

**2009 REQUEST FOR PROPOSAL
PARENT TRAINING PROGRAMS**

I. INTRODUCTION AND BACKGROUND

The purpose of this document is to provide interested parties with information to prepare and submit a proposal to provide a parent training program to parents and caretakers of children involved with the child welfare system. **Applicant agencies may request to provide parent training programs to parents whose children are in placement and they are receiving supervised visitation services, or to parents at risk-of having their children placed due to neglect or abuse issues, and are in need of developing parenting skills.** This document will inform the service delivery network of basic requirements that Erie County uses as part of its standard contract process.

Child-rearing can be demanding and challenging, especially when there are a number of stressors on the family such as poverty, mental health and/or medical issues, domestic violence, addiction, or inadequate educational opportunities. Often, the result of this can be the neglect or abuse of children. Parents may want to provide for their children, but may not have the resources to meet many of their needs. Educating mothers and fathers in child development and other related topics is a central ingredient in helping families to find a “way out” of the child neglect spiral.

Parent training may also provide concrete assistance to parents in effective communication with each other, other family members, and their children. Used in conjunction with supervised visitation for children in placement, trained staff can model and guide the interactions between parent and child, which then can be transferred to the home setting when the family is reunited.

Training the parents in stress reduction, effective relationships, nutrition, and the handling of special needs children can be a valuable part of parent training. Both classroom and hands-on training is recommended, as mothers and fathers need to know how to translate concepts into practice, for the benefit of long-term behavioral change. Receiving this training can be an important step in helping parents maintain their family unit so children do not have to move to foster care or relatives to get their needs met.

In an attempt to increase the quality and effectiveness of care within the child welfare system, Erie County is seeking qualified and interested parties who can demonstrate their support of this goal. **Agencies currently under contract with ECDSS for Parent Training Programs must participate in this selection process in order to be considered for continued funding.**

II. SCOPE OF THE PROJECT

A. Target Population

1. Erie County residents who are either parents or caretakers of children who are in placement due to having been neglected or abused, and the goal is reunification, or
2. Erie County residents who are either parents or caretakers of children who are at risk of being neglected or abused, as determined by ECDSS, and are in need of parenting skills building.

B. Project Description

The Parent Training Program is the provision of education and guidance to parents and caretakers of children in placement, or at risk-of placement, due to neglect or abuse issues, in a series of workshops, classes, or one-on-one interactions that will promote healthy parenting of children, family reunification, and overall positive family functioning.

C. Primary Objective

The objective of the Parent Training Program is to educate and guide parents and caretakers of children within the child welfare system in developing healthy child-rearing skills and practices.

- This service has the goal of preventing children from entering the foster care system, and
- Promoting family reunification, and
- Modifying unhealthy communication between parent and child, parent and other parent, and parent and other significant caretakers, and
- Modifying unhealthy parent-to-child disciplinary techniques, and
- Giving parents/caretakers information and resources on various issues that can threaten children's emotional and physical safety and helping parents develop individual goals of change, and
- Demonstrating the impact of child development theories on setting realistic expectations for children.
- The parent training program is designed to meet the ASFA goals of safety, permanency, and well-being.

D. Description of Services Sought

Parent training services needed within Erie County include, but are not limited to:

1. Developing the content and schedule for parenting skills workshops or classes that would benefit the target population, including child development and life skills education. Preference will be given to evidence-based programming.
2. Having the capability of utilizing group, one-on-one, and family activities as part of the overall program design.
3. Developing agreements with other agencies, schools, or programs to supplement the training program, if needed.
4. Integrating assessment tools with individual parental goals.
5. Providing parents or caretakers with resource materials, videos, books, community and on-line resources, etc., as part of their classroom and take-home instruction.
6. Identifying barriers to attendance and plans to overcome barriers; i.e. child-care, transportation to the program, meals, etc.
7. Measuring whether individual parental goals and classroom/workshop objectives are being met.

