

## Exhibit B

# Snohomish County RNP 2023-24 Budget

**Snohomish County LEAD RNP  
Operations Budget Proposal  
Budget for 2023/2024**

|                             | 9/27/2023  |      |  |
|-----------------------------|------------|------|--|
| <b>Revenues for Program</b> |            |      |  |
| ASO                         | \$ 645,000 |      |  |
| Total                       | \$ -       | \$ - |  |

| Expenses                     | Annual Budget | Total      |
|------------------------------|---------------|------------|
| Salaries & Wages & Benefits  | \$ 445,200    | \$ 445,200 |
| Office & Operating Supplies  | 3,025         | 3,025      |
| Small Tool & Minor Equipment | 2,000         | 2,000      |
| Professional Services        | 380           | 380        |
| Communications               | 3,000         | 3,000      |
| Travel                       | 5,000         | 5,000      |
| Operating Rentals            | 22,839        | 22,839     |
| Insurance                    | 3,000         | 3,000      |
| Utilities                    | 4,800         | 4,800      |
| Repair & Maintenance         | 1,100         | 1,100      |
| Machinery & Equipment*       | 15,000        | 15,000     |
| Assistance to Individuals    | 60,376        | 60,376     |
| Food                         |               |            |
| Miscellaneous Expense        | 3,500         | 3,500      |
| Capital                      |               |            |
| Direct Cost Allocations      |               |            |
| Indirect Cost Allocations    | 75,780        | 75,780     |
| Other                        |               |            |
| Total                        | \$ 645,000    | \$ 645,000 |

**Budget Timeline:**

## Budget Category Definitions

|                                        |                                                                                                                                                                 |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries & Wages                       | Compensation to persons in an employment relationship with provider, subject to FICA & tax withholding (excludes INDEPENDENT contractors).                      |
| Personnel Benefits                     | Medical & dental insurance, life & disability insurance, pension payments & other reportable health & welfare benefits paid by employer on behalf of employees. |
| Office & Operating Supplies            | All consumable supplies of whatever sort, excluding medications purchased on behalf of specific persons. Except food.                                           |
| Small Tools & Minor Equipment.         | Tools and equipment, small assets that will last more than one year not capital assets.                                                                         |
| Professional Services                  | Fees to individuals or businesses for clinical services, interpreters, temporary help, accounting, legal, data processing, etc.(EXCEPT janitorial).             |
| Communications                         | Telephone, postage, pagers, cell phones.                                                                                                                        |
| Travel                                 | Mileage, lodging, public transport, per diem & meals while on job related trips.                                                                                |
| Operating Rentals                      | Office & other building rent payments, & depreciation expense of owned buildings & their capitalized improvements.                                              |
| Insurance                              | Insurance for property, casualty, general & professional liability, D&O (DO NOT include employee benefits such as health or life insurance).                    |
| Utilities                              | Electric, natural gas, water & sewer, garbage collection                                                                                                        |
| Repair & Maintenance                   | Non-capitalized disbursements for repair & maintenance of buildings, including janitorial services.                                                             |
| Machinery & Equipment                  | Expenditures for non-capitalized machinery & equipment, and depreciation expense for capitalized machinery & equipment.                                         |
| Assistance To Individuals - Flex Funds | Payments to or on behalf of individual clients for items such as food, rent, prescription medications, clothing, utility bills, taxi & bus fare, etc.           |
| Food                                   | Normally food would be in supplies. Please break this cost out separately.                                                                                      |
| Miscellaneous Expense                  | Other expenses not elsewhere classified.                                                                                                                        |
| Capital                                | Capital Expenditures are not allowed under Federal Block Grant Rules                                                                                            |
| Direct Cost Allocations                | These are direct costs that are shared between programs                                                                                                         |
| Indirect Cost Allocations              | This is overhead and or administrative cost allocated to programs.                                                                                              |

**Please provide a narrative for each category of funding you are requesting, for both the annual and start-up budgets.**

### Proposal Staffing Worksheet

| Position Description           | FTE  | Salary Range*      |
|--------------------------------|------|--------------------|
| Recovery Navigator Coordinator | 1.00 | \$52,000-\$64,000  |
| Program Director               | 0.11 | \$90,000-\$120,000 |
| Case Manager                   | 3.00 | \$50,000-\$60,000  |
| Program Assistant              | 1.00 | \$52,000-\$64,000  |
|                                |      |                    |
|                                |      |                    |
|                                |      |                    |
|                                |      |                    |
|                                |      |                    |
|                                |      |                    |

\*Complete the Salary Range

**Please supply narrative for each line item detail,  
including expenses**

**TOTAL  
AMOUNT**

**Salaries & Wages & Benefits**

|                                    |                                              |               |
|------------------------------------|----------------------------------------------|---------------|
| Coordinator                        | Employed by PDA                              | \$ 64,000.00  |
| Case Manager (3)                   | Employed by<br>Evergreen Recovery<br>Centers | \$ 180,000.00 |
| Project Manager (Program Director) | Employed by PDA                              | \$ 11,000.00  |
| RNP Program Assistant              | Employed by PDA                              | \$ 63,000.00  |
| Benefits (40%)                     |                                              | \$ 127,200.00 |

**Office & Operating Supplies**

|                               |             |
|-------------------------------|-------------|
| Business cards                | \$ 525.00   |
| Indeed.com job advertising    | \$ 500.00   |
| Marketing and print materials | \$ 2,000.00 |

**Small Tool & Minor Equipment**

|         |             |
|---------|-------------|
| Laptops | \$ 2,000.00 |
|---------|-------------|

**Professional Services**

|                                                          |           |
|----------------------------------------------------------|-----------|
| Data and server company at Evergreen Recovery<br>Centers | \$ 380.00 |
|----------------------------------------------------------|-----------|

**Communications**

|             |             |
|-------------|-------------|
| Cell phones | \$ 3,000.00 |
|-------------|-------------|

**Travel**

|     |             |
|-----|-------------|
| Gas | \$ 5,000.00 |
|-----|-------------|

**Operating Rentals**

|                                    |              |
|------------------------------------|--------------|
| Rent to Evergreen Recovery Centers | \$ 22,839.00 |
|------------------------------------|--------------|

**Insurance**

|                                              |             |
|----------------------------------------------|-------------|
| Insurance paid to Evergreen Recovery Centers | \$ 2,000.00 |
| Car Insurance paid to PDA                    | \$ 1,000.00 |

**Utilities**

|                                          |             |
|------------------------------------------|-------------|
| Comcast/WAVE/Crexendo/Airespring/fidelis | \$ 4,000.00 |
| PUD                                      | \$ 800.00   |

**Repair & Maintenance**

|                                                   |             |
|---------------------------------------------------|-------------|
| Janitorial Services at Evergreen Recovery Centers | \$ 1,100.00 |
|---------------------------------------------------|-------------|

**Machinery & Equipment**

|                     |              |
|---------------------|--------------|
| Financed vehicles   | \$ 13,000.00 |
| Vehicle Maintenance | \$ 2,000.00  |

**Assistance to Individuals**

|                                |              |
|--------------------------------|--------------|
| Flex funds for client services | \$ 60,376.00 |
|--------------------------------|--------------|

**Miscellaneous Expense**

|                                           |             |
|-------------------------------------------|-------------|
| Jackets, hats, boots, PPE, etc. for staff | \$ 2,000.00 |
| Training                                  | \$ 1,500.00 |

**Indirect Cost Allocations**

|                                                                                                      |              |
|------------------------------------------------------------------------------------------------------|--------------|
| 15% administrative allowance is provided to our contracted case management agency Evergreen Recovery | \$ 75,780.00 |
|------------------------------------------------------------------------------------------------------|--------------|

|              |                      |
|--------------|----------------------|
| <b>TOTAL</b> | <b>\$ 645,000.00</b> |
|--------------|----------------------|