MODIFICATION AGREEMENT
OF
INTRA-CITY AGREEMENT
BETWEEN
THE NEW YORK CITY ADMINISTRATION FOR CHILDREN'S SERVICES
AND
THE NEW YORK CITY DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

This Modification Agreement ("Modification Agreement"), effective as of January 1, 2015 ("Effective Date"), is made and entered into by the New York City Administration for Children's Services ("ACS"), located at 150 William Street, New York, New York 10038, and the New York City Department of Youth and Community Development ("DYCD"), located at 2 Lafayette Street, New York, New York 10007.

WITNESSETH

WHEREAS, (a) ACS and DYCD entered into that certain Intra-City Agreement, effective as of January 1, 2015, related to funds available pursuant to the New York State Safe Harbour For Exploited Children Act (the "Agreement"), and (b) the allocation of funding between fiscal years set forth in Section 5.02(a)(i) and Section 5.02(a)(ii) of the Agreement was based on certain assumptions regarding when Girls Education and Mentoring Services, Inc. would incur reimbursable expenses;

WHEREAS, Girls Education and Mentoring Services, Inc. has submitted invoices for actual expenses incurred during the period of January 1, 2015 through June 30, 2015 and such spending is at a lower rate than what the MOU assumed would be the rate at which Girls Education and Mentoring Services, Inc. would incur reimbursable expenses (the "Expenditure Rate Differential ");

WHEREAS, as a result of the Expenditure Rate Differential, (a) DYCD will make claims for payments less than the amount reflected in Section 5.02(a)(i) of the Agreement and more than the amount reflected in Section 5.02(a)(ii) of the Agreement, and (b) ACS and DYCD wish to amend the Agreement to address such Expenditure Rate Differential as more fully set forth in this Modification Agreement;

WHEREAS, the parties are willing and able to perform their respective duties and responsibilities as set forth herein,

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

1. Except as modified herein, or modified previously, all of the covenants and conditions of the Agreement, including any amendments, remain unchanged and in full force and effect.

2. In accordance with Section 6.01 of the Agreement, the Agreement is hereby modified by amending and replacing Section 5.02 in its entirety with the following:

Section 5.02 Intra-City Budget

(a) Within a reasonable amount of time after execution of the Agreement, ACS will initiate intra-City budget modifications to fund the Maximum Reimbursable Amount of four hundred twenty-five thousand two hundred seven dollars ($425,207.00) in DYCD's budget as follows:

(i) An intra-City budget modification in the amount of one hundred fifty-nine thousand four hundred sixty-two dollars ($159,462.00) will be initiated for the period of January 1, 2015 through June 30, 2015.

(ii) An intra-City budget modification in the amount of two hundred sixty-five thousand seven hundred forty-five dollars ($265,745.00) will be initiated for the period of July 1, 2015 through December 31, 2015.

3. DYCD acknowledges and agrees that this Modification Agreement does not increase the Maximum Reimbursable Amount of the Agreement four hundred twenty-five thousand two hundred seven dollars ($425,207.00), nor the amount of funding provided to Girls Education and Mentoring Services, Inc. related to the Agreement for the period of January 1, 2015 through December 31, 2015.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the Effective Date.

City of New York
Administration for Children's Services

_____
Signature

Susan Nuccio
Printed Name

Deputy Commissioner
Title

8/13/15
Date

City of New York
Department of Youth and Community Development

_____
Signature

Caroline Press
Printed Name

General Counsel
Title

8/18/15
Date

INTRA-CITY AGREEMENT
BETWEEN
THE NEW YORK CITY ADMINISTRATION FOR CHILDREN'S SERVICES
AND
THE NEW YORK CITY DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

This Intra-City Agreement ("Agreement"), effective as of January 1, 2015 ("Effective Date"), is made and entered into by the New York City Administration for Children's Services ("ACS"), located at 150 William Street, New York, New York 10038, and the New York City Department of Youth and Community Development ("DYCD"), located at 2 Lafayette Street, New York, New York 10007.

WITNESSETH

WHEREAS, the New York State Office of Children and Family Services ("OCFS") allocated to the City of New York ("City") a portion of funds available pursuant to the New York State Safe Harbour For Exploited Children Act to expand City services targeted at preventing sexual exploitation of children and to provide City services to victims of sexual exploitation ("Safe Harbor Funds");

WHEREAS, the City has selected ACS, as the City agency dedicated to protecting the City's youth and strengthening families through the provision of various child welfare services, to plan for and distribute the Safe Harbor Funds;

WHEREAS, DYCD (i) funds programs to protect runaway and homeless youth ("RHY Youth") and strives to reunite RHY Youth with their families ("Outreach Programs"), (ii) provides youth throughout the City with opportunities to work in summer jobs and take part in focused educational activities that integrate life skills, life-long learning, and career planning through the Summer Youth Employment Program ("SYEP") including SYEP program areas that specifically addresses the needs of RHY Youth between the ages of fourteen (14) and twenty-four (24) ("SYEP Vulnerable Youth Program"), and (iii) has provider agencies experienced in providing services to sexually exploited youth;

WHEREAS, ACS seeks to partner with DYCD, including by providing a portion of the Safe Harbor Funds to DYCD, to develop and provide services to sexually exploited youth;

WHEREAS, DYCD shall utilize the Safe Harbor Funds received from ACS to contract for the provision of the services set forth in Article II – Scope of Services of the Agreement during the term of the Agreement in accordance with the terms and conditions set forth herein; and

WHEREAS, the parties are willing and able to perform their respective duties and responsibilities as set forth herein,

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

Article I. Term

Section 1.01 Term

(a) The term of this Agreement is for the period of the Effective Date through December 31, 2015, unless it is terminated sooner pursuant to this Agreement.

Article II. Scope of Services

Section 2.01 Services at ACS Facilities

(a) Safe Horizon, Inc.

(i) General Provisions

(1) The Option II Agreement (as defined in Article IV – Confidentiality, Section 4.01 – Existing Contracts) between DYCD and Safe Horizon, Inc. ("Safe Horizon") shall require Safe Horizon to provide a total of sixty-two (62) hours of ACS Facilities Direct Services and Direct Care Staff Training each week.

(2) Safe Horizon Staff shall (A) possess a Masters in Social Work, Counseling or similar field of study from an accredited college or university, (B) possess any licenses required by law to perform the services to be performed under this Agreement, and (C) shall report or cause a report to be made to the New York State Central Register of Child Abuse and Maltreatment ("SCR") when a staff member at the Children's Center has reasonable cause to suspect that a child provided services at the Children's Center has been abused or maltreated or where the parent, guardian, custodian or other person legally responsible for such child states from personal knowledge, facts, conditions or circumstances which, if correct, would render the child an abused or maltreated child. Safe Horizon shall notify DYCD and ACS when such a report has been made, or caused to be made, to the SCR.