E. Program Outcomes

The applicant agency must describe the specific objectives, goals, and outcomes for its program, including plans to monitor, evaluate and report these outcomes. These outcomes are to be reflected in *sections III and X* of the Funding Application (attachment A: 2009 Social Services Parent Training Program Funding Application).

NOTE: It is expected that applicant agencies will provide to ECDSS, on a quarterly basis, the following information:

1. Data on the **number** of parents/caretakers **served** in the program, and the **number** that can be **served at one time**.
2. Data on the **timeliness** of **agency response** to receipt of referrals. The **indicator** for this outcome measure, as expected by ECDSS is:
 - ➔ **95% of the referrals for services will have an intake appointment scheduled within 5 (five) days of the initial request.**
3. Correlative data on the **length of time** that the goal of permanency with the family is achieved for those completing the program. The **indicator** for this outcome measure, as expected by ECDSS, is:
 - ➔ **80% of the cases having a child in placement will achieve permanency through discharge to parent within 3 (three) months or less of completing the program.**
4. Correlative data on the percentage of children served who were **successfully discharged or diverted from the foster care system**. The **indicators** for this outcome measure, as expected by ECDSS are:
 - ➔ **80 % of children residing in foster care are returned to the parents who complete the program within 3 (three) months of the completion date.**
 - ➔ **90% of the children who are at-risk of foster care placement remain in the care of the parents who completed the program for at least 12 (twelve) months after completion.**
 - ➔ **80% of the parents completing the training will have a reduction in risk factors.**
5. Data on the percentage of referrals that **participate in and complete** the parenting program. The **indicators** for this outcome measure, as expected by ECDSS, are as follows:
 - ➔ **75% of the referred parents will participate in the program.**
 - ➔ **90% of the parents participating in the program will complete the program within the specified timeframe.**
 - ➔ **85% of the parents completing the program will engage in the process and demonstrate improved parenting skills.**
6. Correlative data on the **application of concepts** in the program to parent-child relationships. The **indicators** for this outcome measure, as expected by ECDSS, are as follows:
 - ➔ **85% of the parents completing the program will report improved relationships with their children, as related to nurturing, communication, and child discipline, as measured by evaluations (pre and post).**
 - ➔ **85% of the parents completing the program will demonstrate improved relationships with their children, as related to nurturing, communication, and child discipline, by observed interaction between the parent and child. The observation may be completed by the program staff or the case planner.**
 - ➔ **85% of the parents completing the program will demonstrate improved attention to their child's safety, educational, medical, emotional, and nutritional needs, as measured by evaluations (pre and post).**
7. Data on the **parent's satisfaction** with the training program. The **indicator** for this outcome measure, as expected by ECDSS is:
 - ➔ **95% of the agency satisfaction surveys regarding parent training will be completed and returned**

➡ **95% of the completed satisfaction surveys will receive a favorable rating from parents/caretakers served.**

8. Data on the **safety** of the children. The **indicator** for this outcome measure, as expected by ECDSS is:

➡ **80% of the parents completing the program will have no subsequent indicated State Central Registry reports for 12 (twelve) months following this service.**

III. APPLICANT AGENCY/PROVIDER REQUIREMENTS

The agency will:

- Be a legally certified not-for-profit entity, with the ability to manage funds from a government-funding source, maintain billing systems, and achieve reporting requirements.
- Demonstrate proficiency in providing services and achieving successful outcomes with populations within the Child Welfare System.
- Maintain a skilled and educated workforce with sufficient and on-going training to address the needs of the population and appropriately document the services provided, according to ECDSS requirements.
- Demonstrate the ability to provide services, effective 1/05/09.
- Measure and evaluate outcomes of the services provided, as specified.
- Maintain regular communication with ECDSS in a timely manner, for effective collaboration in providing parent training services to Erie County families.
- Demonstrate the capacity to operate within the statewide child welfare case record system, known as CONNECTIONS, with sufficient internal technological supports.
- Provide detailed quarterly reports that provide an accurate measurement of progress in the identified outcome areas.

