

Category	Common Line Items
Set Up	<p>Office furniture and equipment (desks, chairs, phones, fax machine, etc.). Computers for supervisor, assistant, and at least one computer for every two case managers.</p> <p>Mobile cellular phones (with GPS tracking capability), chargers and batteries, for supervisor and all case managers to enable communication and increase safety in the field.</p> <p>Automobiles for case managers to transport clients and to use on home visits (include outfitting costs, i.e. baby seats installed that are up to standard). Options include using agency vehicles, leasing or buying vehicles to use long term, using personal cars with mileage reimbursement.</p>
Salaries and Benefits	<p><u>Full PCAP site:</u>  Full-time clinical supervisor  Six full-time case managers  Half-time office assistant  Hourly exit interviewer (beginning three years after first enrollment)</p> <p><u>Half PCAP site:</u>  Half-time clinical supervisor  Three full-time case managers  Quarter-time office assistant  Hourly exit interviewer (beginning three years after first enrollment)</p>
Personnel Services	<p>Client needs/incentives (at least \$50/client/year)  Employee Training (approximately \$200/employee/year)</p>
Other Contractual Services	<p>Postage  Utilities  Insurance  Printing  Evaluation database &amp; software license  Repairs  Copies</p>
Rent	<p>Office space for staff, including:</p> <ul style="list-style-type: none"> <li>- at least one private office where supervisor can conduct intake interviews and exit interviewer can conduct interviews in private</li> <li>- space with conference table for staff meetings and small trainings</li> <li>- waiting room area with space for clients and children to feel comfortable</li> </ul>
Travel	<p>Agency vehicle fees, insurance, leasing fees, or mileage reimbursement.  Air fare if necessary</p>
Supplies	<p>Office supplies  Miscellaneous  Food</p>