	Supplies for Activities	
2	Food/Snacks/Drinks	
3	Program Equip/Therapeutic Tools	
4	Program Equip	
5	Total Board & Supply (lines 1 - 4)	
	Physical Plant	Start-Up Expense
6	Lease/Mortgage	
7	Utilities(gas/water/power/phone/media)	
8	Vehicle Lease	
9	Vehicle Maintenance/Gas/Ins	
10	Facility Furnishings/Maintenance	
11	Modifications of Facility	
12	Total Physical Plant (lines 6–11)	
	General Administration	Start-Up Expense
13	Admin. Overhead	
14	Office Supplies/Equip	
15	Insurance(s)	
16	Prof. & Community Memberships	
17	Licensing Fees	
18	Staff Recruitment	
19	Training & Staff Development	
20	Transitioning consumers from SDC	
21	Consultant Services	
22	Total Gen. Admin. (lines 13-21)	
	Staffing	Start-Up Expense
23	Salary – Administrator	
24	Salary – Direct Care Staff	
25	Employee Benefits	
26	Payroll Taxes	
27	Worker’s Compensation	
28	Total Staffing Expenses (lines 23-27)	
29	Total Start-Up Expenses (add lines 5, 12, 22, 28)	
30	Total Monthly Rate (add ongoing lines 5, 12, 22, 28)	
31	Divide Total Monthly Rate (line 30) by Total Number of Consumers in Facility.	