IV. Funding/Award Levels/Sustainability

- A. Approximately \$164,360.00 is available for allocation in the calendar year of 2009. **NOTE:** Administrative costs associated with parent training programs may not exceed 22% of the requested funds. ECDSS is likely to make more than one allocation with the available funds.
- B. Award period will be for a one-year term, with intent to renew by both parties for two additional one-year periods.
- C. Future awards will be dependent on available funds and subject to the demonstrated fiscal stability of the applicant agency, as well as their meeting the requirements set forth by the Erie County Department of Social Services. More than one provider may be selected for the funding for the total 2009 county budget allocation for parent training services. The selection committee will make a decision as to which of the bidders it will recommend to the Commissioner who will make the final decision which is subject to the Erie County Legislature approval. **This contract will be subject to approval by the County Administration, the Legislature, and the Erie County Fiscal Stability Authority.**

V. Proposal Evaluation and Selection Process

- A. Proposals will be reviewed by a selection committee, and scored in the following areas:

1. Program design and capacity
 2. Proposed outcome measures, as related to ECDSS requirements
 3. The agency's experience with the target population, staff qualifications, collaborative relationships within the community, past demonstrated ability to provide similar services, and overall organizational competence.
 4. Cost effectiveness and budget
- B. Scoring from the application is as follows:
1. Proposed Program Characteristics – 40 points
 2. Program Outcomes and Continuous Quality Improvement Program – 20 points
 3. Agency Experience and Qualifications – 20 points
 4. Cost Effectiveness and Budget – 20 points

VI. Submission of Proposals

A. Timeline

- **Proposals are due no later than September 24, 2008, by 5:00 p.m.**
- **Estimated notification of intent to award is November 15, 2008**

B. Questions

Please contact Mrs. Roshelle Lewis, Second Deputy Commissioner, at 716-858-7971 for further clarification of this proposal.

C. Proposal Format

Original proposal and 6 (six) copies should be sent to:

Mrs. Roshelle L. Lewis
Second Deputy Commissioner
Erie County Department of Social Services
478 Main Street, Room 512
Buffalo, New York 14202

Proposals mailed or otherwise submitted must be received no later than September 24, 2008. Proposals submitted later than the above deadline will not be considered.

The following items should be contained in the submitted proposal:

1. **Cover Letter and Contact Information**
2. **Letter of Support from the Agency Board of Directors**
3. **The Funding Application Form, B-5293-Parent Training (2009 Social Services Parent Training Program Funding Application), including budget attachments.**
4. **Program Narrative**, (as reflected in *section V* of your application), including:

- An indication of acceptance of the general requirements and contract terms, as described within this RFP.
 - A detailed functional description of the services to be provided and how they will be delivered.
 - A description of how the applicant agency will address the issue of disproportionate representation of minorities in the child welfare system. **NOTE:** The Federal Office of Juvenile Justice and Delinquency Prevention, the Casey Foundation, and OCFS have identified a consistent and disproportionate number of minority children in both the child welfare and juvenile justice systems. Findings published by both organizations cite children of color, and specifically African American children, as being disproportionately represented.
5. A description of the **staffing pattern and training plan** (as reflected in *sections VIII and IX* of the application), including:
- The proposed number of administrative, supervisory, casework, and training staff that will be dedicated to this service
 - The educational background and experiences of staff
 - The staff training plan for cultural competence/sensitivity, and the strategic plan for the hiring, training, and retention of culturally competent staff
 - The training plan for educating staff in ASFA and child welfare goals
6. Identify your Agency's **direct experience** working with each of the following:
- Child Welfare
 - Foster Care Providers
 - Juvenile Justice and/or PINS Services
 - Other relevant Human Service Organizations
 - Other partnerships or affiliations that would be necessary to implement the project
7. A detailed **implementation plan** that is consistent with the **timeframes** identified in this RFP and addresses each of the following:
- Timelines and milestones associated with the implementation of the program, and
 - A description of agency readiness and ability to implement and staff the program in a timely manner, **including the provision of services, effective 1/05/09**, and
 - A description of the proposed timeframes for implementing the evaluation/program outcome component.