(ii) Safe Horizon Services

(1) Facility-Based Direct Services. The Option II Agreement between DYCD and Safe Horizon shall require Safe Horizon to provide staff experienced in serving sexually exploited youth (the "Safe Horizon Staff") to assist ACS at the ACS Children's Center located at 492 First Avenue, New York, New York 10010 ("Children's Center") and such other facilities as may be agreed to by ACS, DYCD, and Safe Horizon (such facilities along with the Children's Center, the "ACS Facilities"). Two members of the Safe Horizon

Staff shall (A) facilitate socio-educational groups with youth located at the ACS Facilities, (B) interact directly with the youth located at the ACS Facilities for the purpose of engaging such youth in services and encouraging the successful placement of youth in specialized sexually exploited foster care or other residential program, (C) utilize when appropriate the NYC Child Trafficking Screening Tool provided by ACS and enter the data obtained by the use of the NYC Child Trafficking Tool into the data collection system identified by ACS, and (D) consult with ACS Child and Family Specialists ("CFSs") during placement assessments upon ACS' request (collectively, the "ACS Facilities Direct Services").

(2) Direct Practice Staff Training. The Option II Agreement between DYCD and Safe Horizon shall require Safe Horizon to, in coordination with ACS, provide structured training sessions led by Safe Horizon Staff to direct practice staff that address issues related to child sexual exploitation and interview and engagement skills, techniques and approaches to assist the staff in their interactions with youth who have been or are at high risk of being sexually exploited ("Direct Practice Staff Training" and along with the ACS Facilities Direct Services, the "Safe Horizon Services").

(3) Scheduling

A. The Safe Horizon Staff shall provide the Safe Horizon Services as follows:

i) One (1) Safe Horizon Staff member shall provide Safe Horizon Services five (5) days a week for a total of thirty-one (31) hours per week. Such Safe Horizon's Staff member shall provide Safe Horizon Services between 8:30 A.M. and 4:30 P.M. on Sunday, Monday, Tuesday, Wednesday, and Thursday; and

ii) One (1) Safe Horizon Staff member shall provide Safe Horizon Services five (5) days a week for a total of thirty-one (31) hours per week. Such Safe Horizon's Staff member shall provide Safe Horizon Services between 4:00 P.M. and 12:00 A.M. on Tuesday, Wednesday, Thursday, Friday and Saturday.

iii) Safe Horizon shall coordinate with and consult ACS regarding the allocation of staffing amongst the ACS Facilities.

B. Due to the ever changing nature of the population of youth at the ACS Facilities, the Safe Horizon Staff shall tailor, to the extent feasible, the services on any given day to the needs and size of the population present at the applicable ACS Facility.

C. Direct Practice Staff Training shall be scheduled on varying days of the week and at different times during the periods set forth in Section 2.01(a)(ii)(3)(A) to facilitate the greatest attendance by ACS staff and/or ACS provider agency staff from different shifts to participate. The Option II Agreement between DYCD and Safe Horizon shall require Safe Horizon to coordinate with and consult ACS regarding the content and amount of time to be spent providing Direct Practice Staff Training in any given week.

(4) Reporting Requirements

A. The Option II Agreement between DYCD and Safe Horizon shall require Safe Horizon to track the number of youth served by Safe Horizon at the ACS Facilities and provide a monthly report to ACS and DYCD by the fifth (5^{th}) day of the following month. Such monthly report shall include: (i) the number of youths served including a break down by gender and the following age ranges: (a) under twelve (12) years-old; (b) twelve (12) to fifteen (15) years-old; (c) sixteen (16) to eighteen (18) years-old; and (d) over eighteen (18) years-old, (ii) of those youths served, the number of youth that disclosed or were identified as having a history of or current sexual exploitation, (iii) the number of socio-educational groups facilitated by Safe Horizon Staff, (iv) for each socio-educational group facilitated by Safe Horizon Staff, the topics covered during such session, the number of youth that attended, and the gender breakdown of the youth who participated, (v) number of consultations with CFSs, (vi) the number of direct practice staff that attended Safe Horizon provided training and the topics covered during such training sessions, and (vii) additional data or information required by law or reasonably requested by ACS or DYCD.

B. The Option II Agreement between DYCD and Safe Horizon shall require Safe Horizon to track the time spent on Direct Practice Staff Training and Direct Practice Staff Training Preparation each week and provide a report to ACS detailing the (i) the days on which Safe Horizon Staff provided Direct Practice Staff Training or engaged in Direct Practice Staff Training Preparation, (ii) the length of time spent on Direct Practice Staff Training and Direct Practice Staff Training Preparation respectively, and (ii) a detailed description of the tasks and activities undertaken in connection with the time spent on Direct Practice Staff Training and Direct Practice Staff Training Preparation. Such report shall be provided to ACS every two (2) weeks on the Friday following the two (2) previous calendar weeks covered by the report.

(5) In addition to Section 2.01(a)(iii), DYCD shall reimburse Safe Horizon in accordance with the budget attached hereto as Exhibit A for Safe Horizon Services.

(iii) Administration. DYCD shall reimburse Safe Horizon in accordance with the budget attached hereto as Exhibit A for up to four (4) hours per week for each Safe Horizon Staff member (not to exceed two (2) members per week) for time spent developing, arranging and preparing for Direct Practice Staff Training ("Direct Practice Staff Training Preparation") and for providing services in connection with the supervision of, planning of, and completion of administrative tasks related to the Safe Horizon Services.

(b) Girls Education and Mentoring Services, Inc.

(i) Group Sessions

(1) The Option III Agreement (as defined in Article IV – Confidentiality, Section 4.01 – Existing Contracts) between DYCD and Girls Education and Mentoring Services, Inc. ("GEMS" and collectively with Safe Horizon, the "DYCD RHY Provider Agencies") shall require GEMS to conduct a minimum of forty (40) group and/or individuals sessions based on the needs and populations at the ACS Facilities during the term of the Agreement for sexually exploited youth and youth at risk of sexual exploitation to raise awareness about the realities of the commercial sex industry and to encourage youth to engage in discussions relating to, and learn about, the involvement of youth in the commercial sex industry ("GEMS Sessions"). Each GEMS Session shall be for a period of up to ninety (90) minutes.

(2) The GEMS Sessions shall be led by a minimum of two (2) youth outreach workers associated with the GEMS facility outreach program for GEMS Sessions held with groups. The GEMS Sessions shall be led by one (1) youth outreach worker associated with the GEMS facility outreach program for GEMS Sessions held with individuals.

(3) The GEMS Sessions shall be conducted at the Children's Center, the Horizon Juvenile Center located at 560 Brook Avenue, Bronx, New York 10455 ("Horizon Juvenile Center"), and the Crossroads Juvenile Center located at 17 Bristol Street, Brooklyn, New York 11212 ("Crossroads Juvenile Center") and such other facilities as may be agreed to by ACS and DYCD. The GEMS Sessions shall be allocated by ACS, in coordination with GEMS, amongst the Children's Center, Horizon Juvenile Center, Crossroads Juvenile Center, and other facilities agreed to by the parties.

(4) The Option III Agreement between DYCD and GEMS shall require GEMS to track the GEMS Sessions and provide a monthly report to ACS and DYCD in the format and using the data collection system identified by ACS by the fifth (5th) day of the following month. Such monthly report shall include: (1) the number of youths attending each GEMS Session including a break down by gender and the following age ranges: (A) under twelve (12)

years-old; (B) twelve (12) to fifteen (15) years-old; (C) sixteen (16) to eighteen (18) years-old; and (D) over eighteen (18) years-old, (2) of those youths that attended a GEMS Session, the number of youth that disclosed or were identified as having a history of or current sexual exploitation, (3) the topics covered during each GEMS Session, and (4) additional data or information required by law (including federal or state laws enacted after the Effective Date of this Agreement), required by OCFS, or reasonably requested by ACS or DYCD.

