

Valley Mountain Regional Center

CPP Grant Start-Up Budget

Agency: _____ FY 24-25

Start-up costs are related to preparing the facility and staff to provide services. Only Start-up costs should be included in this budget.

Personnel Related Costs

Salaries & Wages	\$ _____
Benefits & Taxes	\$ _____
Staff Training Costs	\$ _____
Travel & Transportation Costs	\$ _____
Consultants/Professionals	\$ _____
Advertising/Recruitment Costs	\$ _____

Physical Plant Related Costs

Business Start-Up/Application Fees/Deposits	\$ _____
Building Rental/Lease Costs	\$ _____
Equipment Rental/Lease	\$ _____
Insurance Costs	\$ _____
Furniture/Appliance	\$ _____
Utilities	\$ _____
Communication Costs	\$ _____
Housekeeping Supplies	\$ _____
Office Supplies	\$ _____
Food Expenses	\$ _____
Personal Care Expenses	\$ _____
Programming/Activities Supplies	\$ _____
Repair & Maintenance Costs	\$ _____
General Expenses	\$ _____
Household Set-Up	\$ _____

Remodeling Costs \$ _____

Other _____ \$ _____

Total Start-Up Budget \$ _____

Signature: _____

Date: _____

For Office Use: Approved By: _____
Date: _____

Explanation of Cost for Start-Up Phase

Please provide a brief explanation of each section above and how you arrived at the dollar amount. This needs to be attached to the Start-Up Budget worksheet when you submit it.

Start up is the timeframe before vendorization and consumer placement. Start-up costs are related to preparing the facility and staff to provide services. Only Start-up cost should be included in this budget. Once you are vendored, the start up phase ends and you are operational. At the point of vendorization, all costs become operation costs and are the responsibility of the vendor.

Definitions- (What can be included within each line item)

Personnel Related Costs:

Salaries & Wages- Gross wages paid to employees (staff training)

Benefits & Taxes- F.I.C.A. payroll taxes, S.U.I. state unemployment insurance, workers compensation insurance, contribution to retirement plans, health insurance, dental insurance, vision insurance, other related employee benefits

Staff Training Costs- Fingerprint clearance fees, Health Screening, CPR, First Aid, behavioral training classes, training materials

Travel & Transportation Costs- Employee travel expenses to trainings and orientations

Consultants/Professionals- Gross wages for contract employees (1099 employees), accounting, clerical, or managerial services not provided by facility staff (Legal services not covered)

Advertising/Recruitment Costs- Advertisement costs such as newspapers, flyers, on-line sites

Physical Plant Related Costs:

Business/Application Fees/Deposits- Opening bank account fees, check printing, business licensing fees, fictitious business fees, licensing orientation fee, licensing application fees, Licensee and Administrator fingerprint clearance fees, Administrator certification class fee, Administrator certificate fees, vendor application fee, vendor orientation workshop fee, utility deposits and hook-up fees

Building Rental/Lease Costs- Cost for property mortgage, rent or leasing fees, homeowners association fees; Number of months to be used; can not include the purchase, down payment or deposit for the purchase of real property

Equipment Rental/Lease- Only deposits and/or monthly lease payments are allowable for equipment such as copiers, faxes, printers or similar office equipment. Only computers for consumer use are allowable.

Insurance Costs- Liability, homeowners, fire, rental, vehicle, Surety Bond

Furniture/Appliance- Household and office furniture lease/rental fees, cost of beds, dressers, sofa, dining, refrigerator, washer, dryer, TV, patio furniture, small kitchen appliances (coffee maker, iron, blender, mixer, etc), desk, chairs, file cabinets

Utilities- Water, sewer, garbage, cable TV, power, heating/cooling; number of month to be used

Communication Costs- Monthly service plans for telephones and cell phone plans, pager plan costs, monthly internet access fees, and TDD equipment Number of months to be used (Telephone equipment not allowed)

Housekeeping Supplies- Cleaning/housekeeping supplies, laundry supplies, maintenance supplies, paper products, batteries, light bulbs

Office Supplies- Pens & pencils, paper, printer ink, tape, staplers, consumer binders, clipboards, bulletin boards, postage, general office supplies

Food Expenses- Only to include non-perishable groceries for 7 days (watch expiration dates)

Personal Care Expenses- Toiletries and personal care items (shampoo, soap, toothpaste, etc) for consumers

Programming/Activities Supplies- Supplies to be used by consumers to carry out in home care or training, supplies for in home programming such as arts & craft supplies, gardening supplies, games, cards, sports equipment, musical instruments, activity reference books, camera

Repair & Maintenance Costs- Cost of contract labor for repairs and maintenance of building, furniture, equipment, (The following are considered routine maintenance of plant or facility and are not allowed: costs for monthly gardener/landscaper, housecleaner service, gutter cleaning, tree trimming, fence repair, etc. costs for purchases of items to do routine maintenance, lawn mowers, trimmers, ladders, tools, outside extension cords, etc)

General Expenses- Dues for professional organizations related to consumer's care, subscription for publications which are used in the operation of the facility, for resident, or staff development, fees for licenses, certifications, registrations or permits required in order to operate a facility, local newspaper, magazines, fire extinguisher annual service

Household Set-Up- Bed linens, bedspreads, pillows, bath & kitchen towels, hot pads, pots & pans, dishes, glassware, flatware, serving bowls & platters, serving & cooking utensils, draperies, first aid kits, fire extinguishers, smoke detectors

Remodeling Costs- Environmental modification, construction, or remodeling that promotes a non-ambulatory consumer's ability to access living space or is directly related to the environmental modifications necessary to develop the CPP project. All projects must have 2 estimates and must be pre-approved by VMRC in writing before work can be started and reimbursed.

Other- Please explain with detail.