



Empowerment. Integration. Equality.

FY2023 PROPOSED BUDGET

BOARD PRESENTATION: Wednesday, September 21, 2022

Disability Rights Maryland
FY 2023 Proposed Budget Narrative

EXECUTIVE SUMMARY:

Disability Rights Maryland (DRM) proposed fiscal year (FY) 2023 budget is **\$5,069,086 (see Exhibit – 2)**.

This budget proposal represents an increase of 10% or **\$456,885** over the FY 2022 approved budget. The highlights in the proposed budget include the following:

- A step increase per DRM’s salary scale (revised May 8, 2022) and several new positions along with the related fringes are included in Personnel Cost category. The wage increases and new positions account for approximately \$470,117 in personnel cost.

All other operating cost were based on prior year spending trends and program manager’s request during the budget development process conducted in June-August 2022.

REVENUES:

Forecasted revenue for FY 2023 is \$4,911,203 or a 14% increase over FY 2022. Revenue consists of \$3,452,1698 in baseline grants awards and other revenue sources, and \$1,459,034 from estimated carryover from FY 2022 (**see Exhibit – 1**).

Federal, State and Local grants total \$3,387,395 or 6% increase over FY 2022. Included in the total is an estimated carryover of \$1,459,034 from FY 2022.

Foundation and Organizations grants total \$1,430,808 or a 39% increase over FY 2022. The increase is related to anticipated revenue from Morton K. & Jane Blaustein Foundation award of \$165,000 (2 year award), an increase in the MLSC Eviction Prevention grant from \$23,891 to \$220,624 and a new award from Equal Justice Works for \$63,000. While the work related to the Blaustein award will continue in FY24, the revenue is to be all recorded in FY23 per auditing guidelines

Other Revenue and Support total \$93,000 or a 19% increase over FY 2022. Contributed Support category is forecasted at \$45,000 or 50% increase over 2022. This amount is in line with historical trends. No Attorney’s Fees are recorded. As interest rates have risen slightly, Interest Income is forecasted at \$3,000 or no change from FY 2022 as we will not likely reach our FY 2022 budgeted goal. Special Events & Other remain consistent with FY 2022’s budget.

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Estimated Carryover from fiscal year 2022 totals \$1,941,348. This represents unspent grant funding not obligated and is primarily due staff vacancies throughout FY 2022. As the PPP loan has been forgiven, DRM has incorporated additional positions to ensure use of funds prior to their expiration and we project more than 50% will be spent during FY 2023.

Exhibit – 1 provides a breakdown of forecasted revenue by category. Exhibit – 2 provides a breakdown of forecasted expenses by category. Exhibit – 3 shows the projected carryover estimates as of 9/30/2022 and 9/30/2023. The proposed FY 2023 projected net loss is (\$157,883), however, we plan to use \$242,812 of unobligated revenue recorded prior to FY 2023 to support some FY 2023 expenses.