(ii) Training Sessions

(1) The Option III Agreement between DYCD and GEMS shall require GEMS to conduct twelve (12) training sessions for individuals identified by ACS focusing on skills related to developing and enhancing such persons' ability to identify and engage with sexually exploited youth ("GEMS Training Sessions"). The GEMS Training Sessions shall be based on Module 4 of the GEMS training curriculum.

(2) Each GEMS Training Session shall be for a period of three (3) hours.

Section 2.02 Outreach Programs

(a) The Option IV Agreement (as defined in Section 4.01 – Existing Contracts) between DYCD and Safe Horizon shall require Safe Horizon to conduct increased street outreach services through an additional Service-Vehicle-based street outreach team, consisting of two (2) Safe Horizon Staff members ("Additional Street Outreach Team"), operating pursuant to the Option IV Agreement to provide greater capacity to identify and engage youth at risk of sexual exploitation and who may have left their foster care placement without permission ("Street Outreach Program").

(b) The Option IV Agreement between DYCD and Safe Horizon shall also require Safe Horizon:

(i) To (1) coordinate with the ACS Missing Children's Outreach Unit and the ACS Office of Placement to identify and re-engage youth who have left their foster care placement without permission and facilitate such youth's return to care, (2) provide ACS information on locations where Safe Horizon (A) has encountered youth at risk of sexual exploitation and that may have left their foster care placement without permission, or (B) suspects youth at risk of sexual exploitation and that may have left their foster care placement without permission are located, and (3) distribute promotional materials jointly developed by ACS and Safe Horizon that contains information for youth on how to return to care.

(ii) To coordinate with the ACS Office of Placement and the Missing Children's Outreach Unit to identify areas for outreach, connect identified youth to ACS services and develop promotional materials.

(iii) To provide the promotional materials to the following (1) youths under the age of eighteen (18), (2) youths suspected of being under the age of eighteen (18) but whose actual age is unknown, and (3) youths known to be in ACS custody.

(c) The Street Outreach Program shall focus on areas known to or suspected by ACS, DYCD or Safe Horizon as locations where a high number of foster care and vulnerable youth congregate. The Additional Street Outreach Team will work four (4) days per week, including weekends, between the hours of 10:00 P.M. and 7:00 A.M.

(d) The Option IV Agreement between DYCD and Safe Horizon shall require Safe Horizon to provide to ACS and DYCD a report detailing the number of youth served by the Additional Street Outreach Team and the number of youth assisted in returning to foster care from the Additional Street Outreach Team or Safe Horizon Drop-In Centers by the fifth (5^{th}) day of each month. Such monthly report shall (i) be in the format identified by ACS and submitted through the data collection system selected by ACS, and (ii) include a break down by (1) gender and the following age ranges: (a) under twelve (12) years-old; (b) twelve (12) to fifteen (15) years-old; (c) sixteen (16) to eighteen (18) years-old; and (d) over eighteen (18) years-old, (2) the number of youth that disclosed or were identified as having a history of or current sexual exploitation, (3) information regarding each youth's prior contact with ACS and/or DYCD, and (4) additional data or information required by law (including federal or state laws enacted after the Effective Date of this Agreement), required by OCFS, or reasonably requested by ACS and/or DYCD.

Section 2.03 SYEP Vulnerable Youth Program

(a) Slots & Referrals

(i) DYCD shall provide twenty-five (25) additional slots in the SYEP Vulnerable Youth Program for (i) sexually exploited youth and high risk foster care youth referred by ACS, (ii) youth in non-secure or limited-secure placement facilities referred by ACS, and (iii) other non-foster care youth referred by ACS. Such referrals shall be made no later than July 15, 2015.

(ii) If ACS is unable to identify and refer eligible youth for all twenty-five (25) slots described in Section 2.03(a) for the SYEP Vulnerable Youth Program, DYCD shall make reasonable efforts to identify youth eligible for the SYEP Vulnerable Youth Program to fill the remaining slots in the SYEP Vulnerable Youth Program ("DYCD-Identified Youth") to ensure that all twenty-five (25) slots are filled. With the prior written consent of ACS, the DYCD-Identified Youth shall participate in the SYEP Vulnerable Youth Program and ACS shall reimburse DYCD for each such youth in accordance with the per slot amount set forth in the budget attached as Exhibit A.

(b) Case Management. ACS shall make reasonable efforts to provide an identified case manager or case planner for each youth referred by ACS to participate in the SYEP

Vulnerable Youth Program. In the event ACS identifies a case manager or case planner for a youth, ACS shall provide DYCD with the contact information for such case manager or case planner.

Section 2.04 Commercially and Sexually Exploited Children ("CSEC") Train-the-Trainer

(a) The Option III Agreement (as defined in Article IV – Confidentiality, Section 4.01 – Existing Contracts) between DYCD and GEMS shall require GEMS to provide to individuals identified by ACS the three (3)-day CSEC Train-the-Trainer sessions and seventy-five (75) CSEC manuals. The three-(3) day CSEC Train-the-Trainer sessions shall be scheduled on the dates and at the location(s) selected by ACS.

Section 2.05 General Requirements

(a) ACS shall permit authorized staff of DYCD and DYCD RHY Provider Agencies access to the Children's Center, the Horizon Juvenile Center, and the Crossroads Juvenile Center or such other facilities operated by ACS as agreed to by ACS and DYCD as necessary for such staff to provide the services contemplated by this Agreement including access related to the planning for and initiation of such services; provided, that, the party seeking access shall notify ACS at least one (1) business day in advance. ACS, with the consent of the applicable ACS-contracted provider, shall permit authorized staff of DYCD and DYCD RHY Provider Agencies access to ACS Facilities operated by an ACS-contracted provider; provided, that, the party seeking access shall notify ACS at least one (1) business day in advance. ACS shall use best faith efforts to obtain the necessary consent from the applicable ACS-contracted provider to allow authorized staff of DYCD and DYCD RHY Provider Agencies access to ACS Facilities operated by an ACS-contracted provider for such staff to provide the services contemplated by this Agreement.

(b) Contracts between DYCD and each DYCD RHY Provider Agency shall require the DYCD RHY Provider Agency:

(i) To provide all information disclosed by a youth that would assist ACS in ensuring the youth's appropriate placement and receipt of services as soon as practicable after DYCD or the DYCD RHY Provider Agency, as applicable, receives such information.

(ii) To (1) participate in on-going ACS or New York State assessment, evaluation, and monitoring review procedures on the performance of the services contemplated by this Agreement, and (2) provide all information requested by ACS or New York State to allow ACS or New York State, as applicable, to conduct and complete a full review of the services contemplated by this Agreement.

(iii) To coordinate with, cooperate with, and assist ACS staff and consultants in connection with the implementation and initiation of services contemplated by this Agreement.

Article III. Recordkeeping, Reporting and Audit Requirements

Section 3.01 Books and Records

(a) DYCD shall maintain separate and accurate books, records, documents and other evidence, and to utilize appropriate accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement.

Section 3.02 Maintenance of Records.