ERIE COUNTY, NEW YORK

2009 SOCIAL SERVICES FUNDING APPLICATION
PARENT TRAINING PROGRAMS

- 1. 6 (six) copies of this application must be submitted, along with your proposal, to the Department of Social Services, Mrs. Roshelle Lewis, Second Deputy Commissioner, 478 Main Street, Buffalo, New York 14202, on or before September 24, 2008. Applications submitted after the deadline may not be considered for funding.
2. Provide a single copy of all supplemental information, as required on section IV, page 2 of this application.
3. Type all information directly in this document when possible and submit additional sheets of information when needed.
4. Sign the certification on page 3.
5. For assistance with program budget forms, please contact Richard Svensson in DSS Fiscal Management at 858-6397. For assistance with parent training programs description, contact Pat Howling, DSS Services Division, at 858-2694.

AN ELECTRONIC VERSION OF THIS APPLICATION CAN BE REQUESTED VIA E-MAIL TO:
Judith.Dixon@erie.gov

I. GENERAL INFORMATION

A. Legal Name of Organization
B. Other Name (if used)
C. Address of Organization
D. Contact Person/Address
(NAME/TITLE)
(STREET)
(CITY/STATE/ZIP)
(STREET)
(CITY/STATE/ZIP)

II. FINANCIAL INFORMATION

A. Payee Name of Organization (if different than legal name)
B. Financial Contact Person
C. Organization's Fiscal Year
D. Federal Employee Identification Number
E. Not-for-Profit Number
F. Amount of Funding Request to ECDSS for this proposed contract:
\$
G. FY of Request
H. CONTRACT TITLE

III. **GENERAL BACKGROUND** (Continue on additional pages in proper sequence, if necessary)

A. How long has your organization been providing services/programs in the Erie County community?

B. When was your organization established as a not-for-profit organization? _____

C. Describe the primary purposes, major activities, and short and long-term goals of your organization.

D. Briefly describe the primary persons served by your organization (i.e., geographic area, age group, income group, etc.)

E. Does your organization have a volunteer program?

_____ YES _____ NO

Describe the type of services volunteers provide and approximate total number of hours devoted to each category of volunteer service.

THE FOLLOWING MUST BE INCLUDED

IV. SUPPLEMENTARY APPLICATION INFORMATION

Provide with each application, a separate envelope or folder which includes the most current information, as noted below. These materials cannot be returned.

Most recent Audit report prepared by an independent CPA

Federal Tax Return (Form 990) with all itemizations and breakdowns

Listing of Officers and Board of Directors

Not-For-Profit Documentation:

Long-Form Report G750-497 (formerly BSW 497) from Office of Charities Registration and/or 501(c)(3) of the US Revenue Code and/or NYS Not-For-Profit Corporation (under 216 of the Education Law) and/or NYS Charities Registration (Article 7A-Executive Law)

V. CERTIFICATION

The undersigned certifies that he or she is a principal officer of the applicant organization and has knowledge of, and certifies that the information contained herein is complete and accurate.

Furthermore, the undersigned certifies that the applicant sponsored programs, services and activities are available to the general public, advertised as such, and not subject to discrimination based on sex, race, creed, religion, or national heritage.

SIGNATURE

DATE

NAME/TITLE

**PARENT TRAINING PROGRAMS
OUTLINE FOR COMPLETION OF APPENDIX A
DESCRIPTION OF PROGRAM**

CONTRACTOR _____ PERIOD _____

CONTRACT # _____

I. REQUIRED INFORMATION

- A. Contractor's Corporate Name**
- B. Contractor's Legal Address**
- C. Other Service Addresses, if any**
- D. Attach List of Names and Addresses of Officers of Corporation and Members of Board of Directors**

NOTE: Ongoing updates are required within 30 (thirty) days of any change in the above.