**DISABILITY RIGHTS MARYLAND
FY 2023 PROPOSED BUDGET**

EXHIBIT - 1	2022 APPROVED BUDGET	2023 PROPOSED FROM BASELINE	ESTIMATED FROM 2022 CARRYOVER	2023 PROPOSED BUDGET (INCLUDING CARRYOVER)
REVENUE SOURCES:				
FEDERAL GRANTS:				
Protection & Advocacy for Development Disabilities (PADD)	792,524	322,993	485,598	808,591
Protection & Advocacy for Individuals with Mental Illness (PAIMI)	678,287	434,778	205,602	640,380
Strengthening Protections for Social Security Beneficiaries (Rep Payee)	500,224	464,732	190,339	655,072
Protection & Advocacy for Individuals Rights (PAIR)	364,078	267,710	73,872	341,582
Protection & Advocacy for Beneficiaries of Social Security (PABSS)	78,543	5,823	136,634	142,457
Helping America Vote Act (HAVA)	105,980	-	218,930	218,930
Protection & Advocacy for Assistive Technology (PAAT)	111,502	76,128	9,426	85,554
Protection & Advocacy for Traumatic Brain Injury (PATBI)	147,291	63,755	48,619	112,374
Protection & Advocacy for Access to COVID 19 Vaccines (PAC5)-one-time	64,856	-	31,400	31,400
	-	-		
TOTAL FEDERAL GRANTS	2,843,283	1,635,919	1,400,420	3,036,339
STATE/LOCAL GRANTS:				
Governor's Office of Crime Control & Preventions:				
Victims of Crime Assistance (VOCA)	107,580	166,368	-	166,368
COVID Special Education (CESF)	21,000	-		
Children's Justice Act Committee (CJAC)	20,000	-		
Maryland Victims of Crime (MVOC)	14,500	18,000		18,000
MD Judiciary (sub-grant from ACL)	91,868	34,086	50,400	84,486
Community Development Block Grant (CDBG)	94,823	73,989	8,214	82,202
TOTAL STATE/LOCAL GRANTS	349,771	292,442	58,614	351,056
FOUNDATION/ORGANIZATION GRANTS:				
Maryland Legal Services Corp (MLSC)	921,128	967,184	-	967,184
Maryland Legal Services Corp (MLSC)-Eviction Prevention	23,891	220,624	-	220,624
Open Society Policy Center (OSPC)	-	-		
Equal Justice Works (EJW)	-	63,000	-	63,000
Foundation to Promote Open Society-Behavioral Health	-	-		
University of Pennsylvania Carey School of Law	55,450	-	-	
The Morton K. & Jane Blaustein Foundation	-	165,000	-	165,000
Zanvyl & Isabelle Krieger Fund	10,000	-	-	
Howard County Autism Society	5,000	5,000	-	5,000
Venable Foundation	10,000	10,000	-	10,000
	-	-	-	
TOTAL FOUNDATION/ORGANIZATION GRANTS	1,025,469	1,430,808	-	1,430,808
OTHER REVENUE & SUPPORT:				
Contributed Support	30,000	45,000	-	45,000
Program Income/Attorney's Fees	-	-	-	-
Interest Income	3,000	3,000	-	3,000
Special Events & Other	45,000	45,000	-	45,000
TOTAL OTHER REVENUE & SUPPORT	78,000	93,000	-	93,000
TOTAL REVENUE & SUPPORT	4,296,523	3,452,169	1,459,034	4,911,203