(a) DYCD agrees to maintain any and all books, records, documentation, justifications and other evidence relevant to this Agreement, including those required pursuant to Section 3.01 for six years after the final payment or expiration or termination of this Agreement, or for a period otherwise prescribed by law, whichever is later. In addition, if any litigation, claim, or audit concerning this Agreement has commenced before the expiration of the six-year period, the records must be retained until the completion of such litigation, claim, or audit.

Section 3.03 Inspection.

(a) At any time during the Agreement or during the record retention period set forth in Section 3.02, ACS and ACS' Office of the Inspector General, as well as City, state and federal auditors and any other persons duly authorized by ACS shall, upon reasonable notice, have full access to and the right to examine and copy all books, records, and other documents maintained or retained by or on behalf of DYCD pursuant to this Article III.

(b) ACS shall have the right to have representatives of ACS or the state or federal government present to observe the services being performed.

Section 3.04 Audit

(a) This Agreement and all books, records, documents, and other evidence required to be maintained or retained pursuant to this Agreement, including all invoices presented for payment and the books, records, and other documents upon which such invoices are based (e.g., reports, cancelled checks, accounts, and all other similar material), are subject to audit by (i) ACS, (ii) the State of New York, (iii) the federal government, and (iv) other persons duly authorized by the City.

(b) DYCD shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by ACS. Such documentation and justification shall be submitted to ACS no later than January 31, 2016 or such other date set by OCFS.

(c) DYCD shall not be entitled to final payment until DYCD has complied with the requirements of this Section 3.04.

(d) In the event that (i) the State of New York, the federal government, and/or any other person duly authorized by the City conducts an audit of the payments, reimbursements, books, records, documents, and other evidence required to be maintained or retained pursuant to this Agreement, (ii) DYCD fails to produce the supporting documentation requested by the auditors related to the payments, reimbursements and services provided in connection with this Agreement, and (iii) DYCD's failure to produce such supporting documentation results in the State of New York and/or federal government disallowing revenue to ACS, then DYCD shall reimburse ACS in an amount equal to the amount of disallowed revenue.

Article IV. Confidentiality

Section 4.01 Existing Contracts

(a) During the term of this Agreement, DYCD shall not alter the confidentiality provisions, provisions related to the screening of DYCD RHY Provider Agencies staff, and any other similar provisions contained in (i) that certain Agreement between DYCD and Safe Horizon, effective as of July 1, 2009, as amended by that certain American Recovery and Reinvestment Act Amendment Agreement, dated as of December 1, 2009, as renewed by that certain Renewal Agreement, effective as of July 1, 2012, as amended by that certain Amendment No. 1 to the Renewal Agreement, effective July 1, 2013, as amended by that certain Amendment No. 2 to the Renewal Agreement, effective April 1, 2014, as renewed by that certain Second Renewal Agreement, effective July 1, 2014, as amended by that certain Amendment No. 1 to the Second Renewal Agreement, effective July 1, 2014, and as to be extended by that certain Extension Agreement, to be effective July 1, 2015, ("Option II Agreement"), (ii) that certain Agreement between DYCD and Safe Horizon, effective as of July 1, 2009, as renewed by that certain Renewal Agreement, effective July 1, 2012, as renewed by that certain Second Renewal Agreement, effective as of July 1, 2013, as amended by that certain Amendment No. 1 to the Second Renewal Agreement, effective April 1, 2014, as renewed by that certain Third Renewal Agreement, effective July 1, 2014, as amended by that certain Amendment No. 1 to the Third Renewal Agreement, effective July 1, 2014, and as to be extended by that certain Extension Agreement, to be effective July 1, 2015, ("Option IV Agreement"), or (iii) that certain Agreement between DYCD and GEMS, effective as of July 1, 2009, as renewed by that certain Renewal Agreement, effective July 1, 2012, as amended by that certain Amendment No. 1 to the Renewal Agreement, effective July 1, 2013, as amended by that certain Amendment No. 2 to the Renewal Agreement, effective April 1, 2014, as renewed by that certain Second Renewal Agreement, effective July 1, 2014, as amended by that certain Amendment No. 1 to the Second Renewal Agreement, effective July 1, 2014, and as to be extended by that certain Extension Agreement, to be effective July 1, 2015 ("Option III Agreement" and collectively with the Option II Agreement and Option IV Agreement, the "DYCD Agreements") without the mutual written consent of the parties.

(b) DYCD shall ensure that all information obtained by a DYCD RHY Provider Agency in connection with the services contemplated by this Agreement shall be deemed

confidential pursuant to the applicable DYCD Agreement and shall be treated as if such information was received pursuant to the applicable DYCD Agreement.

Section 4.02 Confidentiality

(a) DYCD agrees to hold, and to cause the DYCD RHY Provider Agencies to hold, confidential, both during and after the completion or termination of this Agreement, all of the reports, information, or data, furnished to, or prepared, assembled or used by, DYCD or a DYCD RHY Provider Agency under this Agreement. DYCD agrees, and shall cause the DYCD RHY Provider Agencies to agree, that such reports, information, or data shall not be made available to any person or entity without the prior written approval of ACS, which shall not be unreasonably withheld. DYCD agrees, and shall cause the DYCD RHY Provider Agencies to agree, to maintain the confidentiality of such reports, information, or data by using a reasonable degree of care, and using at least the same degree of care that DYCD or the DYCD RHY Provider Agency, as applicable, uses to preserve the confidentiality of its own confidential information. In the event that the data contains social security numbers or other Personal Identifying Information, as such term is defined in Section 4.03, DYCD shall, and shall cause the DYCD RHY Provider Agencies to, utilize best practice methods (e.g., encryption of electronic records) to protect the confidentiality of such data. The obligation under this Article IV to hold reports, information or data confidential shall not apply where the City would be required to disclose such reports, information or data pursuant to the State Freedom of Information Law ("FOIL"), provided that DYCD or the DYCD RHY Provider Agency, as applicable, provides advance notice to ACS, in writing or by e-mail, that it intends to disclose such reports, information or data and ACS does not inform such party, in writing or by e-mail, that such reports, information, or data are not subject to disclosure under FOIL.

Section 4.03 Notice of Security Breach

(a) DYCD shall, and shall cause the DYCD RHY Provider Agencies to, provide notice to ACS within three (3) days of the discovery by DYCD or the DYCD RHY Provider Agency, as applicable, of any breach of security, as defined in Admin. Code § 10-501(b), of any data, encrypted or otherwise, in use by DYCD or a DYCD RHY Provider Agency that contains social security numbers or other personal identifying information as defined in the Administrative Code of the City of New York ("Admin. Code") § 10-501 ("Personal Identifying Information"), where such breach of security arises out of the acts or omissions of DYCD, a DYCD RHY Provider Agency, or their respective employees, subcontractors, or agents. Upon the discovery of such security breach, DYCD shall, and shall cause the DYCD RHY Provider Agency take reasonable steps to remediate the cause or causes of such breach, and DYCD shall, and shall cause the DYCD RHY Provider Agency to, provide notice to ACS of such steps.

