

Budget Justification

The total estimated cost for the project budget is \$982,373 for the one year period. The object class categories for grant expenditures include: personnel, fringe benefits, travel, supplies, consultation costs, services pilot and indirect costs.

Budget for Year One

The requested Federal grant total budget for year one is \$983,373 including \$864,010 of direct costs and \$118,363 of indirect cost.

Personnel

Grant funding will support 2 full time positions based on the designated grade structure for the Research Foundation for Mental Hygiene at OMH and OASAS (RFMH), which will serve as the State's fiscal agent for this grant. OMH, OASAS and DOH in-kind support is to provide supervision and oversight through the efforts of employees (equating to .27 FTE). A Project Director and Assistant will be hired and will have responsibility for the day-to-day management of the project. The steering committee will have a general oversight role over the Project Director. An Evaluation Director will be hired and will have responsibility for all evaluation activities associated with the project including the management of the overall evaluation, data and instruments utilized in the project.

Position Title	Year 1	Percent of Effort
Project Director	\$95,000	100%
Evaluation Manager	\$80,000	100%
Total Salary	\$175,000	

Position/Job descriptions

Project Director - Under the general supervision of the New York State CCBHC Steering Committee, the Program Director's duties will include but are not limited to: Coordinate the overall day-to-day project and fiscal management of the grant; ensure adequate and appropriate resources are assigned; supervise and coordinate all training and implementation activities; assure effective communication among organizations and consultants; coordinate the dissemination of data; preparation of required reports, provide systematic communication to review the progress of the project and plan forward; supervise assigned staff involved in the support of program activities; and function as the liaison with the participating providers.

Evaluation Manager - Under the general supervision of the Project Director, the Evaluation Manger is responsible for all evaluation activities associated with the project including the management of the overall evaluation, data and instruments utilized in the project. Monitors and evaluates project activities with regards to the successful implementation of the grant; develops, coordinates, and evaluates the CCBHC pilot projects; prepares comprehensive reports providing feedback on the status of the project; assists Project Director in preparation of progress reports.

In-Kind Support- OMH, OASAS and DOH will contribute substantial in-kind support from senior management and staff of both agencies to ensure the success of the grant as follows:

Agency /Name	Job Title	Percent of Effort
OMH		
Ann Marie Sullivan M.D.	Commissioner	2%
Robert Myers Ph.D.	Senior Deputy	2%
Marlene Radigan	Evaluation Manager	5%
Alan Maughan	Finance Manager	2%
Don Zalucki	Program Manager	5%
OASAS		
Arlene González-Sánchez, M.S., L.M.S.W.	Commissioner	2%
Robert Kent	Senior Deputy	2%
Pat Lincourt	Program Manager	5%
DOH		
Greg Allen, MSW	Senior Deputy	2%

Fringe Benefits

The budget includes a 35% fringe benefit rate, which includes FICA, pension, health insurance, short/long term disability, life insurance, workers compensation, and unemployment insurance. The total budgeted cost of fringe benefits is \$61,250.

Supplies

The budget includes the cost of two laptop computers, two printers, two iPhones, and wireless network charges at a cost of \$6,500 in year one. For general office supplies, photo copying costs, report preparation, and postage expenses at an approximate cost of \$25 per month or \$300. The total budgeted cost of supplies in year 1 is \$6,800.

Travel

Travel costs include the cost per trip per person transportation, lodging, and meals.

Transportation - 2 project staff with 20% (10 weeks) average travel during the year and average mileage of 300 miles per week at the Federal mileage rate of .575 = \$3,450
Lodging and Meals - 2 project staff with 20% (10 weeks) average travel during the year and average per diem of \$250 = \$25,000

The total budgeted cost of travel is \$28,450.

Indirect Cost Rate

The RFMH indirect cost rate agreement (attached) is included at 13.7 % of Modified Total Direct Costs of the project. The total budgeted cost of indirect cost in year one is \$118,363.

Consultation Contract

Funding of \$92,510 is budgeted for the grant to pay the cost of the project consultant to provide approximately 370 hours of consultation over the one year grant period at a rate of \$250 per hour. The role of the consultant will be to engage directly with the leadership of the steering committee to initiate integrated system planning and implementation process and the specific plan of action to achieve its objectives. This process will involve a combination of on site and interval off site activities. The budgeted cost of the consultant includes: per diem consulting rate, travel and lodging costs, communication costs, document preparation, and overhead.

The activities of the consultant would include:

- Meetings for the purpose of strategic planning and design of the initiative with all stakeholder groups;
- Review of policies, procedures, reimbursement regulations, licensure requirements in order to develop processes for modification as needed to meet project goals;
- Provide recommendations for the selection of CCBHC sites;
- Provide recommendations for the development of the PPS included recommendations for incorporating a Value-Based Payment approach;
- Meeting with evaluators to design and monitor the evaluation component of the project in a way that is strategically aligned with project implementation;
- Planning visits as indicated to develop implementation activities in a manner that fits local service organization of delivery systems;
- Program specific technical assistance in relation to develop program specific action plans that relate to the achievement of overarching system goals;
- Regular teleconferences to discuss progress of the project, and ensure continued strategic linkage between all the different levels of implementation.
- Assist in the development of the PPS with considerations to a value-based methodology.

Service Pilots

Funding of \$500,000 will be utilized to pay the cost of the developing at least 5 CCBHC pilot sites. OMH and OASAS, with input from the Steering Committee and stakeholders

will develop criteria to facilitate CCBHC site selection which may include a request for proposal process.

Resources are budgeted to assist the CCBHC pilot sites in organizing, preparing and training for their roles to become a certified CCBHC site. The CCBHC pilot sites will be certified to provide the full array of required services by the end of the planning grant period.

The required activities of the CCBHC pilots would include:

- conduct a self-assessment of the strengths and weaknesses of the network and conduct a gap analysis;
- utilize stakeholder input for critical planning;
- determine a consensus-based set of screening, assessment and treatment practices and tools;
- gather the technical assistance needed for training and implementation;
- develop a program specific implementation protocol;
- monitor progress and adapt, fine tune and sustain the protocol; and
- ensure that all CCBHC required services are available and established in accordance with CCBHC licensing standards for both direct and DCO provided services.

Budget Summary for Year 1

Expense Categories	Year 1
Project Director	\$95,000
Evaluation Manager	\$80,000
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Total Salary	\$175,000
Fringe Benefits	<u>\$61,250</u>
Total Salary & Fringe Benefits	\$236,250
OTPS	
Supplies	\$6,800
Travel	<u>\$28,450</u>
Total OTPS	\$35,250
Consultation Contract	\$92,510
Service Pilots	\$500,000
Facility and Administrative Costs (13.7%MTDC)	<u>\$118,363</u>
Total Grant	<u><u>\$982,373</u></u>