**DISABILITY RIGHTS MARYLAND
FY 2023 PROPOSED BUDGET**

EXHIBIT - 2	2022 APPROVED BUDGET	2023 PROPOSED BUDGET	Variance	EXPLANATIONS
EXPENSES:				
PERSONNEL COST:				
Salary & Wages	2,990,038	3,405,843	415,806	Includes step increase. New positions: Attorneys (EJW Fellow, Intake) and Paralegals/Advocates (1 HAVA/Decrim, 1 Housing, 1 HAVA)
Fringe	806,531	860,843	54,311	
TOTAL PERSONNEL COST	3,796,569	4,266,686	470,117	
CONTRACTUAL COSTS:				
Audit Fee	17,500	18,200	700	
Payroll & 401k processing	9,296	11,381	2,085	price increase, more staff
Expert Fees/Interpreters	38,167	37,833	(334)	amount per program unit request
IT Licensing/Upgrades	19,964	23,587	3,623	
IT Consultants	52,596	54,180	1,584	
Accounting software	12,000	4,000	(8,000)	FY22-implementation; FY23 annual cost only
Stipends	36,500	31,300	(5,200)	Sunshine Folks (3 vs 5) and Student Stipends
Legal Fees	3,000	6,000	3,000	HR issues/revised manual review
Consultant	100,000	13,500	(86,500)	no Dev consultant; Diversity & Inclusion,
TOTAL CONTRACTUAL COSTS	289,023	199,981	(89,042)	
OCCUPANCY COSTS:				
Rent & Utilities	216,922	233,983	17,061	expected annual increase
Leasehold Improvements	-	-	-	
Other Occupancy	480	480	-	Based on actual spending annualized
Security	1,300	1,300	-	
Trash removal/shredding	1,500	720	(780)	
Records - Storage	15,574	13,116	(2,457)	Based on spending trend
TOTAL OCCUPANCY COSTS	235,775	249,599	13,824	
EQUIPMENT RENTAL:				
Postage Meter	460	460	-	
Copier Rental	7,910	8,690	780	
TOTAL EQUIPMENT RENTAL	8,370	9,150	780	
EQUIPMENT MAINTENANCE:				
IT Equipment/Upgrades	4,600	10,900	6,300	4 replacement laptops & general equipment/maintenance
Electronic Storage	20,000	10,000	(10,000)	ongoing Scanning project; price we determine based funds availability
Furniture & Equipment	1,000	1,000	-	
TOTAL EQUIPMENT MAINTENANCE	25,600	21,900	(3,700)	
GENERAL & ADMINISTRATION:				
Recruiting expenses	2,000	3,000	1,000	job postings
Books, Subscriptions & References	11,487	11,528	41	Admin and Special Ed; DD
Postage/Delivery	3,000	3,210	210	
Printing/Copying (In-house & Outsourced)	7,800	10,000	2,200	Admin, DD, Mental Health, Special Ed., Voting
Office Supplies	8,100	6,000	(2,100)	decreased based on actual spending
Telephone & Telecommunication	39,899	47,227	7,328	Admin, Rep Payee, VOCA wireless
DRM & Staff Dues	22,848	24,482	1,634	
Insurance - Liability	19,689	24,340	4,651	based on actual premiums plus 3% increase
Bank Fees	200	200	-	
Conference/Seminars	44,010	81,120	37,110	incr based on program request and little to no COVID restrictions
Meetings - Board	100	100	-	
Travel - Local	18,820	24,980	6,160	Admin, program unit requests
Focus Groups -for Advocacy Service Plan	4,800	-	(4,800)	Advocacy Plan Focus Groups
Staff Appreciation	1,600	2,500	900	Staff Appreciation
TOTAL GENERAL & ADMINISTRATION	184,353	238,687	54,334	

**DISABILITY RIGHTS MARYLAND
FY 2023 PROPOSED BUDGET**

EXHIBIT - 2	2022 APPROVED BUDGET	2023 PROPOSED BUDGET	Variance	EXPLANATIONS
<u>DIRECT PROGRAM EXPENSES:</u>				
Meetings - Program	7,785	7,285	(500)	PAIMI Council, DD, Housing, Special Ed
Lobbying Consultant	-	17,500	17,500	
Training - Programs	-	-	-	
Client Transportation	-	-	-	
Special Events	4,250	4,000	(250)	Voting, DD
Record Fees	5,100	1,950	(3,150)	DD, Housing; per team budgets
Program expense/supplies	-	-	-	
TOTAL DIRECT PROGRAM EXPENSES	17,135	30,735	13,600	
<u>DEVELOPMENT & FUNDRAISING:</u>				
Annual Report Design & Printing	-	-	-	
Dues/Subscriptions	2,000	2,306	306	
Telecom	75	75	-	shared Zoom account
Student Intern Stipend	-	-	-	
Advertising/giving processing fees	1,600	1,600	-	
Annual Event	30,000	30,000	-	
TOTAL DEVELOPMENT & FUNDRAISING	33,675	33,981	306	
<u>NON-CASH EXPENSES:</u>				
				less depreciation as some assets are fully depreciated; based on depreciation schedule as of 6/30/22 and budgeted capital
Depreciation	21,700	18,366	(3,334)	purchase
TOTAL NON-CASH EXPENSES	21,700	18,366	(3,334)	
TOTAL EXPENSES	4,612,201	5,069,086	456,885	
				109.91%
PROJECTED NET PROFIT/(LOSS)		(157,883)		
PROJECTED NET PROFIT/(LOSS) BEFORE DEPRECIATION		(139,517)		
<u>CASH EXPENSE:</u>				
Grant Capital Purchase	-	17,895	17,895	Cloud server migration; to be expensed over 5 years
TOTAL CASH EXPENSE	-	17,895	17,895	
Note:				
We plan to use funds recorded as revenue prior to FY23, but not yet spent from the following funding sources:				
Zanyl & Isabelle Krieger Fund		5,975		
Foundation to Promote Open Society		41,471		
Unrestricted Donations (cumulative from prior fiscal years)		195,366		
Total		242,812		