Section 4.04 Restriction of Access

(a) DYCD shall, and shall cause the DYCD RHY Provider Agencies to, restrict access to confidential information to persons who have a legitimate work related purpose to access such information. DYCD agrees that it will instruct its employees, DYCD RHY Provider Agencies, and agents, and shall cause the DYCD RHY Provider Agencies to instruct the employees and agents of the DYCD RHY Provider Agency, to maintain the confidentiality of any and all information required to be kept confidential by this Agreement.

Section 4.05 Statements to Press

(a) DYCD shall, and shall cause the DYCD RHY Provider Agencies to, consult with and cooperate with ACS, at any time either during or after completion or termination of this Agreement, on the content of any intended statement to the press or on the content of any intended issuing of any material for publication in any media of communication (print, news, television, radio, Internet, etc.) regarding the services provided or the data collected pursuant to this Agreement. Notwithstanding the foregoing, DYCD and the DYCD RHY Provider Agencies may, without consulting ACS, promote the programs contemplated by this Agreement in the ordinary course. Neither DYCD nor any DYCD RHY Provider Agency may issue any statement or submit any material for publication that includes confidential information as prohibited by this Article IV.

Section 4.06 Return of Confidential Information

(a) At the request of ACS or upon the expiration or earlier termination of this Agreement, DYCD shall, and shall cause DYCD RHY Provider Agencies to, return to ACS any and all confidential information in the possession of DYCD or DYCD RHY Provider Agencies. If DYCD or a DYCD RHY Provider Agency is legally required to retain any confidential information, DYCD shall notify ACS in writing and set forth the confidential information that DYCD or the DYCD RHY Provider Agency, as applicable, intends to retain and the reasons why it is legally required to retain such information. DYCD shall, and shall cause the DYCD RHY Provider Agency to, confer with ACS, in good faith, regarding any issues that arise from the retention of such confidential information.

Section 4.07 Photo/Video Use

(a) Without the advance written approval of ACS, DYCD shall not, and shall not permit the DYCD RHY Provider Agencies to, identify, label, infer, or otherwise reference in any photograph or video or in connection with any photograph or video (i) ACS, (ii) this Agreement, (iii) the fact that the child or their family is receiving preventive services, (iv) the fact that the child is or was placed in foster care, or (v) the fact that a child has been or is at risk of being sexually exploited.

Article V. Budget and Payment

Section 5.01 Maximum Reimbursable Amount

(a) The Maximum Reimbursable Amount for this Agreement shall not exceed four hundred twenty-five thousand two hundred seven dollars ($425,207.00) in accordance with the budget contained in the attached Exhibit A and incorporated herein. No liability shall be incurred by ACS beyond the amount of such monies.

Section 5.02 Intra-City Budget

(a) Within a reasonable amount of time after execution of the Agreement, ACS will initiate intra-City budget modifications to fund the Maximum Reimbursable Amount of four hundred twenty-five thousand two hundred seven dollars ($425,207.00) in DYCD's budget as follows:

(i) An intra-City budget modification in the amount of one hundred sixty thousand one hundred seventy-seven dollars ($160,177.00) will be initiated for the period of January 1, 2015 through June 30, 2015.

(ii) An intra-City budget modification in the amount of two hundred sixty-five thousand thirty dollars ($265,030.00) will be initiated for the period of July 1, 2015 through December 31, 2015.

Section 5.03 Intra-City Invoices

(a) Invoices shall be submitted on a monthly basis, no later than the twentieth (20^{th}) day of the following month. The invoices shall be in a form established and agreed upon by both ACS and DYCD and shall be accompanied by appropriate supporting documentation and any other information reasonably deemed necessary by ACS.

Section 5.04 Intra-City Payment

(a) ACS will review DYCD invoices and make timely payments of claims via the intra-City payment process. For the purposes of this Agreement, payments will be deemed timely when made by ACS within twenty (20) days of the receipt of the DYCD claim.

(b) ACS may disallow for payment any expenses or charges which were not authorized or documented in accordance with the terms of this Agreement, or for failure to deliver any required service to the satisfaction of ACS.

Article VI. Modification and Termination

Section 6.01 Modification

(a) This Agreement may only be modified through the mutual written consent of the parties.

Section 6.02 Termination

(a) Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other or immediately by mutual written consent of the parties. Any party may terminate this Agreement immediately if, in such party's reasonable judgment, just cause exists.

(b) This Agreement is funded by funds secured from the federal, New York State and/or City governments. Should there be a reduction or discontinuance of such funds by action of the federal, New York State and/or City governments, ACS shall have, in its sole discretion, the right to terminate this Agreement in whole or in part, or to reduce the funding and/or level of services of this Agreement caused by such action by the federal, New York State and/or City governments. Any reduction in funds pursuant to this Section 6.02(b) shall be accompanied by an appropriate reduction in the services performed under this Agreement.

Section 6.03 Survival

(a) The parties agree that Section 2.01(a)(ii)(4), Section 2.01(b)(iv), Section 2.02(d), Article III and Article IV shall remain in full force and effect following the expiration or termination of this Agreement.

Article VII. Miscellaneous

Section 7.01 Compliance with Laws

(a) DYCD is responsible for ensuring that any service provided pursuant to this Agreement, or by any subcontract, affiliation or grant hereunder, complies with all pertinent provisions of federal, state or local statutes, rules and regulations, and that all necessary approvals hereunder have been obtained.

Section 7.02 Severability/Unlawful Provisions Deemed Stricken

(a) If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will be construed as if such provision did not exist and the non-enforceability of such provision will not be held to render any other provision or provisions of this Agreement unenforceable.

Section 7.03 Notice

(a) Notices required herein shall be in writing and shall be sent by certified mail, return receipt requested, and shall be delivered to the other party at the following addresses:

To DYCD:

2 Lafayette Street, 14th Floor

New York, New York 10007
Attention: General Counsel

To ACS:

150 William Street, 19th Floor, Room K-8
New York, New York 10038
Attention: Selina Higgins, Director of Child Trafficking Prevention and Policy

Section 7.04 DYCD RHY Provider Agencies Lack of Contractual Relationship with ACS

(a) The DYCD Agreements shall include a provision that each DYCD RHY Provider Agency does not have any remedy, claim, liability, reimbursement, cause of action or other right based on this Agreement.

Section 7.05 Entire Agreement

(a) This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto, or to vary any of the terms contained herein.

[*Signature Page Follows*]

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the Effective Date.

City of New York
Administration for Children's Services

Signature

Eric Brettschneider
Printed Name

First Deputy Commissioner
Title

7/14/15
Date

City of New York
Administration for Children's Services

Signature

Susan Nuccio
Printed Name

Deputy Commissioner
Title

7/15/15
Date

City of New York
Department of Youth and Community Development

Signature

Caroline Press
Printed Name

General Counsel
Title

7/16/15
Date

Exhibit A

Budget

SYEP Vulnerable Youth Program

Amount Per Slot	Maximum Number of Slots	Total Amount Not to Exceed
$1,669.36	25	$41,734.00

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2015

(FY 2015 - 7/1/2014 to 6/30/2015)

Revised February 2014

DYCD ID #: 9308C

Funding Component: Safe Harbor

Budget Code:

Amendment #:

Name of CBO: Safe Horizon, Inc.

