

## **INSTRUCTIONS FOR COMPLETING FY 2013 505 “HOT SPOT” PROJECT BUDGET TEMPLATE**

### **GENERAL:**

Each project requires a separate Excel workbook template with this naming convention:

Collaborative name\_ project name.

Example: “Southeast\_Crisis Bed Expansion”.xlsx

The budget template is prepared on a project basis. Please do not make changes to the form.

### **REVENUES:**

The 505 funding from ODMH will be reflected as revenue to the Project Administrator. Project Administrator (PA) boards will transfer funds or credit to participating partner boards. Partner boards will receive funds from the PA as transfers. **The total project spending needs to balance to the total revenue by board. Any ending balance will result in an error message.**

**The Project Administrator Board:** will prepare the project budget and actual for all participating partner boards and submit to ODMH Fiscal Administration one budget for each project. The PA Board will function as one unit for reporting purposes.

**Other Revenue:** is the total from the section at the bottom of the template titled, OTHER REVENUE DETAIL. The revenue source name must be entered along with the dollar amount.

**In-Kind:** includes services, materials, or donations to support the project. The monetary value of in-kind materials/services is considered other revenue. The item should be named and this should be entered at the value received. The off-setting amount should be entered as spending. The net result is zero (0).

### **CASH MANAGEMENT:**

The Cash Management Section is the Project Administrator’s way to manage resources. It provides flexibility to account for cash and non-cash activities related to the project. It also provides flexibility for separating multiple objectives within a single project. For example, a crisis housing expansion project may include differing amounts transferred among participating boards. The objectives may include case management and transportation for some, but not all, participating boards. Therefore, the amounts transferred to the boards may differ and the budget template will accommodate that detail.

**Transfers TO:** Transfers to participating boards should be spread by entering a **positive** amount to boards participating in the project.

**Transfers FROM:** Transfers from the Project Administrator should be spread by entering a **negative** amount transferred across the boards participating in the project.

**For the purpose of this budget form, transfers and revenue are considered separate. The Cash Management net revenue for the PA should net zero (0).**

#### **BOARD ADMINISTRATION:**

Administrative expenses incurred by the Project Administrator should be spread across all boards participating in the project.

**Salaries, Fringes, and Operating:** is for spending related to the administration of the project.

**Non-Service Related Expenditures:** should include any other expenditure related to the project, which does not fit into the service category or administration. One example might be purchasing furniture for a housing project.

ODMH 505 funds should not be used for major construction.

#### **POPULATION:**

**Population:** – The first column provides four choices from a drop down list box. The population default setting is General Population.

1. Kids 0 – 18
2. Young Adult 19 - 21
3. Adult over 18
4. General Population

#### **EXPENSES:**

**Expense Category:** For reporting purposes, please see the Ohio administrative code Chapter 5122-29 “Requirements and Procedures for Mental Health Services Provided by Agencies.” Please read the definitions and service descriptions before entering a new service. Definitions and examples of **Residential & Housing Service Categories can be found at** <http://www.mh.state.oh.us/ois/macsis/codes/macsis.mh.hipaa.proc.housing.table.pdf>

Most all services can be found in the resources provided. Consistency across projects and collaboratives is necessary.

1. SELECT SERVICE FROM LIST – drop down list contains 32 named services.  
(Please note: Included in the drop down list are additional other services:
  - Transportation
  - Case Management
  - Telemedicine
  - Health Home

- Training
  - Representative payeeship
2. NEW SERVICE – Enter any service which is included in your project application and not defined as above. Notice: services not certified should not be added at this time.

**TIMELINE:**

Each project budget and final actual must be submitted along with the timeline template completed. The only column to in-put numbers is the **yellow** highlighted column, labeled “Percent Funding Requested.” This is your funding request. The other amounts are formula-driven and will automatically calculate. Space is provided for inserting milestone notes, which could include such items as: key performance indicators (clients served), bed days diverted from state hospitals, dollars saved, etc.

**DUE DATES:**

The completed project budgets and accompanying timeline are due to ODMH Fiscal on May 25, 2012. Please send materials to: [brdreports@mh.ohio.gov](mailto:brdreports@mh.ohio.gov)  
Please include in the subject line of the email: Collaborative Name\_Project name.

**ODMH FISCAL CONTACTS:**

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