DISABILITY RIGHTS MARYLAND, INC.
FISCAL YEAR 2023
PROPOSED BUDGET

	2023 PROPOSED BUDGET
<u>REVENUE SOURCES:</u>	
<u>FEDERAL GRANTS:</u>	
Protection & Advocacy for Development Disabilities (PADD)	808,591
Protection & Advocacy for Individuals with Mental Illness (PAIMI)	640,380
Strengthening Protections for Social Security Beneficiaries (Rep Payee)	655,072
Protection & Advocacy for Individuals Rights (PAIR)	341,582
Protection & Advocacy for Beneficiaries of Social Security (PABSS)	142,457
Helping America Vote Act (HAVA)	218,930
Protection & Advocacy for Assistive Technology (PAAT)	85,554
Protection & Advocacy for Traumatic Brain Injury (PATBI)	112,374
Protection & Advocacy for Access to COVID 19 Vaccines (PAC5)	31,400
ACL Judiciary	-
TOTAL FEDERAL GRANTS	3,036,339
<u>STATE/LOCAL GRANTS:</u>	
Governor's Office of Crime Control & Preventions:	
Victims of Crime Assistance (VOCA)	166,368
COVID Special Education (CESF)	-
Children's Justice Act Committee (CJAC)	-
Legal Services for Mental Illness (LSMI)	18,000
	-
Community Development Block Grant (CDBG)	82,202
TOTAL STATE GRANTS	266,570
<u>FOUNDATION/ORGANIZATION GRANTS:</u>	
Maryland Legal Services Corp (MLSC)	967,184
Maryland Legal Services Corp (MLSC) Eviction Prevention	220,624
Foundation to Promote Open Society-Behavioral Health	-
University of Pennsylvania Carey School of Law	-
The Morton K. & Jane Blaustein Foundation	165,000
HOME: Zanyvl & Isabelle Krieger Fund	-
Howard County Autism Society	5,000
Venable Foundation	10,000
TOTAL FOUNDATION/ORGANIZATION GRANTS	1,367,808
<u>OTHER REVENUE & SUPPORT:</u>	
Contributed Support	45,000
Attorney's Fees	-
Interest Income	3,000
Special Events & Other	45,000
TOTAL OTHER REVENUE & SUPPORT	93,000
TOTAL REVENUE & SUPPORT	4,911,203

DISABILITY RIGHTS MARYLAND, INC.
FISCAL YEAR 2023
PROPOSED BUDGET

EXPENSES:

PERSONNEL COST:

Salary & Wages	3,405,843
Fringe	860,843
TOTAL PERSONNEL COST	4,266,686

CONTRACTUAL COSTS:

Audit Fee	18,200
Expert Fees	37,833
IT Consultants	54,180
Accounting software	4,000
Payroll & 401k processing	11,381
Trash removal/shredding	720
Stipends	31,300
IT Licensing/Upgrades	23,587
Legal Fees	6,000
Consultant/Interpreters	13,500
TOTAL CONTRACTUAL COSTS	200,701

OCCUPANCY COSTS:

Rent & Utilities	233,983
Leasehold Improvements	-
Security	1,300
Other Occupancy	480
Records - Storage	13,116
TOTAL OCCUPANCY COSTS	248,879

EQUIPMENT RENTAL:

Postage Meter	460
Copier Rental	8,690
TOTAL EQUIPMENT RENTAL	9,150

EQUIPMENT MAINTENANCE:

IT Equipment/Upgrades	10,900
Electronic Storage	10,000
Furniture & Equipment	1,000
TOTAL EQUIPMENT MAINTENANCE	21,900

GENERAL & ADMINISTRATION:

