Getting to Know the Fiscal Guidebook

Local Collaborative

*REvised*
Fiscal Guidebook
2010

October 21, 2009
The History...

- Created in 2006 for FY 2007
- Based on inquiries from LCs
- Needed one source for information
- Multiple funding sources with multiple requirements, timelines etc.
- Source for LC budget
Today

- The Guidebook provides forms, budget information and guidance
- Each Guidebook that was given to LCs included a CD
- Distributed May-June of each year
So what’s in there?

- Information
- Budget
- IRS
- Forms

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Compiled by the Behavioral Health Collaborative, your Local Collaborative Cross-Agency Team & The Life Link, Inc.

May 2009
Breaking Down the Budget

- $21,000 per LC
- Involve the entire Local Collaborative
- Frequent updates
- At least two individuals to sign
- Paid positions must have contracts

### Break Down of Dollars:

<table>
<thead>
<tr>
<th></th>
<th>TSIG</th>
<th>OHNM</th>
<th>Total Funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC Budget:</td>
<td></td>
<td></td>
<td>$378,000</td>
</tr>
<tr>
<td>July of 2009</td>
<td>$324,000</td>
<td>$54,000</td>
<td></td>
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<tr>
<td>Per Local Collaborative</td>
<td>$18,000</td>
<td>$3,000</td>
<td>$21,000</td>
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**TSIG (Transformation Grant Dollars):** $324,000 - Similar to previous years these dollars are a result of the Transformation Grant which expires in 2010.

**OHNM (OptumHealth New Mexico Dollars):** $54,000 - these dollars are a result of a contribution of OHNM to support consumer engagement and the work of Local Collaboratives.

### Break Down of How Dollars Need to be Spent:

<table>
<thead>
<tr>
<th>Consumer/Family Engagement</th>
<th>Operating Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% - 50%</td>
<td>50% - 70%</td>
</tr>
<tr>
<td>$6,300 - $10,500</td>
<td>$10,500 - $14,700</td>
</tr>
</tbody>
</table>
Local Collaborative
REIMBURSEMENT REQUEST 2010

Name:
Address:
City, State, Zip:

Name of Judicial District/Local Collaborative:

Date Location

Pre
Mileage

Post

Blem

Post

Blem

Pre

Blem

Post

Blem

Pre

Blem

Post

Blem

Child Care
LC Mgmt.


Columns Totals

Subtotal:

Less Advance:

TOTAL:

Fax or Email reimbursement request to:

Angel Royal
Fax: 305-737-9577 or Email: Angel.Royal@state.mn.us

Explanation of item under Mgmt./Notes:

In this reimbursement for:

☐ An MCWMeeting (Date, MC M____)

☐ Other:

Please describe:

I hereby certify that I authorized the above expenditure on the above date(s) incidental to and conforming to the purpose of the above-reimbursed expense. I hereby authorize payment therefrom for your reason, and I do so on behalf of the above-reimbursed expense. I hereby authorize payment therefrom for your reason, and I do so on behalf of the above-reimbursed expense.

Form Requesting Payment:

Signed and submitted by:____________________ Date:____________________

Local Collaborative Administrative Representation:

Signed and submitted by:____________________ Date:____________________

State Representation:

Signed and submitted by:____________________ Date:____________________

2010 Local Collaborative Request for Funding

Fiscal Guidelines and Instructions: The Six States: Enhanced Model: Funding Collaborative is committed to ensuring the successful development and implementation of all six states' Local Collaboratives. To this end, there is $278,000 available for the overall operating costs and the engagement of a consultant and staff from each of the six Local Collaboratives for the first year, with up to $155,000 available for each Local Collaborative. Please provide a cost breakdown for each project, including the amounts allocated for each phase of the project. In order to apply for and access these funds, Local Collaboratives must submit a complete Budget Request Form to the Six States: Enhanced Model: Funding Collaborative. Local Collaboratives are encouraged to submit funding requests by June 1, 2010, for fiscal year 2010. The Local Collaborative Team will evaluate and approve requests. Local Collaboratives will be notified of the amount approved for each project.

1. Commercial and Family Engagement Plan

2. 00

Commercial and Family Engagement Plan Statement

Local Collaboratives are encouraged to engage in activities that will enhance the Commercial and Family Engagement of Local Collaboratives.

Local Collaborative:

2. Operating Costs ($19,700 of the overall budget should include these costs)

2.00

Operating Costs Statement

Local Collaboratives are encouraged to engage in activities that will enhance the overall operation of the Local Collaborative.

Local Collaborative:

Total: 0.00

Name of Local Collaborative:
Number:
Region:

Reviews:

Local Collaborative:

Signed and submitted by:____________________ Date:____________________

State Representation:

Signed and submitted by:____________________ Date:____________________

Distribution: Original - Six States: Enhanced Model: Local Collaborative
### CROSS AGENCY TEAM CONTACT LIST:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Sam Baca</td>
<td><a href="mailto:Sam.Baca@state.nm.us">Sam.Baca@state.nm.us</a></td>
<td>37 Plaza La Pena</td>
<td>Santa Fe, NM 87507</td>
<td>505-476-9293</td>
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<td>505-670-4592</td>
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<td>505-476-9277</td>
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<td></td>
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<td>Local Collaboratives 1, 15 &amp; 18</td>
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<td></td>
</tr>
<tr>
<td>Jesse Chavez</td>
<td><a href="mailto:Jesse.Chavez1@state.nm.us">Jesse.Chavez1@state.nm.us</a></td>
<td>#4 Grande Ave. Plaza</td>
<td>Roswell, NM 88202</td>
<td>505-228-3944</td>
</tr>
<tr>
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<td>505-624-6100</td>
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<tr>
<td>Rebecca Estrada</td>
<td><a href="mailto:Rebecca.Estrada@state.nm.us">Rebecca.Estrada@state.nm.us</a></td>
<td>324 Demoss St, Ste 2</td>
<td>Lordsburg, NM 88045</td>
<td>505-342-0996</td>
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<td>505-494-0710</td>
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<tr>
<td>Patricia Gallegos</td>
<td><a href="mailto:Patricia.Gallegos@state.nm.us">Patricia.Gallegos@state.nm.us</a></td>
<td>3693 Hot Springs Blvd. Box #40</td>
<td>Las Vegas, NM 87701</td>
<td>505-454-2681</td>
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<td>505-454-2330</td>
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<tr>
<td>Valerie Quintana</td>
<td><a href="mailto:Valerie.Quintana@state.nm.us">Valerie.Quintana@state.nm.us</a></td>
<td>1015 Tijeras Dr. NW</td>
<td>Albuquerque, NM 87102</td>
<td>505-222-9439</td>
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<td>505-690-6084</td>
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<td>Local Collaborative 2, 14, 16 &amp; 17</td>
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<tr>
<td>Tami Spellman</td>
<td><a href="mailto:Tami.Spellman@state.nm.us">Tami.Spellman@state.nm.us</a></td>
<td>2800 Farmington Ave</td>
<td>Farmington, NM 87401</td>
<td>505-327-5316</td>
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<td>505-360-0280</td>
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**Suzanne Pearlman, CAT Team Lead**

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O: 505-476-7103  P: 505-476-9277