Address: 2 Lafayette Street, 3rd Floor
New York, NY 10007

Tel #: 212-577-7700 Fax #: 212-577-3897

Ex. Director: Ariel Zwang Tel #: 212-577-7705

E-Mail: ariel.zwang@safehorizon.org

Fiscal Officer: Pilar Bernabe Tel #: 212-577-5092

E-Mail: pbernabe@safehorizon.org

EIN: 13-2946970 SUI #: 04-56218-1

Operating Period: 1/1/2015 Through: 6/30/2015

In-Kind Contribution:

Cash Contribution:

For official use only:
Approved by Program | Date Approved | Telephone #

Approved by CAFD | Date Approved

Fiscal Agent: [ ]YES [ ]No

FA Name:

Total CBO Budget (all sources)

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	33,280	33,280	
1200	Fringe Benefits*	9,518	9,518	
1300	Central Insurance Program (CIP) **			
	TOTAL PERSONNEL SERVICES	42,798	42,798	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends			
2400	Vendors			
2500	Fiscal Conduit			
	TOTAL NON STAFF SERVICES			
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies	420	420	
3200	Equipment Purchases			
3300	Equipment Other	2,066	2,066	
3400	Space Cost (total of Lines 3410 & 3420)	24,704	24,704	
3500	Travel	4,150	4,150	
3600	Utilities & Telephone	2,529	2,529	
3700	Other Operational Costs(total of Lines 3710 & 3720)			
3800	Van Maintenance			
3900	Fiscal Agent Services			
	TOTAL OTHER THAN PERSONNEL SERVICES	33,869	33,869	
	TOTAL DYCD COSTS	76,667	76,667	

*** When NOT under DYCD'S Fiscal Agent, the maximum rate is 30% and the minimum rate is 7.65% of the total salaries and wages.**

**** CIP rate is 4.5% of total budget.**

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.

DYCD ID #: 9308C
Budget Code:
Amendment #:

SALARIES AND WAGES SUPPORT SHEET FY 2015

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
1	PD	PROGRAM DIRECTOR	6	$84,600	15%	$12,397
1	CO	COUNSELOR	6	$30,127	51%	$15,326
1	CO	COUNSELOR	6	$30,127	18%	$5,557
					Sub-Total	$33,280

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
				Sub-Total	
				Total Budgeted Salaries	$33,280

* Note: Part Time employees must work fewer than 35 hours per week

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development FY 2015

3450.015

DYCD ID #: 9308C
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.65%		$ 2,546	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.65%		$ 4,210	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 11,648	
1200	**FRINGE BENEFITS**	$9,518	$9,518	

FICA @ 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension

1300 **CENTRAL INSURANCE PROGRAM (CIP)**

Central Insurance Package — **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS** (Attach Consultant Agreement)

	Consultant Name	Description of Service	Amount
Line 1			
Line 2			
Line 3			
Line 4			
Line 5			

2200 **SUBCONTRACTORS** (Attach Sub-Contractor Agreement)

	Subcontractor Name	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

2300 **STIPENDS**

2400 **Vendors** (Maintain on Site- DO NOT ATTACH Vendor Agreements)

	Vendor Name	Type of service	Amount
Line 1			
Line 2			
Line 3			

2500 **Fiscal Conduit (Discretionary Contracts Only)**

	Sub Recipient Service Provider	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

Department of Youth and Community Development FY 2015

DYCD ID #: 9308C
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies	$420	$420	
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc.			
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software	$2,066	$2,066	
3400	**SPACE COST** (total of Lines 3410 & 3420)	$24,704	$24,704	
	3410 Public School **			
	3420 Space / Other **		$24,704	
3500	**TRAVEL** Staff Travel, Bus Trips, Other	$4,150	$4,150	
3600	**TOTAL UTILITIES AND TELEPHONE** includes Cable, Telephone, Internet	$2,529	$2,529	
3700	**OTHER OPERATIONAL COSTS** (total of Lines 3710 & 3720) Liability Ins., Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc.			
	3710 Other Costs			
	3720 Indirect Costs ***			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Page 15 of the Budget Instructions**			

*** Note: Attach Audit Allocation Form if applicable**

****Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage statement, Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

***** Maximum Rate is 10% of total budget**

Please note: *All highlighted fields (Blue) are calculated automatically and cannot be changed manually.*

Department of Youth and Community Development FY 2015

DYCD ID #:	9308C
Budget Code:	0
Amendment #:	0

Additional Sheet for Consultants, Sub Contracts, Fiscal Conduit (Continued from Page 3)

Complete only if you need additional lines

	2100 **Consultant Name (Cont'd page 3)**	**Description of Service**	**Amount**
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			
Line 16			
Line 17			
Line 18			

	2200 **Subcontractor Name (Cont'd page 3)**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			

	2400 **Vendors**	**Type of service**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			

	2500 **Fiscal Conduit's Subrecipient Service Provider**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			

DYCD Title Code	
AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)
ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
EU	EDUCATION SPECIALIST
FA	FACILITATOR
FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR
FO	FISCAL OFFICER

FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN'S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS
PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR
SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF

ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER
XX	COLA ASC INCREASE

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2016

(FY 2016 - 7/1/2015 to 6/30/2016)

Revised February 2015

DYCD ID #: 9308C

Funding Component: Safe Harbor

Budget Code:

Amendment #:

Name of CBO: Safe Horizon, Inc.

Address: 2 Lafayette Street, 3rd Floor
New York, NY 10007

Tel #: 212-577-7700 Fax #: 212-577-3897

Ex. Director: Ariel Zwang Tel #: 212-577-7705

E-Mail: ariel.zwang@safehorizon.or

Fiscal Officer: Pilar Bernabe Tel #: 212-577-5092

E-Mail: pbernabe@safehorizon.org

EIN: 13-2946970 SUI #: 04-56218-1

Operating Period: 7/1/2015 Through: 12/31/2015

In-Kind Contribution:

Cash Contribution:

For official use only:
Approved by Program | Date Approved | Telephone #

Approved by CAFD | Date Approved

Fiscal Agent: [ ]YES [ ]No

FA Name:

Total CBO Budget (all sources)

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	67,178	67,178	
1200	Fringe Benefits*	19,213	19,213	
1300	Central Insurance Program (CIP) **			
	TOTAL PERSONNEL SERVICES	86,391	86,391	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends			
2400	Vendors			
2500	Fiscal Conduit			
	TOTAL NON STAFF SERVICES			
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies	9,952	9,952	
3200	Equipment Purchases			
3300	Equipment Other	2,274	2,274	
3400	Space Cost (total of Lines 3410 & 3420)	13,084	13,084	
3500	Travel	1,589	1,589	
3600	Utilities & Telephone	3,192	3,192	
3700	Other Operational Costs(total of Lines 3710 & 3720)			
3800	Van Maintenance			
3900	Fiscal Agent Services			
	TOTAL OTHER THAN PERSONNEL SERVICES	30,091	30,091	
	TOTAL DYCD COSTS	116,482	116,482	

* When NOT under DYCD'S Fiscal Agent, the maximum rate is 35% and the minimum rate is 7.65% of the total salaries and wages.

** CIP rate is 4.5% of total budget.

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: *All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.*

DYCD ID #: 9308C
Budget Code:
Amendment #:

SALARIES AND WAGES SUPPORT SHEET FY 2016

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
	PD	PROGRAM DIRECTOR	6	$84,600	15%	$12,693
	CO	COUNSELOR	6	$30,127	52%	$15,697
	CO	COUNSELOR	6	$30,127	100%	$30,127
	CO	COUNSELOR	6	$28,865	30%	$8,661
					Sub-Total	$67,178

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
				Sub-Total	
				Total Budgeted Salaries	$67,178

* Note: Part Time employees must work fewer than 35 hours per week

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development FY 2016

DYCD ID #: 9308C

5241.68955 Budget Code:

Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.65%		$ 5,139	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.65%		$ 8,498	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 23,512	
1200	**FRINGE BENEFITS**	$19,213	$19,213	

FICA @ 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension

1300	**CENTRAL INSURANCE PROGRAM (CIP)**			

Central Insurance Package **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS** (Attach Consultant Agreement)

	Consultant Name	Description of Service	Amount
Line 1			
Line 2			
Line 3			
Line 4			
Line 5			

2200 **SUBCONTRACTORS** (Attach Sub-Contractor Agreement)

	Subcontractor Name	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

2300 **STIPENDS**

2400 **Vendors** (Maintain on Site- DO NOT ATTACH Vendor Agreements)

	Vendor Name	Type of service	Amount
Line 1			
Line 2			
Line 3			

2500 **Fiscal Conduit (Discretionary Contracts Only)**

	Sub Recipient Service Provider	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

Department of Youth and Community Development FY 2016

DYCD ID #: 9308C
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies	$9,952	$9,952	
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc.			
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software	$2,274	$2,274	
3400	**SPACE COST** (total of Lines 3410 & 3420)	$13,084	$13,084	
	3410 Public School **			
	3420 Space / Other **		$13,084	
3500	**TRAVEL** Staff Travel, Bus Trips, Other	$1,589	$1,589	
3600	**TOTAL UTILITIES AND TELEPHONE** includes Cable, Telephone, Internet	$3,192	$3,192	
3700	**OTHER OPERATIONAL COSTS** (total of Lines 3710 & 3720) Liability Ins., Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc.			
	3710 Other Costs			
	3720 Indirect Costs ***			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Page 15 of the Budget Instructions**			

*** Note: Attach Audit Allocation Form if applicable**

****Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage stateme Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

***** Maximum Rate is 10% of total budget**

Please note: *All highlighted fields (Blue) are calculated automatically and cannot be changed manually.*

Department of Youth and Community Development FY 2016

DYCD ID #:	9308C
Budget Code:	0
Amendment #:	0

Additional Sheet for Consultants, Sub Contracts, Fiscal Conduit (Continued from Page 3)

Complete only if you need additional lines

	2100 **Consultant Name (Cont'd page 3)**	**Description of Service**	**Amount**
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			
Line 16			
Line 17			
Line 18			

	2200 **Subcontractor Name (Cont'd page 3)**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			

	2400 **Vendors**	**Type of service**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			

	2500 **Fiscal Conduit's Subrecipient Service Provider**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			

DYCD Title Code	
AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)
ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
EU	EDUCATION SPECIALIST
FA	FACILITATOR
FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR

FO	FISCAL OFFICER
FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN'S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS
PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR

SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF
ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER
XX	COLA ASC INCREASE

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2015

(FY 2015 - 7/1/2014 to 6/30/2015)

Revised February 2014

DYCD ID #:	9295B
Budget Code:	
Amendment #:	

Funding Component: Safe Harbor

Name of CBO: Safe Horizon, Inc.

Address: 2 Lafayette Street, 3rd Floor
New York, NY 10007

Tel #: 212-577-7700 **Fax #:** 212-577-3897

Ex. Director: Ariel Zwang **Tel #:** 212-577-7705

E-Mail: ariel.zwang@safehorizon.org

Fiscal Officer: Pilar Bernabe **Tel #:** 212-577-5092

E-Mail: pbernabe@safehorizon.org

EIN: 13-2946970 **SUI #:** 04-56218-1

Operating Period: 1/1/2015 **Through:** 6/30/2015

In-Kind Contribution:

Cash Contribution:

For official use only: Approved by Program	Date Approved	Telephone #
Approved by CAFD	Date Approved	

Fiscal Agent: [ ]YES [ ]No

FA Name:

Total CBO Budget (all sources)

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	51,199	51,199	
1200	Fringe Benefits*	14,643	14,643	
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES		65,842	65,842	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends			
2400	Vendors			
2500	Fiscal Conduit			
TOTAL NON STAFF SERVICES				
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies	189	189	
3200	Equipment Purchases			
3300	Equipment Other	2,212	2,212	
3400	Space Cost (total of Lines 3410 & 3420)			
3500	Travel			
3600	Utilities & Telephone	1,618	1,618	
3700	Other Operational Costs(total of Lines 3710 & 3720)	307	307	
3800	Van Maintenance			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES		4,326	4,326	
TOTAL DYCD COSTS		70,168	70,168	

*** When NOT under DYCD'S Fiscal Agent, the maximum rate is 30% and the minimum rate is 7.65% of the total salaries and wages.**

**** CIP rate is 4.5% of total budget.**

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: ***All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.***

DYCD ID #: 9295B
Budget Code:
Amendment #:

SALARIES AND WAGES SUPPORT SHEET FY 2015

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
1	PD	PROGRAM DIRECTOR	6	$83,315	5%	$4,134
1	SW	SOCIAL WORKER (M.S.W.)	6	$46,076	100%	$22,773
1	SW	SOCIAL WORKER (M.S.W.)	6	$49,149	100%	$24,292
					Sub-Total	$51,199

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
				Sub-Total	
				Total Budgeted Salaries	$51,199

* Note: Part Time employees must work fewer than 35 hours per week

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development FY 2015

3157.56

DYCD ID #: 9295B
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.65%		$ 3,917	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.65%		$ 6,477	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 17,920	
1200	**FRINGE BENEFITS**	$14,643	$14,643	

FICA @ 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension

1300	**CENTRAL INSURANCE PROGRAM (CIP)**			

Central Insurance Package **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS** (Attach Consultant Agreement)

	Consultant Name	Description of Service	Amount
Line 1			
Line 2			
Line 3			
Line 4			
Line 5			

2200 **SUBCONTRACTORS** (Attach Sub-Contractor Agreement)

	Subcontractor Name	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

2300 **STIPENDS**

2400 **Vendors** (Maintain on Site- DO NOT ATTACH Vendor Agreements)

	Vendor Name	Type of service	Amount
Line 1			
Line 2			
Line 3			

2500 **Fiscal Conduit (Discretionary Contracts Only)**

	Sub Recipient Service Provider	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

Department of Youth and Community Development FY 2015

DYCD ID #: 9295B
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies	$189	$189	
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc.			
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software	$2,212	$2,212	
3400	**SPACE COST** (total of Lines 3410 & 3420)			
	3410 Public School **			
	3420 Space / Other **			
3500	**TRAVEL** Staff Travel, Bus Trips, Other			
3600	**TOTAL UTILITIES AND TELEPHONE** includes Cable, Telephone, Internet	$1,618	$1,618	
3700	**OTHER OPERATIONAL COSTS** (total of Lines 3710 & 3720) Liability Ins., Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc.	$307	$307	
	3710 Other Costs		$307	
	3720 Indirect Costs ***			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Page 15 of the Budget Instructions**			