II. SERVICE MODEL AND OUTCOMES:

Describe how the service model of your program components, as agreed to, will achieve the following, as required by applicable Laws, Rules and Regulations, including, but not limited to, those required Adoption and Safe Families Act (ASFA) outcomes:

A. Safety Outcomes:

- 1. Children are, first and foremost, protected from abuse and neglect.
- 2. Children are safely maintained in their homes whenever possible and appropriate.

B. Permanency Outcomes:

- 1. Children have permanency and stability in their living situations.
- 2. The continuity of family relationships and connections is preserved for children.

C. Child and Family Well-Being Outcomes:

- 1. Families have enhanced capacity to provide for their children's needs.
- 2. Children receive appropriate services to meet their educational needs.
- 3. Children receive adequate services to meet their physical and mental health needs.

III. PARENT TRAINING PROJECTIONS:

Provide projections of the following parent training outcomes for the population, to be served during 2009. Refer to the RFP narrative, *section II-E* for further clarification. These projections must, at a minimum, insure that the parent training services to be provided meet the requirements of all applicable Laws, Rules, and Regulations.

A. Timeliness of Agency Response

Referrals for services will have an intake appointment scheduled within 5 (five) days of the request: 95%

B. Permanency

1. Cases having a child in placement will achieve permanency through discharge to parent within 3 (three) months or less of completing the program: 80%
2. Foster care children will be returned to parents who complete the program within 3 months of the completion date: 80%
3. At-risk children will remain in the care of their parents who complete the program for at least 12 months after completion: 90%
4. Parents completing the training will have a reduction in risk factors: 80%

C. Parental Response

1. Parents referred to the program will participate in the service: 75%
2. Parents participating in the service will complete the program within the specified timeframe: 90%
3. Parents completing the program will engage in the process and demonstrate improved parenting skills: 85%
4. Parents completing the program will report improved relationships with their children, as related to nurturing, communication, and child discipline, as measured by evaluations: 85%
5. Parents completing the program will demonstrate improved relationships with their children, as related to nurturing, communication, and child discipline, by observed interaction between parent and child: 85%
6. Parents completing the program will demonstrate improved attention to their child's safety, educational, medical, emotional, and nutritional needs, as measured by evaluations: 85%

D. Satisfaction of Families Served

1. Agency satisfaction surveys regarding parent training will be completed and returned: 95%
2. Completed satisfaction surveys will receive a favorable rating from parents/caretakers served: 95%

E. Safety of Children

Parents completing the program will have no subsequent indicated State Central Registry reports for 12 months following this service: 80%

IV. DESCRIPTIVE DATA:

Describe each of the following:

A. Persons to be served in the program

B. Geographic area to be served

C. Demographic profile

D. Anticipated service needs

E. The agency's ability to provide services, effective 1/05/09.

V. PROGRAM COMPONENTS

Describe each component of the proposed parent training program:

A. Intake Process

1. Admission criteria
2. Method and timing of engagement with the parent or caretaker
3. Description of assessment process and methods, and linkage to the establishment of individual goals

B. Method of service provision, including but not limited to:

1. Types of settings and facilities
2. Training components available and how each is provided
3. Days and hours of service availability
4. Frequency of contact
5. Types of barriers addressed and how: transportation, child care, meals, etc.
6. Referral process to other services, when needed
7. Provisions for security with child care, when provided during scheduled parent training
8. Criteria for termination

VI. CAPACITY

Describe the capacity of each service component:

A. Estimated total number of parents or caretakers to be served during the contract period

B. The number of parents/caretakers that can be served by the program at one time at each program site

VII. UNITS OF SERVICE

Provide the following information, relative to the proposed parent training services:

A. Definition of billable unit of service

B. Number of units to be provided during the contract period

C. Method used to calculate the number of units

NOTE: Billing based on Daily Activity Recording must be supported by progress notes sufficient to document services provided on that date. Progress notes must meet requirements of the FASP (Family Assessment Service Planning) recording and the contractual Standards of Practice.

