



North Carolina Department of Public Safety

JCPC Program Agreement Revision

| SECTION I A | SPONSORING AGENCY AND PROGRAM INFORMATION | | |
|---------------------------|--|---------------------------------------|---------------|
| FUNDING PERIOD: | FY 21-22 | DPS/JCPC FUNDING # (cont only) | 541-XXXX |
| COUNTY: | Guilford | AREA: | Piedmont Area |
| NAME OF PROGRAM: | ASAP Residential Substance Abuse Treatment Program | | |
| SPONSORING AGENCY: | Alexander Youth Network | | |

| | | | | | |
|-------------------------|-------------------|---------------|-------------------------|----------------|--------------------|
| Name: | Jennifer Lewis | Title: | Chief Marketing Officer | | |
| Mailing Address: | 405 Parkway Ste A | City: | Greensboro | Zip: | 27401 |
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Program Manager Name & Address (same person on signature page)

THE REASONS FOR THIS BUDGET REVISION ARE AS FOLLOWS:

- | | |
|---|--|
| <input type="checkbox"/> INCREASE IN DPS/JCPC REVENUES | <input type="checkbox"/> DECREASE IN DPS/JCPC REVENUES |
| <input checked="" type="checkbox"/> INCREASE IN OTHER REVENUES | <input type="checkbox"/> DECREASE IN OTHER REVENUES |
| <input type="checkbox"/> CAPITAL EXPENDITURE ADJUSTMENT | <input type="checkbox"/> CONTRACTED SERVICE ADJUSTMENT |
| <input type="checkbox"/> LAPSED SALARY ADJUSTMENT | <input checked="" type="checkbox"/> LINE ITEM ADJUSTMENT |
| <input type="checkbox"/> CHANGE IN COMPONENT (attach revised Component Narrative) | |

COMMENTS: To more accurately reflect estimated annual expenses and update some line items for budget at start of agency fiscal year 10/2021. Revenue increased (donations) for increased expenses mainly due to salaries and vehicle maintenance.

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

| Item # | Increase | Decrease | Explanation |
|--------|----------|----------|---|
| 120 | \$8,496 | | To more accurately reflect estimated annual expenses. Updated salaries for agency fiscal year starting 10/2021. |
| 250 | \$1,000 | | To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Additional amount for higher than originally budgeted vehicle maintenance. |
| 260 | \$150 | | To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Additional amount for purchase of office supplies (copy paper, pens, etc.) for expenses not originally budgeted. |
| 310 | | \$1,620 | To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Some travel for staff to attend training originally budgeted which has not been utilized due to alternative virtual training. |
| 320 | \$674 | | To more accurately reflect estimated annual expenses at start of agency fiscal year in 10/2021. Additional amount for communications due to internet access cost higher than originally budgeted. |

| Item # | Increase | Decrease | Explanation |
|--------------|----------|----------|---------------------------|
| Total | \$10,320 | \$1,620 | Difference \$8,700 |

| BUDGET NARRATIVE | | | |
|--|---|------------------|-----------------|
| ASAP Residential Substance Abuse Treatment Program | | Fiscal Year | FY 21-22 |
| Item # | Justification | Expense | In Kind Expense |
| 120 | Full and part-time staff for program (Supervision, Therapist, MHT, On Call) | \$216,851 | |
| 180 | Fringe Benefits and Payroll Taxes (29.4% eligible salaries/ wages = \$193,673 x 29.4% = \$56,940) | \$56,940 | |
| 210 | Housekeeping supplies (\$250.00/month x 12 months = \$3,000) | \$3,000 | |
| 220 | Food for residents (\$833.34/month x 12 months = \$10,000) | \$10,000 | |
| 250 | Motor vehicle supplies: fuel & maintenance (\$333.34/month x 12 months = \$4,000) | \$4,000 | |
| 260 | Office supplies (\$12.50/month x 12 months = \$150) | \$150 | |
| 290 | Program & education supplies (\$100.00/month x 12 months = \$1,200) | \$1,200 | |
| 310 | Mileage paid @ 0.50/mile (estimated 446 x 0.56 = \$250) | \$250 | |
| 320 | Program cell phones, land line and internet (\$313/month x 12 months = \$3,756) | \$3,756 | |
| 330 | Utilities (\$584.84/month x 12 months = \$7,018) | \$7,018 | |
| 350 | Facility maintenance (\$564.59/month x 12 months = \$6,775) | \$6,775 | |
| 390 | Professional Contracted Services for security, licensing, shredding & Seven Challenges program (\$358.34/month x 12 months = \$4,300) | \$4,300 | |
| 390 | Client incidentals: reinforcers and personal items (\$258.34/month x 12 months = \$3,100) | \$3,100 | |
| 390 | Recreation activities and supplies (\$333.34/month x 12 months = \$4,000) | \$4,000 | |
| 390 | Staff Appreciation (\$43.75 x 12 months = \$525) | \$525 | |
| 410 | Rent (\$725 x 12 months = \$8,700) | \$8,700 | |
| 490 | Allocations - Support Services (actual, per FTE, % of program exps) for Administration, Finance, Revenue Cycle, Facilities, HR, IT, Communications, Program Operations, Medical Records and Performance Improvement | \$136,990 | |
| 510 | Replacement equipment - program furniture, kitchen appliances, program office items | \$1,000 | |
| TOTAL | | \$468,555 | |

| Job Title | Annual Expense Wages | Annual In Kind Wages |
|---|----------------------|----------------------|
| Program Manager (1.0 FTE x \$41,011) | \$41,011 | |
| Program Director/ASAP Therapist (0.28 FTE x \$55,929) | \$15,660 | |
| Mental Health Technicians for 24/7 Staffing of Program (5.0 FTE x \$32,036) | \$160,180 | |
| TOTAL | \$216,851 | |

