



# North Carolina Department of Public Safety

## JCPC Program Agreement Revision

SECTION I A	SPONSORING AGENCY AND PROGRAM INFORMATION		
<b>FUNDING PERIOD:</b>	FY 21-22	<b>DPS/JCPC FUNDING # (cont only)</b>	541-XXXX
<b>COUNTY:</b>	Guilford	<b>AREA:</b>	Piedmont Area
<b>NAME OF PROGRAM:</b>	Mell-Burton Structured Day		
<b>SPONSORING AGENCY:</b>	Alexander Youth Network		

<b>Name:</b>	Jennifer Lewis	<b>Title:</b>	Chief Marketing Officer	
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**Program Manager Name & Address** *(same person on signature page)*

<b>THE REASONS FOR THIS BUDGET REVISION ARE AS FOLLOWS:</b>	
<input type="checkbox"/> INCREASE IN DPS/JCPC REVENUES <input checked="" type="checkbox"/> INCREASE IN OTHER REVENUES <input type="checkbox"/> CAPITAL EXPENDITURE ADJUSTMENT <input type="checkbox"/> LAPSED SALARY ADJUSTMENT <input type="checkbox"/> CHANGE IN COMPONENT (attach revised Component Narrative)	<input type="checkbox"/> DECREASE IN DPS/JCPC REVENUES <input type="checkbox"/> DECREASE IN OTHER REVENUES <input type="checkbox"/> CONTRACTED SERVICE ADJUSTMENT <input checked="" type="checkbox"/> LINE ITEM ADJUSTMENT
<p><b>COMMENTS:</b> To more accurately reflect estimated annual expenses and update some line items for budget at start of agency fiscal year 10/2021. Revenue increased (Medicaid) due to increased expenses mainly for vehicle maintenance, staff travel (mileage), education supplies (books), communications and janitorial services.</p>	

**LINE ITEMS IN THE CURRENT DPS/JCPC APPROVED BUDGET ARE BEING ADJUSTED AS FOLLOWS:**

Item #	Increase	Decrease	Explanation
210		\$5,050	To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Reduction for fewer purchases of additional cleaning supplies for Covid - now done by janitorial services.
250	\$10,300		To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Addition due to higher than budgeted vehicle maintenance and increased fuel cost.
260		\$4,750	To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Reduction to due fewer office supply purchases than originally budget. Previous budget included Covid related which are not needed.
290	\$650		To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Higher than originally budgeted due to book replacements.
310	\$1,556		To more accurately reflect estimated annual expenses at start of

Item #	Increase	Decrease	Explanation
			agency fiscal year in 10/2021. Increase in federal mileage rate and more mileage for transportation of clients from home to program.
320	\$3,475		To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Increase due to higher cost for internet access.
390		\$4,550	To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Reduced amount - fewer Covid related items needed.
390	\$4,584		To more accurately reflect estimated annual expenses. Rate change due to additional cleaning for Covid
<b>Total</b>	\$20,565	\$14,350	<b>Difference \$6,215</b>

<b>BUDGET NARRATIVE</b>			
<b>Mell-Burton Structured Day</b>		<b>Fiscal Year</b>	<b>FY 21-22</b>
<b>Item #</b>	<b>Justification</b>	<b>Expense</b>	<b>In Kind Expense</b>
120	Teacher *3 provided by Guilford County Schools		\$158,000
120	Full and part-time staff for program at 3 locations	\$495,307	
180	Fringe benefits and payroll taxes (29.4% eligible salaries/wages = \$495,307 x 29.4% = \$145,620)	\$145,620	
210	Housekeeping supplies for 3 locations (\$500/month x 12 months = \$6,000)	\$6,000	
220	Food for breakfast, lunch & snacks (\$4,833.34/month x 12 months = \$58,000)	\$58,000	
250	Vehicle operation, fuel & maintenance for school vehicles (\$2000/month x 12 months = \$24000)	\$24,000	
260	Office supplies for 3 locations (\$125/month x 12 months = \$1500)	\$1,500	
290	Supplies for Neurosequential Model of Therapeutics (\$312.50/month x 12 months = \$3,750)	\$3,750	
290	Educational supplies for 3 locations (\$145.84/month x 12 months = \$1,750)	\$1,750	
310	Mileage paid @ 0.50/mile (estimated 10,714 miles x 0.56 = \$6,000)	\$6,000	
320	Internet/phones/cell phones for 3 locations (\$1000/month x 12 months = \$12,000)	\$12,000	
330	Utilities for 2 locations (\$1,660/month x 12 months = \$19,920)	\$19,920	
340	Printing in excess of leased copier max copy limit (\$45.84/month x 12 months = \$550)	\$550	
350	Facility maintenance at 2 locations (\$1,666.67/month x 12 months = \$20,000)	\$20,000	
390	Dues & Subscriptions	\$1,300	
390	Recreation activities and supplies for clients at 3 locations (\$625.00/month x 12 months = \$7,500)	\$7,500	
390	Contracted professional services for security, shredding, licenses (\$333.34/month x 12 months = \$4,000)	\$4,000	
390	Staff Appreciation (\$150.00/month x 12 months = \$1,800)	\$1,800	
390	Client incidentals and personal items for clients at 3 locations (\$125/month x 12 months = \$1,500)	\$1,500	
390	Janitorial services for 1 location (\$1300/month x 12 months = \$15600)	\$15,600	
410	Mortgage interest for 1 location (\$666.17/month x 12 months = \$7,994)	\$7,994	
410	Rent	\$25,368	