VIII. STAFFING PATTERN

Describe the staffing pattern you propose for parent training, including:

A. Providing a program organizational chart

B. Job titles and number of staff in each title; e.g., 2 Caseworkers, 1 Clerk

C. Education and experience requirements established by agency for each position title

NOTE: Casework positions must require a Bachelor's degree in the Human Services field and supervisory positions must require a Bachelor's degree and 2 years of experience in Child Welfare or Human Services

D. Provide resumes for all program staff, including aides and program supervisors/administrators

E. Staff roles, workload expectations

NOTE: The staffing pattern and qualifications agreed to is expected to be maintained throughout the term of the contract, and the applicant agency is expected to provide quarterly staffing reports. Also be advised that any changes which occur before the contract begins (after submission and approval) are to be communicated within 30 days of the start of the contract and must be approved by the Erie County Department of Social Services.

IX. STAFF TRAINING, EDUCATION, AND SUPERVISION

Describe the provisions for the following:

- A. Agency staff development program**
- B. Training requirements** for cultural competence, ASFA related information, and outcome measurement and continuous quality improvement programs
- C. The frequency and nature of supervision of staff**

X. OUTCOME MEASURES

Describe how program goals and objectives are measured, evaluated, and monitored. Include:

- A. The methods** for measuring the indicators that reflect program outcomes, as described in the RFP.
- B. The frequency** of evaluation.
- C. Specific measurements**, as related to ASFA outcomes, as described in *section II* of this document. (For example, refer to the Child Well-Being Scale or any comparable standard scale). At minimum, include specific outcome measures used at assessment and measurement and evaluation methods used at closing.
- D. The Continuous Quality Improvement Plan** that will address strategies needed to improve the services over time.

XI. CONTACT PERSON

Provide the name and contact information of a liaison person who can address general program and administrative policy issues.

XII. AGENCY EXPERIENCE

Describe your Agency's direct experience working with each of the following components:

- A. Child Welfare**
- B. Foster Care Providers**
- C. Juvenile Justice and/or PINS Services**
- D. Other relevant Human Service Organizations**
- E. Other partnerships or affiliations that would be necessary to implement the project**

**APPENDIX B PART I CASH EXPENDITURES - PAGE 1
DIRECT PROGRAM COSTS**

This budget is an accounting of cash expenditures only. It must not include any in kind contributions or donations or the cash value thereof; however, cash donations must be included in this cash expenditure budget.

The columns entitled Agency and Cost Center/Program shall be used if the contract budget is derived from the agency's general budget or from a cost center of which the contract is a part.

Cost allocation methodologies for each line item must be included with application.

The component columns shall be used if two or more categories of service with different rates are purchased.

The combined total of Administration and Operational Costs (Section B, line 17 plus Section C, line 16 below) should not exceed 22 percent of the proposed Total Cash Expenditures (Section D) for any ECDSS component.

If there are exceptional circumstances that require the combined total of Administration and Operational Costs to exceed 22 percent of Total Cash Expenditures, this must be clearly identified and explained, and a written request for a waiver from this limit must be submitted as part of the application in an attachment entitled "Administration and Operational Cost Limit Waiver Request and Justification".

	TOTAL AGENCY BUDGET	COST-CENTER PROGRAM	TOTAL ECDSS	ECDSS COMPONENT 1	ECDSS COMPONENT 2	ECDSS COMPONENT 3
A. DIRECT PROGRAM COSTS						
1. Salaries, Wages (From pp. 2)						
2. Social Security (FICA)						
3. Pension / Retirement						
4. Worker's Comp.						
5. State Disability Insurance						
6. Life Insurance						
7. Health Insurance						
8. SUB TOTAL SALARY & FRINGE						
9. Worker Mileage, etc.						
10. Contracted Client Services						
11. Other Direct Program						
12. TOTAL DIRECT PROGRAM COSTS						

All information on the Appendix B Part 1, pp 1 – 5, is to be included in the year 2009 line item budget reconciliation report.

BUDGET NARRATIVE: MANDATORY

- Identify contractors or consultants in A10 and describe services.
- Item A11, Other Direct Program. Itemize and describe.

