

APPENDIX F.-- START-UP BUDGET

START-UP BUDGET

(10 points)

Applicant/Agency: _____

Start up costs only include the costs related to preparing the EBSH for licensing/certification and habitation which includes staff to provide services. Only start-up costs should be included in this budget. Refer to Explanation of Costs Start-Up Phase located on pages 3-4 of this Appendix

| PERSONNEL COSTS | |
|--|--|
| Salaries & Wages | |
| Benefits & Taxes | |
| Staff Training | |
| Travel & Transportation | |
| Consultants/Professionals | |
| Advertising & Recruitment | |
| PHYSICAL PLANT COSTS | |
| Business Start -up / Application Fees/Deposits | |
| Lease/rental | |
| Equipment Rental/Lease | |
| Insurance Costs | |
| Furniture/Appliances | |
| Utilities | |
| Communication Systems | |
| Housekeeping Supplies | |
| Office Supplies | |

APPENDIX F.-- START-UP BUDGET

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|--|--|
| Food Expenses | |
| Personal Care Supplies | |
| Programming/Activity/Recreation Supplies | |
| Repair & Maintenance | |
| General Expenses | |
| Household Set-up | |
| Other Costs | |
| TOTAL START-UP BUDGET | |

Signature: _____ Date: _____

| |
|---|
| <p><i>For Office Use</i> Approved By: _____ Date: _____</p> |
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APPENDIX F.-- START-UP BUDGET

EXPLANATION OF COSTS for START-UP PHASE

Definitions (What can be included within each line item)

Personnel Related Costs:

Salaries & Wages-Gross wages paid to employee (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 are not covered)

Advertising/Recruitment Costs - Advertisement costs such as newspapers, flyers, online sites.

Physical Plant Related Costs:

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

Building Lease Costs - Cost for property leasing fees, homeowners association fees, if applicable.

Equipment/Rental Lease - Only deposit 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.

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Furniture/Appliances - Household and office furniture lease/rental fees, cost of beds, dressers, sofa, dining set, 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.

Communication Costs - Monthly service plans for telephones and cell phone plans, pager plan costs, monthly internet access fees, and TDD equipment (Telephone equipment not an allowed cost).

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 include non-perishable groceries for 7 days.

Programming/Activities Supplies - Supplies to be used by consumers to carry out in home care or training, supplies for in home activities such as arts and craft supplies, gardening supplies, table top games, sports equipment, musical instruments, and books.

Personal Care Expenses - Toiletries and personal care items such as, shampoo, soap, toothpaste that will be used by consumers.

Repair and Maintenance Costs - Cost of contract labor for repair and maintenance of furniture and equipment.

General Expenses - Subscriptions 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, magazine, fire extinguisher annual service.

Household Set up - Bed linens, bedspreads, pillows, bath and kitchen towels, hot pads, cookware, dinnerware set, glassware, flatware, serving bowls and platters, serving utensils, window coverings, first aid kits, fire extinguishers and smoke/carbon monoxide detectors.

Other Expenses - Any expenses that are not listed in any of the above categories.