Budget Information Page**Program:** ASAP Residential Substance Abuse Treatment Program**Fiscal Year:** FY 21-22**Number of Months:** 1

| | Cash | In Kind | Total |
|--|------------------|---------|------------------|
| I. Personnel Services | \$273,791 | | \$273,791 |
| 120 Salaries & Wages | \$216,851 | | \$216,851 |
| 180 Fringe Benefits | \$56,940 | | \$56,940 |
| 190 Professional Services* | | | \$0 |
| *Contracts MUST be attached | | | |
| II. Supplies & Materials | \$18,350 | | \$18,350 |
| 210 Household & Cleaning | \$3,000 | | \$3,000 |
| 220 Food & Provisions | \$10,000 | | \$10,000 |
| 230 Education & Medical | | | \$0 |
| 240 Construction & Repair | | | \$0 |
| 250 Vehicle Supplies & Materials | \$4,000 | | \$4,000 |
| 260 Office Supplies and Materials | \$150 | | \$150 |
| 280 Heating & Utility Supplies | | | \$0 |
| 290 Other Supplies and Materials | \$1,200 | | \$1,200 |
| III. Current Obligations & Services | \$29,724 | | \$29,724 |
| 310 Travel & Transportation | \$250 | | \$250 |
| 320 Communications | \$3,756 | | \$3,756 |
| 330 Utilities | \$7,018 | | \$7,018 |
| 340 Printing & Binding | | | \$0 |
| 350 Repairs & Maintenance | \$6,775 | | \$6,775 |
| 370 Advertising | | | \$0 |
| 380 Data Processing | | | \$0 |
| 390 Other Services | \$11,925 | | \$11,925 |
| IV. Fixed Charges & Other Expenses | \$145,690 | | \$145,690 |
| 410 Rental or Real Property | \$8,700 | | \$8,700 |
| 430 Equipment Rental | | | \$0 |
| 440 Service and Maint. Contracts | | | \$0 |
| 450 Insurance & Bonding | | | \$0 |
| 490 Other Fixed Charges | \$136,990 | | \$136,990 |
| V. Capital Outlay | \$1,000 | | \$1,000 |
| [This Section Requires Cash Match] | | | |
| 510 Office Furniture & Equipment | \$1,000 | | \$1,000 |
| 530 Educational Equipment | | | \$0 |
| 540 Motor Vehicle | | | \$0 |
| 550 Other Equipment | | | \$0 |
| 580 Buildings, Structure & Improv. | | | \$0 |
| Total | \$468,555 | | \$468,555 |

SOURCES OF PROGRAM REVENUE (ALL SOURCES)

| CURRENT BUDGET REVENUE | | | NEW BUDGET REVENUE | | |
|------------------------|---------------------------|----------------------|----------------------|---------------------------|----------------------|
| \$102,000 | | | \$102,000 | | |
| DPS/JCPC Funds | | | DPS/JCPC Funds | | |
| \$7,000 | Guilford County | | \$7,000 | Guilford County | |
| County Cash | Source of County Cash | | County Cash | Source of County Cash | |
| \$23,600 | Donations | | \$32,300 | Donations | |
| Local Cash 1 | Source of Local Cash 1 | | Local Cash 1 | Source of Local Cash 1 | |
| Local Cash 2 | Source of Local Cash 2 | | Local Cash 2 | Source of Local Cash 2 | |
| \$0 | | | \$0 | | |
| Local In-Kind | Source of Local In-Kind | | Local In-Kind | Source of Local In-Kind | |
| Local In-Kind 1 | Source of Local In-Kind 1 | | Local In-Kind 1 | Source of Local In-Kind 1 | |
| Local In-Kind 2 | Source of Local In-Kind 2 | | Local In-Kind 2 | Source of Local In-Kind 2 | |
| Local In-Kind 3 | Source of Local In-Kind 3 | | Local In-Kind 3 | Source of Local In-Kind 3 | |
| Local In-Kind 4 | Source of Local In-Kind 4 | | Local In-Kind 4 | Source of Local In-Kind 4 | |
| Local In-Kind 5 | Source of Local In-Kind 5 | | Local In-Kind 5 | Source of Local In-Kind 5 | |
| \$327,255 | CASP Funding | | \$327,255 | CASP Funding | |
| Other 1 | Source of Other 1 | | Other 1 | Source of Other 1 | |
| Other 2 | Source of Other 2 | | Other 2 | Source of Other 2 | |
| Other 3 | Source of Other 3 | | Other 3 | Source of Other 3 | |
| Other 4 | Source of Other 4 | | Other 4 | Source of Other 4 | |
| \$459,855 | | | \$468,555 | | |
| TOTAL | | | TOTAL | DIFFERENCE | \$8,700 |
| \$30,600 | 30% | \$30,600 | \$30,600 | 30% | \$39,300 |
| Required Local Match | Local Match Rate | Local Match Provided | Required Local Match | Local Match Rate | Local Match Provided |

| | |
|--|---------------|
| _____ Authorizing Official, Department of Public Safety | _____ Date |
| _____ Chair, County Board of Commissioners or County Finance Director | _____ Date |
| _____ Chair, Juvenile Crime Prevention Council | _____ Date |
| _____ Program Manager | _____ Date |