Recruiting expenses	3,000
Books, Subscriptions & References	11,528
Postage/Delivery	3,210
Printing/Copying (In-house & Outsource)	10,000
Office Supplies	6,000
Telephone & Telecommunication	47,227
DRM & Staff Dues	24,482
Insurance - Liability	24,340
Bank Fees	200
Conference/Seminars	81,120
Meetings - Board	100
Travel - Local	24,980
Focus Groups -for Advocacy Service Plan	-
Staff Appreciation	2,500
TOTAL GENERAL & ADMINISTRATION	238,687

DISABILITY RIGHTS MARYLAND, INC.
FISCAL YEAR 2023
PROPOSED BUDGET

DIRECT PROGRAM EXPENSES:

Meetings - Program	7,285
Lobbying Consultant	17,500
Training - Programs	-
Client Transportation	-
Special Events	4,000
Record Fees	1,950
Program expense/supplies	-
TOTAL DIRECT PROGRAM EXPENSES	30,735

DEVELOPMENT & FUNDRAISING:

Annual Report Design & Printing	-
Dues - subscriptions	2,306
Mail Campaigns	75
Thanksgiving Day Cards	-
Advertising/giving fees	1,600
Annual Event	30,000
TOTAL DEVELOPMENT & FUNDRAISING	33,981

NON-CASH EXPENSES:

Depreciation	18,366
TOTAL NON-CASH EXPENSES	18,366

TOTAL EXPENSES	5,069,086
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PROJECTED NET PROFIT/(LOSS)	(157,883)
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PROJECTED NET PROFIT/(LOSS) BEFORE DEPRECIATION	(139,517)
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CASH EXPENSE:

Grant Capital Purchase	17,895
TOTAL CASH EXPENSE	17,895

DISABILITY RIGHTS MARYLAND

EXHIBIT - 3	PROJECTED CARRYOVER as of 09.30.2022	Notes	PROJECTED CARRYOVER as of 09.30.2023	Notes
REVENUE SOURCES:				
Federal grants have automatic 1yr carryover, except as noted below				
FEDERAL GRANTS:				
Protection & Advocacy for Development Disabilities (PADD)	485,598		297,532	
Protection & Advocacy for Individuals with Mental Illness (PAIMI)	205,602		27,137	
Strengthening Protections for Social Security Beneficiaries (Rep Payee)	190,339	Typically, carryover has to be requested and approved	16,267	Typically, carryover has to be requested and approved
Protection & Advocacy for Individuals Rights (PAIR)	73,872		23,992	
Protection & Advocacy for Beneficiaries of Social Security (PABSS)	136,634		114,177	
Helping America Vote Act (HAVA)	314,432	FY20-82,754, FY21-112,313, FY22-119,365; Funds allowed to be carried over for up to 5 yrs; each award starts a new 5yr period	214,867	FY22-95,502, FY23-119,365; Funds allowed to be carried over for up to 5 yrs; each award starts a new 5yrs period
Protection & Advocacy for Assistive Technology (PAAT)	9,426		28	
Protection & Advocacy for Traumatic Brain Injury (PATBI)	48,619		3,584	
Protection & Advocacy for Access to COVID 19 Vaccines (PAC5)	31,400	one-time award	-	
Protection & Advocacy for Public Health (PAPH)	114,000	one-time award	114,000	
TOTAL FEDERAL GRANTS	1,609,922		811,585	
STATE/LOCAL GRANTS:				
MD Judiciary (sub-grant from ACL)	50,400		41,372	
Community Development Block Grant (CDBG)	8,214		-	
TOTAL STATE/LOCAL GRANTS	58,614		-	
FOUNDATION/ORGANIZATION GRANTS:				
Zanvyl & Isabelle Krieger Fund	5,975		-	
The Morton K. & Jane Blaustein Foundation	-		82,500	
Foundation to Promote Open Society-Operating	31,897		-	
Foundation to Promote Open Society-Behavioral Health	9,574		-	
TOTAL FOUNDATION/ORGANIZATION GRANTS	47,446		82,500	
UNRESTRICTED CONTRIBUTED SUPPORT	225,366		64,408	
TOTAL REVENUE & SUPPORT	1,941,348		958,493	

NOTES: