



Exhibit B-1

Snohomish County RNP 2023-24 Budget

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

**4/5/2024**

**Revenues for Program**  
ASO

Total	\$738,500	\$	

**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
<b>One-Time Reserve Funds</b>	<b>93,500</b>	<b>93,500</b>
Other		
Total	\$ <b>738,500</b>	\$ <b>738,500</b>

**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-\$85,000
Program Director	0.11	\$90,000-\$150,000
Case Manager	3.00	\$50,000-\$65,000
Program Assistant	1.00	\$52,000-\$70,000

\*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 Evergreen Recovery Centers	\$ 180,000.00
Project Manager (Program Director)	Employed by PDA	\$ 11,000.00
RNP Program Assistant Benefits (40%)	Employed by PDA	\$ 63,000.00 \$ 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
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**Professional Services**

Data and server company at Evergreen Recovery Centers		\$ 380.00
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**Communications**

Cell phones		\$ 3,000.00
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**Travel**

Gas		\$ 5,000.00
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**Operating Rentals**

Rent to Evergreen Recovery Centers		\$ 22,839.00
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**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
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**Machinery & Equipment**

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

**Assistance to Individuals**

Flex funds for client services	\$ 60,376.00
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**Miscellaneous Expense**

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

**One-Time Reserve Funds**

Allocated to enhance RNP services	\$ 93,500.00
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**Indirect Cost Allocations**

15% administrative allowance is provided to our contracted case management agency Evergreen Recovery	\$ 75,780.00
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**TOTAL \$ 738,500.00**

Line-item totals are good faith approximations. Although the budget total will not change without consent and amendment, actual costs may vary and some fluidity between line-items is to be expected.