450	Allocations - Support Services (actual, per FTE, % of program exps) for Administration, Finance, Revenue Cycle, Facilities, Food Services, HR, IT, Communications, Program Operations, Medical Records and Performance Improvement	\$381,452	
510	Replacement equipment for 3 locations - printers, desks, chairs etc. (\$525.25/month x 12 months = \$6,303)	\$6,303	
<b>TOTAL</b>		<b>\$1,247,214</b>	<b>\$158,000</b>

<b>Job Title</b>	<b>Annual Expense Wages</b>	<b>Annual In Kind Wages</b>
Teacher (100% of annual salary \$49,000)		\$49,000
Program Integration Manager (0.19 FTE x \$56,247)	\$10,687	
Therapist-Concord Street (0.50 FTE x \$43,484)	\$21,742	
Therapist-Joyner Elem (0.50 FTE x \$44,004)	\$22,002	
Therapist-Huffine Mill Road (1.0 FTE x \$44,003)	\$44,003	
Program Director: Substance Abuse (0.28 FTE x \$55,929)	\$15,660	
Program Manager-Huffine Mill (1.0 FTE x \$42,231)	\$42,231	
Qualified Mental Health Professional-Concord Street (2.0 FTE x avg sal \$36,151)	\$72,302	
Program Manager-Joyner Elem (1.0 FTE x \$41,415)	\$41,415	
Teacher (100% of annual salary \$44,000)		\$44,000
Executive Director, Day Treatment (0.19 FTE x \$83,868 = \$15,395)	\$15,935	
Qualified Mental Health Professional-Joyner Elem (1.0 FTE x avg sal \$33,451)	\$33,451	
Housekeeper (0.25 FTE x \$29,568)	\$7,392	
Teacher (100% of annual salary \$65,000)		\$65,000
Teacher (0.5 FTE x \$46,818)	\$23,409	
Office Manager-Concord Street (1.0 FTE x \$30,497)	\$30,497	
Program Manager-Concord Street (1.0 FTE x \$46,003)	\$46,003	
Qualified Mental Health Professional-Huffine Mill Road (2.0 FTE x avg sal \$34,289)	\$68,578	
<b>TOTAL</b>	<b>\$495,307</b>	<b>\$158,000</b>

