EXHIBIT F2(b) - Workforce Education and Training Projected Revenues and Expenditures for New Work Plans

Instructions for Preparing the FY 2009/10 Mental Health Services Act Workforce Education & Training Projected Revenues and Expenditures for New Work Plans

Counties should complete the FY 2009/10 Mental Health Services Act Workforce Education and Training projected revenues and Expenditures worksheet in order to obtain funding for new Work Plans not previously approved under the MHSA. The proposed Projected Revenues and Expenditures should correlate to Exhibit F2(a) for that Work Plan. A separate Projected Revenues and Expenditures worksheet should be prepared for each new Work Plan the County is proposing. Below are the specific instructions for preparing the MHSA Workforce Education and Training projected revenues and Expenditures worksheet for new Work Plans.

General Instructions:
Round all expenditures to the nearest whole dollar.
Enter proposed amounts separately for the County Mental Health Department, Other Governmental Agencies and Community Mental Health Contract Providers in separate columns.
Counties will not be held to individual budget line items. The individual line items will be used to help evaluate each proposed new Work Plan.

Heading Instructions:
Enter the County name.
Enter the Work Plan Number that correlates with Exhibit F2(a) Workforce Education & Training and Exhibit F2(a).
Enter the Work Plan Name that correlates with Exhibit F2(a) Workforce Education & Training and Exhibit F2(a).
Enter the number of months the Work Plan will be operational during the fiscal year.

Line Item Instructions

A. EXPENDITURES

1. Personnel Expenditures - Enter the projected personnel expenditures associated with the Work Plan. Include all salaries, wages and fringe benefits.
2. Operating Expenditures - Enter amounts projected to be incurred on all operating costs such as professional services, translation and interpreter services, travel and transportation, general office expenditures, rent, utilities, equipment.
3. Non-Recurring Expenditures - Enter non-recurring expenditures for the program/service. Examples of non-recurring expenditures could include the cost of vehicles if purchased with MHSA funds or the cost of equipping new employees with all technology necessary to perform MHSA duties (cellular telephones, computer hardware and software etc.).
4. Training Consultant Contracts - Enter the amount projected to be expended on Training Consultant Contracts.
5. Stipend Funds - Enter the projected costs associated with funding Stipends.
6. Scholarship Funds - Enter the projected costs associated providing scholarships.
7. Loan Repayment Funds - Enter the costs associated with the re-payment of loans.
8. Estimated Total Expenditures when service provider is not known. The County Mental Health Department should enter the total amount projected for the Work Plan when the type of provider is not known or the contract provider has not been selected.
9. **Total Proposed Budget is automatically calculated and is the sum of lines 1 through 8.**

B. REVENUES

1. Additional Revenues - Enter the amount of revenues expected to be leveraged in the project.
   a. Identify the source of additional projected revenue
   b. Identify the source of additional projected revenue
   c. Identify the source of additional projected revenue
2. **The Total Revenues is automatically calculated and is the sum of lines 1a through 1c.**

C. TOTAL FUNDING REQUIREMENTS - This amount is automatically calculated and equals the total projected expenditures (line A9) less total estimated revenues (line B2). This reflects the amount of funding requested for this Work Plan under the MHSA and should match the funding shown in Exhibit E2.

Enter the name of the individual who prepared the Revenue and Expenditure Worksheet.
Enter the telephone number of the individual who prepared the Revenue and Expenditure Worksheet.
Enter the date prepared.

Not Applicable