

**WORKSHEET 1: PROGRAM BUDGET**

<b>Program Name</b>		<b>Family Evidence-Based Program</b>		
<b>Summary Statistics</b>				
<b>Fiscal Year</b>	<b>Year 1 FY2020</b>	<b>Year 2 FY2021</b>	<b>Year 3 FY2022</b>	
<b>Program Implementation</b>				
# of participants served	200	350	500	
Average length of service (in weeks)	35	35	35	
Desired caseload per direct staff	10	10	10	
Number of direct staff per supervisor	6	6	6	
Required direct service staffing-FTE	13.46	23.56	33.65	
Actual staffing	13	24	34	
Required supervisory	2.17	4.00	5.67	
Actual supervisory staffing	2	4	6	
Annual hours per FTE	1820	1820	1820	
<b>Start -Up</b>				
# of direct staff trained	13	14	15	
# of supervisory staff trained	2	2	3	
<b>Total # of staff trained this year</b>	<b>15</b>	<b>16</b>	<b>18</b>	
Hours of training per direct staff member	25	25	25	
Hours of training per supervisor	40	40	40	

Annual Turnover Rate **20%**

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

<b>Start Up Costs</b>	<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>		
	Hours	Hrly Rate	Total Cost	Hours	Hrly Rate	Total Cost	Hours	Hrly Rate	Total Cost
<b>Staff Training Time</b>									
Staff training - direct	325	\$ 38.00	\$ 12,350	340	\$ 39.14	\$ 13,308	370	\$ 40.31	\$ 14,916
Staff training - supervisory	80	\$ 50.00	\$ 4,000	96	\$ 51.50	\$ 4,944	112	\$ 53.05	\$ 5,941
			\$ -			\$ -			\$ -
			\$ -			\$ -			\$ -
<b>Training Costs</b>			<b>Annual Cost</b>			<b>Annual Cost</b>			<b>Annual Cost</b>
Initial training costs			\$ 20,000			\$ 20,000			\$ 15,000
Trainer travel expense			\$ 3,500			\$ 3,500			\$ 2,000
Other training (list below)									
<b>Materials Cost Detail</b>	<b>Number</b>	<b>Cost Per</b>	<b>Total Cost</b>	<b>Number</b>	<b>Cost Per</b>		<b>Number</b>	<b>Cost Per</b>	
Staff manuals/curricula	15	\$ 50.00	\$ 750	16	\$ 50.00	\$ 800	18	\$ 50.00	\$ 880
Participant materials/curricula	200	\$ 10.00	\$ 2,000	350	\$ 10.00	\$ 3,500	500	\$ 10.00	\$ 5,000
Shipping & handling - enter percent in "cost per" column			\$ -			\$ -			\$ -
Other equipment/materials (list below)									
<b>Other Costs</b>			<b>Annual Cost</b>			<b>Annual Cost</b>			<b>Annual Cost</b>
Developer consultation			\$ 1,500			\$ 1,500			\$ 1,500
Space configuration			\$ 8,000			\$ 4,500			\$ 4,500
Initial license fee			\$ 1,200						
Initial data & evaluation fees			\$ 3,000						
Other costs (list below)									
<b>Indirect - Enter Rate for Each Year</b>		15.00%	\$ 8,445		15.00%	7,808		15.00%	\$ 7,461

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

<b>Program Operations Costs</b>	<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>		
<b>OPTION 1</b> If you know the cost per unit served, enter here	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost
	200		0	350		0	500		0
<b>OPTION 2</b> Prepare detailed program budget below									
<b>Staffing Costs</b>	Hours	Pay Rate	Total Cost	Hours	Pay Rate	Total Cost	Hours	Pay Rate	Total Cost
Direct service staff	23335	\$ 38.00	\$ 886,730	43340	\$ 39.14	\$ 1,696,328	61510	\$ 40.31	\$ 2,479,726
Direct service staff 2			\$ -			\$ -			\$ -
Supervisory staff	3560	\$ 50.00	\$ 178,000	7280	\$ 51.50	\$ 374,920	10808	\$ 53.05	\$ 573,310
Support staff			\$ -	0	\$ -	\$ -	0	\$ -	\$ -
<b>Materials Costs</b>	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost
Refresher staff manuals/curricula			\$ -	5	\$ 10.00	\$ 50	5	\$ 10.00	\$ 50
Refresher participant manuals/curricula			\$ -			\$ -			\$ -
Shipping & handling - enter percent in "cost per" column			\$ -			\$ -			\$ -
Other equipment/materials									
<b>Other Costs</b>			Annual Cost			Annual Cost			Annual Cost
Ongoing developer consultation									
Ongoing license fees						\$ 1,200			\$ 1,200
Ongoing data/MIS costs						\$ 2,000			\$ 2,000
Ongoing fidelity monitoring and CQI						\$ 30,000			\$ 30,000
Ongoing facilities costs			\$ 25,000			\$ 35,000			\$ 35,000
Food costs for group programs			\$ 5,000			\$ 7,000			\$ 7,000
Staff travel costs									
Refresher training costs						\$ 500			\$ 500
Other costs (list below)									
<b>Indirect - Enter Rate for Each Year</b>		15.00%	\$ 164,210		15.00%	\$ 322,050		15.00%	\$ 469,318

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

<b>Summary of Costs:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<u>Startup Costs</u>			
Staffing	\$ 16,350	\$ 18,252	\$ 20,857
Training	\$ 23,500	\$ 23,500	\$ 17,000
Materials	\$ 2,750	\$ 4,300	\$ 5,880
Other	\$ 13,700	\$ 6,000	\$ 6,000
Indirect	\$ 8,445	\$ 7,808	\$ 7,461
<b>Total Startup</b>	<b>\$ 64,745</b>	<b>\$ 59,859</b>	<b>\$ 57,198</b>
<u>Program Operations - OPTION 1</u>	\$ -	\$ -	\$ -
<u>Program Operations - OPTION 2</u>			
Staffing	\$ 1,064,730	\$ 2,071,248	\$ 3,053,037
Materials	\$ -	\$ 50	\$ 50
Other	\$ 30,000	\$ 75,700	\$ 75,700
Indirect	\$ 164,210	\$ 322,050	\$ 469,318
<b>Total Operations Cost</b>	<b>\$ 1,258,940</b>	<b>\$ 2,469,047</b>	<b>\$ 3,598,105</b>
<b>Total Cost - Startup and Operations</b>	<b>\$ 1,323,685</b>	<b>\$ 2,528,907</b>	<b>\$ 3,655,303</b>
<b>Per Participant Cost</b>	<b>\$ 6,618</b>	<b>\$ 7,225</b>	<b>\$ 7,311</b>

If amounts included on this row, there should be no amounts on rows 115 to 118.

Enter these amounts on the Program Budget Worksheet in Summary Budget file.

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

Program Name		Teen Evidence-Based Program		
Summary Statistics				
Fiscal Year	Year 1 FY2020	Year 2 FY2021	Year 3 FY2022	
<b>Program Implementation</b>				
# of participants served	120	210	300	
Average length of service (in weeks)	40	40	40	
Desired caseload per direct staff	15	15	15	
Number of direct staff per supervisor	5	5	5	
Required direct service staffing-FTE	6.15	10.77	15.38	
Actual staffing	6	11	15	
Required supervisory	1.20	2.20	3.00	
Actual supervisory staffing	1	2	3	
Annual hours per FTE	1820	1820	1820	
<b>Start -Up</b>				
# of direct staff trained	6	6	6	Annual Turnover Rate
# of supervisory staff trained	1	1	1	
<b>Total # of staff trained this year</b>	<b>7</b>	<b>7</b>	<b>8</b>	
Hours of training per direct staff member	40	40	40	
Hours of training per supervisor	40	40	40	
				20%

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

<b>Start Up Costs</b>	<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>		
	Hours	Hrly Rate	Total Cost	Hours	Hrly Rate	Total Cost	Hours	Hrly Rate	Total Cost
<b>Staff Training Time</b>									
Staff training - direct	240	\$ 38.00	\$ 9,120	248	\$ 39.14	\$ 9,707	248	\$ 40.31	\$ 9,998
Staff training - supervisory	40	\$ 50.00	\$ 2,000	48	\$ 51.50	\$ 2,472	56	\$ 53.05	\$ 2,971
			\$ -			\$ -			\$ -
			\$ -			\$ -			\$ -
<b>Training Costs</b>			<b>Annual Cost</b>			<b>Annual Cost</b>			<b>Annual Cost</b>
Initial training costs			\$ 25,000			\$ 10,000			\$ 10,000
Trainer travel expense			\$ 2,500			\$ 2,500			\$ 2,500
Other training (list below)									
<b>Materials Cost Detail</b>	<b>Number</b>	<b>Cost Per</b>	<b>Total Cost</b>	<b>Number</b>	<b>Cost Per</b>		<b>Number</b>	<b>Cost Per</b>	
Staff manuals/curricula	7	\$ 250.00	\$ 1,750	7	\$ 250.00	\$ 1,850	8	\$ 250.00	\$ 1,900
Participant materials/curricula	120	\$ 25.00	\$ 3,000	210	\$ 25.00	\$ 5,250	300	\$ 25.00	\$ 7,500
Shipping & handling - enter percent in "cost per" column		5%	\$ 238		5%	\$ 355		5%	\$ 470
Other equipment/materials (list below)									
<b>Other Costs</b>			<b>Annual Cost</b>			<b>Annual Cost</b>			<b>Annual Cost</b>
Developer consultation			\$ 45,000						
Space configuration			\$ -						
Initial license fee			\$ 15,000						
Initial data & evaluation fees			\$ 20,000						
Other costs (list below)									
<b>Indirect - Enter Rate for Each Year</b>		15.00%	\$ 18,541		15.00%	4,820		15.00%	\$ 5,301

