



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: | Mell-Burton Structured Day | | |
| 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 (Medicaid) due to increased expenses mainly for vehicle maintenance, staff travel (mileage), education supplies (books), communications and janitorial services.

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 |
| Total | \$20,565 | \$14,350 | Difference \$6,215 |

| BUDGET NARRATIVE | | | |
|----------------------------|--|-------------|-----------------|
| Mell-Burton Structured Day | | Fiscal Year | FY 21-22 |
| Item # | Justification | Expense | In Kind Expense |
| 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 = \$7,9940) | \$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 | |
| TOTAL | | \$1,247,214 | \$158,000 |

| Job Title | Annual Expense Wages | Annual In Kind Wages |
|---|-----------------------------|-----------------------------|
| 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 | |
| TOTAL | \$495,307 | \$158,000 |

Fiscal Year: FY 21-22

Number of Months: 1

| | Cash | In Kind | Total |
|--|--------------------|------------------|--------------------|
| I. Personnel Services | \$640,927 | \$158,000 | \$798,927 |
| 120 Salaries & Wages | \$495,307 | \$158,000 | \$653,307 |
| 180 Fringe Benefits | \$145,620 | | \$145,620 |
| 190 Professional Services* | | | \$0 |
| *Contracts MUST be attached | | | |
| II. Supplies & Materials | \$95,000 | | \$95,000 |
| 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 |
| III. Current Obligations & Services | \$90,170 | | \$90,170 |
| 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 |
| IV. Fixed Charges & Other Expenses | \$414,814 | | \$414,814 |
| 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 |
| V. Capital Outlay | \$6,303 | | \$6,303 |
| [This Section Requires Cash Match] | | | |
| 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 |
| Total | \$1,247,214 | \$158,000 | \$1,405,214 |

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 | Source of County Cash | | County Cash | Source of County Cash | |
| \$143,061 | Guilford County Schools | | \$143,061 | Guilford County Schools | |
| Local Cash 1 | Source of Local Cash 1 | | Local Cash 1 | Source of Local Cash 1 | |
| \$28,175 | United Way of Greensboro | | \$28,175 | United Way of Greensboro | |
| Local Cash 2 | Source of Local Cash 2 | | Local Cash 2 | Source of Local Cash 2 | |
| \$158,000 | Guilford County Schools | | \$158,000 | Guilford County Schools | |
| 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 | |
| \$979,808 | Medicaid | | \$986,023 | Medicaid | |
| 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 | |
| \$1,398,999 | | | \$1,405,214 | | |
| TOTAL | | | TOTAL | DIFFERENCE | \$6,215 |
| \$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 |
| _____ Chair, County Board of Commissioners or County Finance Director | _____ Date |
| _____ Chair, Juvenile Crime Prevention Council | _____ Date |
| _____ Program Manager | _____ Date |