**APPENDIX B PART I CASH EXPENDITURES - PAGE 2
DIRECT PROGRAM STAFF SALARIES AND WAGES**

(Include all Full and Part-Time Direct Client Service Staff and Supervisors)

POSITION TITLE	No.	ANNUAL SALARY	CONTRACT %	CONTRACT COST TOTAL	COMPONENT COST 1	COMPONENT COST 2	COMPONENT COST 3
DIRECT PROGRAM STAFF SUBTOTAL							

*** NOTE: ALL INFORMATION CONTAINED IN THIS TABLE IS TO BE INCLUDED ON THE QUARTERLY PERSONNEL REPORT FOR DSS SERVICES.**

BUDGET NARRATIVE: MANDATORY

- Narrative must include explanation of any staff increase or reference to such explanation as may be included in the Program Description.
- Cost allocation methodology for all direct staff assigned less than 100% of their time is required.

All information on the Appendix B Part 1, pp 1 – 5, is to be included in the year 2009 line item budget reconciliation report.

**APPENDIX B PART I CASH EXPENDITURES - PAGE 3
ADMINISTRATIVE COSTS**

	TOTAL AGENCY BUDGET	COST-CENTER PROGRAM	TOTAL ECDSS	ECDSS COMPONENT 1	ECDSS COMPONENT 2	ECDSS COMPONENT 3
B. ADMINISTRATION						
1. Salaries, Wages (From pp. 4)						
2. Social Security (FICA)						
3. Pension / Retirement						
4. Worker's Comp.						
5. State Disability Insurance						
6. Life Insurance						
7. Health Insurance						
8. SUB TOTAL SALARY & FRINGE						
9. Staff Development						
10. Publications						
11. Conferences						
12. Research						
13. Public Relations						
14. Audit, Legal, Cons. Fees						
15. Dues, Licenses, Permits						
16. Other Admin. Expense						
17. TOTAL ADMINISTRATION						

BUDGET NARRATIVE: MANDATORY

- Narrative must include explanation of any staff increase or reference to such explanation as may be included in the Program Description.
- Cost allocation methodology for all direct staff assigned less than 100% of their time is required.

All information on the Appendix B Part 1, pp 1 – 5, is to be included in the year 2009 line item budget reconciliation report.

**APPENDIX B PART I CASH EXPENDITURES - PAGE 4
SALARIES AND WAGES OF AGENCY ADMINISTRATIVE STAFF**

**(Include all Full and Part-Time Executive, Administrative Support and Clerical Staff
funded by this application who do not provide Direct Client Service and Service Supervision)**

POSITION TITLE	No.	ANNUAL SALARY	CONTRACT %	CONTRACT COST TOTAL	COMPONENT COST 1	COMPONENT COST 2	COMPONENT COST 3
AGENCY ADMINISTRATIVE STAFF SUBTOTAL							

* NOTE: ALL INFORMATION CONTAINED IN THIS TABLE IS TO BE INCLUDED ON THE QUARTERLY PERSONNEL REPORT FOR DSS SERVICES.

BUDGET NARRATIVE: MANDATORY

- Narrative must include explanation of any staff increase or reference to such explanation as may be included in the Program Description.
- Cost allocation for all administrative staff assigned less than 100% of their time is required.

All information on the Appendix B Part 1, pp 1 – 5, is to be included in the year 2009 line item budget reconciliation report.