Fiscal Year: FY 21-22

Number of Months: 1

	Cash	In Kind	Total
<b>I. Personnel Services</b>	<b>\$640,927</b>	<b>\$158,000</b>	<b>\$798,927</b>
120 Salaries & Wages	\$495,307	\$158,000	\$653,307
180 Fringe Benefits	\$145,620		\$145,620
190 Professional Services*			\$0
*Contracts MUST be attached			
<b>II. Supplies &amp; Materials</b>	<b>\$95,000</b>		<b>\$95,000</b>
210 Household & Cleaning	\$6,000		\$6,000
220 Food & Provisions	\$58,000		\$58,000
230 Education & Medical			\$0
240 Construction & Repair			\$0
250 Vehicle Supplies & Materials	\$24,000		\$24,000
260 Office Supplies and Materials	\$1,500		\$1,500
280 Heating & Utility Supplies			\$0
290 Other Supplies and Materials	\$5,500		\$5,500
<b>III. Current Obligations &amp; Services</b>	<b>\$90,170</b>		<b>\$90,170</b>
310 Travel & Transportation	\$6,000		\$6,000
320 Communications	\$12,000		\$12,000
330 Utilities	\$19,920		\$19,920
340 Printing & Binding	\$550		\$550
350 Repairs & Maintenance	\$20,000		\$20,000
370 Advertising			\$0
380 Data Processing			\$0
390 Other Services	\$31,700		\$31,700
<b>IV. Fixed Charges &amp; Other Expenses</b>	<b>\$414,814</b>		<b>\$414,814</b>
410 Rental or Real Property	\$33,362		\$33,362
430 Equipment Rental			\$0
440 Service and Maint. Contracts			\$0
450 Insurance & Bonding	\$381,452		\$381,452
490 Other Fixed Charges			\$0
<b>V. Capital Outlay</b>	<b>\$6,303</b>		<b>\$6,303</b>
<b>[This Section Requires Cash Match]</b>			
510 Office Furniture & Equipment	\$6,303		\$6,303
530 Educational Equipment			\$0
540 Motor Vehicle			\$0
550 Other Equipment			\$0
580 Buildings, Structure & Improv.			\$0
<b>Total</b>	<b>\$1,247,214</b>	<b>\$158,000</b>	<b>\$1,405,214</b>

## SOURCES OF PROGRAM REVENUE (ALL SOURCES)

CURRENT BUDGET REVENUE			NEW BUDGET REVENUE		
\$80,000			\$80,000		
DPS/JCPC Funds			DPS/JCPC Funds		
\$9,955	Guilford County		\$9,955	Guilford County	
County Cash	<i>Source of County Cash</i>		County Cash	<i>Source of County Cash</i>	
\$143,061	Guilford County Schools		\$143,061	Guilford County Schools	
Local Cash 1	<i>Source of Local Cash 1</i>		Local Cash 1	<i>Source of Local Cash 1</i>	
\$28,175	United Way of Greensboro		\$28,175	United Way of Greensboro	
Local Cash 2	<i>Source of Local Cash 2</i>		Local Cash 2	<i>Source of Local Cash 2</i>	
\$158,000	Guilford County Schools		\$158,000	Guilford County Schools	
Local In-Kind	<i>Source of Local In-Kind</i>		Local In-Kind	<i>Source of Local In-Kind</i>	
Local In-Kind 1	<i>Source of Local In-Kind 1</i>		Local In-Kind 1	<i>Source of Local In-Kind 1</i>	
Local In-Kind 2	<i>Source of Local In-Kind 2</i>		Local In-Kind 2	<i>Source of Local In-Kind 2</i>	
Local In-Kind 3	<i>Source of Local In-Kind 3</i>		Local In-Kind 3	<i>Source of Local In-Kind 3</i>	
Local In-Kind 4	<i>Source of Local In-Kind 4</i>		Local In-Kind 4	<i>Source of Local In-Kind 4</i>	
Local In-Kind 5	<i>Source of Local In-Kind 5</i>		Local In-Kind 5	<i>Source of Local In-Kind 5</i>	
\$979,808	Medicaid		\$986,023	Medicaid	
Other 1	<i>Source of Other 1</i>		Other 1	<i>Source of Other 1</i>	
Other 2	<i>Source of Other 2</i>		Other 2	<i>Source of Other 2</i>	
Other 3	<i>Source of Other 3</i>		Other 3	<i>Source of Other 3</i>	
Other 4	<i>Source of Other 4</i>		Other 4	<i>Source of Other 4</i>	
\$1,398,999			\$1,405,214		
<b>TOTAL</b>			<b>TOTAL</b>	<b>DIFFERENCE</b>	<b>\$6,215</b>
\$24,000	30%	\$339,191	\$24,000	30%	\$339,191
Required Local Match	Local Match Rate	Local Match Provided	Required Local Match	Local Match Rate	Local Match Provided

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**Authorizing Official, Department of Public Safety** **Date**

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**Chair, County Board of Commissioners or County Finance Director** **Date**

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**Chair, Juvenile Crime Prevention Council** **Date**

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**Program Manager** **Date**