

FAR NORTHERN REGIONAL CENTER Start Up Cost Statement

Start-up dollars are expenditures Far Northern Regional Center may provide to vendors for a one-time use to assist with project development. These funds cannot be used for investment purposes and do not increase the inherent value of the program.

WAGES/SALARIES	\$
FRINGE/EMPLOYER COSTS	\$
ADMINISTRATIVE OVERHEAD (18% ABOVE COSTS)	\$
EMPLOYEE BENEFITS (HEALTH, RETIREMENT, ETC)	\$
STAFF COSTS (RECRUIT, TRAIN, PROGRAM DEVELOPMENT)	\$
RENT/LEASE	\$
UTILITIES	\$
COMMUNICATIONS	\$
FURNISHINGS/EQUIPMENT	\$
PROGRAM SUPPLIES	\$
BONDS & INSURANCE	\$
LICENSE/CLEARANCES/FINGERPRINTING	\$
FACILITY MODIFICATIONS	\$
CONSULTANT FEES	\$
VEHICLE	\$
OTHER	\$
OTHER	\$
OTHER	\$

SIGNATURE

DATE

Instructions for Form #251 (Completion of Start-Up Cost Statement)

Use the cost statement format. If proposal is for Community Placement Plan project, the Guidelines for the Use of CPP Funds (Attachment C) are to be used as a reference.

Start-up costs are costs necessary for the implementation of the service but not its transitional or ongoing operation. Start-up costs are usually incurred before the project begins actual services to consumers. Occasionally, some start-up costs are incurred during the transitional period and FNRC will approve those costs if they are justified and outlined in the accepted proposal.

The following list represents the most frequently requested items, which have historically received approval for reimbursement:

- Wages/Salaries/Fringe (during start-up phase only)
- Administrative Overhead
- Benefits for staff (during start-up phase only)
- Staff (recruitment, training, program development)
- Rent (includes deposits)
- Utilities (includes hook-ups and deposits)
- Communications
- Furnishings/Equipment (for the service only)
- Project Supplies/Office *
- Insurance/Performance and Surety Bonds
- License/Employee Clearances/Fingerprinting
- Facility Modifications (fire/safety standards, non-ambulatory conversions only)
- Consultant Fees*
- Vehicles*

**Contractor should seek regional center approval prior to incurring the expense*

A budget narrative describing how each budget item was calculated is required to sufficiently define all items and costs of the budget.

Administration Overhead is calculated by multiplying the cost of employee wages/salaries/fringe (do not include health, retirement or other benefits paid to employees) by 18% and is for minor expenses that cannot be classified in any other line item.

The budget should be realistic in terms of the types of project activities/services to be offered in relation to the funds available for the project.