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

<b>Program Operations Costs</b>	<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>		
<b>OPTION 1</b> If you know the cost per unit served, enter here	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost
	120		0	210		0	300		0
<b>OPTION 2</b> Prepare detailed program budget below									
<b>Staffing Costs</b>	Hours	Pay Rate	Total Cost	Hours	Pay Rate	Total Cost	Hours	Pay Rate	Total Cost
Direct service staff	10680	\$ 38.00	\$ 405,840	19772	\$ 39.14	\$ 773,876	27052	\$ 40.31	\$ 1,090,580
Direct service staff 2			\$ -			\$ -			\$ -
Supervisory staff	1780	\$ 50.00	\$ 89,000	3640	\$ 51.50	\$ 187,460	5404	\$ 53.05	\$ 286,655
Support staff			\$ -	0	\$ -	\$ -	0	\$ -	\$ -
<b>Materials Costs</b>	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost	Number	Cost Per	Total Cost
Refresher staff manuals/curricula			\$ -	5	\$ 10.00	\$ 50	5	\$ 10.00	\$ 50
Refresher participant manuals/curricula			\$ -			\$ -			\$ -
Shipping & handling - enter percent in "cost per" column			\$ -			\$ -			\$ -
Other equipment/materials			\$ 5,000			\$ 5,000			\$ 5,000
<b>Other Costs</b>			Annual Cost			Annual Cost			Annual Cost
Ongoing developer consultation									
Ongoing license fees									
Ongoing data/MIS costs									
Ongoing fidelity monitoring and CQI			\$ 20,000			\$ 30,000			\$ 30,000
Ongoing facilities costs			\$ 30,000			\$ 40,000			\$ 40,000
Food costs for group programs			\$ 2,000			\$ 4,000			\$ 5,500
Staff travel costs			\$ 2,500			\$ 3,000			\$ 3,500
Refresher training costs									
Other costs (list below)									
<b>Indirect - Enter Rate for Each Year</b>		15.00%	\$ 83,151		15.00%	\$ 156,508		15.00%	\$ 219,193

**EXAMPLE ONLY: FISCAL ANALYSIS WORKBOOK 2: DETAILED PROGRAM BUDGET TEMPLATES**

<b>Summary of Costs:</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Startup Costs</b>			
Staffing	\$ 11,120	\$ 12,179	\$ 12,968
Training	\$ 27,500	\$ 12,500	\$ 12,500
Materials	\$ 4,988	\$ 7,455	\$ 9,870
Other	\$ 80,000	\$ -	\$ -
Indirect	\$ 18,541	\$ 4,820	\$ 5,301
<b>Total Startup</b>	<b>\$ 142,149</b>	<b>\$ 36,954</b>	<b>\$ 40,639</b>
<b>Program Operations - OPTION 1</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Operations - OPTION 2</b>			
Staffing	\$ 494,840	\$ 961,336	\$ 1,377,235
Materials	\$ 5,000	\$ 5,050	\$ 5,050
Other	\$ 54,500	\$ 77,000	\$ 79,000
Indirect	\$ 83,151	\$ 156,508	\$ 219,193
<b>Total Operations Cost</b>	<b>\$ 637,491</b>	<b>\$ 1,199,894</b>	<b>\$ 1,680,478</b>
<b>Total Cost - Startup and Operations</b>	<b>\$ 779,640</b>	<b>\$ 1,236,848</b>	<b>\$ 1,721,117</b>
<b>Per Participant Cost</b>	<b>\$ 6,497</b>	<b>\$ 5,890</b>	<b>\$ 5,737</b>

If amounts included on this row, there should be no amounts on rows 115 to 118.

Enter these amounts on the Program Budget Worksheet in Summary Budget file.