**APPENDIX B PART I CASH EXPENDITURES - PAGE 5
OPERATIONAL COSTS AND TOTAL COST**

	AGENCY	COST-CENTER PROGRAM	TOTAL ECDSS	ECDSS COMPONENT 1	ECDSS COMPONENT 2	ECDSS COMPONENT 3
C. OPERATIONAL COSTS						
1 Purchased Services (Non-Client)						
2 Property (Lease/Mortgage)						
3 Supplies, Printing						
4 Postage						
5 Equipment						
6 Lease/Rent Equipment						
7 Lease/Rent Vehicles						
8 Purchase, Vehicles						
9 Repairs, Maintenance						
10 Telephone						
11 Other Utilities						
12 Insurance						
13 Interest						
14 Taxes						
15 Other Charges						
16 TOTAL OPERATIONAL COSTS						
D. TOTAL CASH EXPENDITURES (A12 + B17 + C16)						

BUDGET NARRATIVE: MANDATORY

- Description of purchased services required. (C1)
- Identification of equipment items purchased over \$250 required. (C5)
- Amortization plan for items costing over \$1000 required. (C6)
- Vehicle purchase/lease (C7 & C8) - Describe the relevance to program objectives of any vehicle purchased or leased that is charged, in part or in full, to this contract.
- C15 Detail of all other charges must be provided.
- As noted above, cost allocation methodology for all operational line-item costs (c) is required.

All information on the Appendix B Part 1, pp 1 – 5, is to be included in the year 2009 line item budget reconciliation report.

CONTRACTOR

PERIOD

CONTRACT #

APPENDIX B PART II REVENUES, PAGE 1

REVENUE

A. List below all funds your agency expects to receive from Erie County for the upcoming contract year:

County Department	Funding Category (4)		Amount of Request	Contract Title
	POS	Grant/Public Benefit		
TOTAL				

(If more space is needed, add an attachment.)

% of total organizational budget requested from Erie County: _____

B. In-Kind Donations Specific to this Contract:

Description of Goods or Services Being Donated	COMP. 1	COMP. 2	COMP. 3

TOTAL VALUE OF IN-KIND DONATIONS: _____

CONTRACTOR

PERIOD

CONTRACT #

APPENDIX B PART II REVENUES, PAGE 2

C. ANTICIPATED REVENUE SPECIFIC TO THIS CONTRACT:

SOURCE OF REVENUE	POS	GRANT	TOTAL	COMPONENT 1	COMPONENT 2	COMPONENT 3
1. County Agency						
ECDSS - This contract						
2. Non-Government Grants or Cash Donations						
3. Earned Income						
A. Investment Income						
B. Fund Raising						
C. Other						
4. Other Revenue						
5. Total Cash Donated Funds* (Lines 2 + 3 + 4)						
6. Total Anticipated Revenue Including Cash Donation (Lines 1 + 2 + 3 + 4)						

BUDGET NARRATIVE: MANDATORY

- Identify Cash Donated Funds above with asterisk (*) and enter total cash donated funds on Line 5.
- Total expenditures from Part I, Page 5(D) should equal total anticipated revenue Part II, Page 2, line 6. If not, explain how deficit will be met.

CONTRACTOR

PERIOD

CONTRACT #

**APPENDIX B PART III, PAGE 1
BUDGET SUMMARY AND RATE CALCULATION**

The contracted rate for a unit of service, as defined in Appendix A and described in Contractor's Program Narrative, shall not be in excess of the unit cost of the service provided.

COMPUTATION OF RATE

	TOTAL CONTRACT	COMPONENT 1	COMPONENT 2	COMPONENT 3
A. Total Cash Expenditures (Appendix B Part I, Page 5(D))				
B. Cash Donated Funds (Appendix B Part II, Revenues Page 2, Line 5)				
C. Amount Payable through this Contract (A - B)				
D. In-Kind Donation (Appendix B, Part II, Revenues Page 1 (B) (Total))				
E. Contract Value (A + D)				
F. Total Donated Funds, cash and in-kind (B + D)				
G. No. of Units of Service (from Program Description)				
H. "Value" Rate (E) G)				
I. RATE OF PAYMENT (C) G)				

THE TOTAL COST OF THIS CONTRACT (LINE C, ABOVE) SHALL NOT EXCEED THE SUM OF THE FOLLOWING:

	Service Type	Cost to ECDSS
Component 1.		
Component 2.		
Component 3.		
TOTAL COST *		

Donated Funds (F above) represent _____ % of total value of contract (E above).