*** Note: Attach Audit Allocation Form if applicable**

****Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage statement, Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

***** Maximum Rate is 10% of total budget**

Please note: *All highlighted fields (Blue) are calculated automatically and cannot be changed manually.*

Department of Youth and Community Development FY 2015

DYCD ID #:	9295B
Budget Code:	0
Amendment #:	0

Additional Sheet for Consultants, Sub Contracts, Fiscal Conduit (Continued from Page 3)

Complete only if you need additional lines

	2100 **Consultant Name (Cont'd page 3)**	**Description of Service**	**Amount**
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			
Line 16			
Line 17			
Line 18			

	2200 **Subcontractor Name (Cont'd page 3)**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			

	2400 **Vendors**	**Type of service**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			

	2500 **Fiscal Conduit's Subrecipient Service Provider**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			

DYCD Title Code	
AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)
ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
EU	EDUCATION SPECIALIST
FA	FACILITATOR
FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR
FO	FISCAL OFFICER

FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN'S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS
PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR
SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF

ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER
XX	COLA ASC INCREASE

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2016

(FY 2016 - 7/1/2015 to 6/30/2016)

Revised February 2015

DYCD ID #: 9295B

Funding Component: Safe Harbor

Budget Code:

Amendment #:

Name of CBO: Safe Horizon, Inc.

Address: 2 Lafayette Street, 3rd Floor
New York, NY 10007

Tel #: 212-577-7700 Fax #: 212-577-3897

Ex. Director: Ariel Zwang Tel #: 212-577-7705

E-Mail: ariel.zwang@safehorizon.or

Fiscal Officer: Pilar Bernabe Tel #: 212-577-5092

E-Mail: pbernabe@safehorizon.org

EIN: 13-2946970 SUI #: 04-56218-1

Operating Period: 7/1/2015 Through: 12/31/2015

In-Kind Contribution:

Cash Contribution:

Total CBO Budget (all sources)

For official use only:
Approved by Program | Date Approved | Telephone #

Approved by CAFD | Date Approved

Fiscal Agent: [ ]YES [ ]No

FA Name:

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	52,390	52,390	
1200	Fringe Benefits*	14,984	14,984	
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES		67,374	67,374	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends			
2400	Vendors			
2500	Fiscal Conduit			
TOTAL NON STAFF SERVICES				
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies	194	194	
3200	Equipment Purchases			
3300	Equipment Other	2,263	2,263	
3400	Space Cost (total of Lines 3410 & 3420)			
3500	Travel			
3600	Utilities & Telephone	1,656	1,656	
3700	Other Operational Costs(total of Lines 3710 & 3720)	314	314	
3800	Van Maintenance			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES		4,427	4,427	
TOTAL DYCD COSTS		71,801	71,801	

* When NOT under DYCD'S Fiscal Agent, the maximum rate is 35% and the minimum rate is 7.65% of the total salaries and wages.

** CIP rate is 4.5% of total budget.

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: *All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.*

DYCD ID #: 9295B
Budget Code:
Amendment #:

SALARIES AND WAGES SUPPORT SHEET FY 2016

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
1		PD - PROGRAM DIRECTOR	6	$83,315	5%	$4,230
1		SW - SOCIAL WORKER (M.S.W.)	6	$46,076	100%	$23,303
1		SW - SOCIAL WORKER (M.S.W.)	6	$49,149	100%	$24,857
					Sub-Total	$52,390

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
				Sub-Total	
				Total Budgeted Salaries	$52,390

* Note: Part Time employees must work fewer than 35 hours per week

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development FY 2016

DYCD ID #: 9295B
3231.045
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.65%		$ 4,008	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.65%		$ 6,627	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 18,337	
1200	**FRINGE BENEFITS**	$14,984	$14,984	
	FICA @ 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension			
1300	**CENTRAL INSURANCE PROGRAM (CIP)**			

Central Insurance Package **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS** (Attach Consultant Agreement)

	Consultant Name	Description of Service	Amount
Line 1			
Line 2			
Line 3			
Line 4			
Line 5			

2200 **SUBCONTRACTORS** (Attach Sub-Contractor Agreement)

	Subcontractor Name	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

2300 **STIPENDS**

2400 **Vendors** (Maintain on Site- DO NOT ATTACH Vendor Agreements)

	Vendor Name	Type of service	Amount
Line 1			
Line 2			
Line 3			

2500 **Fiscal Conduit (Discretionary Contracts Only)**

	Sub Recipient Service Provider	Prov EIN	Amount
Line 1			
Line 2			
Line 3			

Department of Youth and Community Development FY 2016

DYCD ID #: 9295B
Budget Code:
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies	$194	$194	
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc.			
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software	$2,263	$2,263	
3400	**SPACE COST** (total of Lines 3410 & 3420)			
	3410 Public School **			
	3420 Space / Other **			
3500	**TRAVEL** Staff Travel, Bus Trips, Other			
3600	**TOTAL UTILITIES AND TELEPHONE** includes Cable, Telephone, Internet	$1,656	$1,656	
3700	**OTHER OPERATIONAL COSTS** (total of Lines 3710 & 3720) Liability Ins., Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc.	$314	$314	
	3710 Other Costs		$314	
	3720 Indirect Costs ***			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Page 15 of the Budget Instructions**			

*** Note: Attach Audit Allocation Form if applicable**

****Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage stateme Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

***** Maximum Rate is 10% of total budget**

Please note: *All highlighted fields (Blue) are calculated automatically and cannot be changed manually.*

Department of Youth and Community Development FY 2016

DYCD ID #:	9295B
Budget Code:	0
Amendment #:	0

Additional Sheet for Consultants, Sub Contracts, Fiscal Conduit (Continued from Page 3)

Complete only if you need additional lines

	2100 **Consultant Name (Cont'd page 3)**	**Description of Service**	**Amount**
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			
Line 16			
Line 17			
Line 18			

	2200 **Subcontractor Name (Cont'd page 3)**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			

	2400 **Vendors**	**Type of service**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			

	2500 **Fiscal Conduit's Subrecipient Service Provider**	**Prov EIN**	**Amount**
Line 4			
Line 5			
Line 6			
Line 7			
Line 8			
Line 9			
Line 10			
Line 11			
Line 12			
Line 13			
Line 14			
Line 15			

DYCD Title Code

AA	ADMINISTRATIVE ASSISTANT
AB	ASSISTANT BOOKKEEPER
AC	ACCOUNT SPECIALIST
AD	ADMINISTRATOR
AE	ASSISTANT EXECUTIVE DIRECTOR
AI	ARTISTIC INSTRUCTOR
AP	AFTER SCHOOL PROGRAM DIRECTOR
AR	ART SPECIALIST – ARTS PARTNER
AS	ACTIVITY SPECIALIST
AT	ATTENDANT
AX	ACTOR
BA	BA CASE PLANNER
BK	BOOKKEEPER
BM	BUDGET MANAGER
BS	BILINGUAL SPECIALIST
CA	COACHES
CC	CHILD CARE PROVIDER
CI	CAMP INSTRUCTOR
CK	COOK
CL	CLERK
CM	CONTRACT MANAGER
CO	COUNSELOR
CP	CASE PLANNER
CR	COORDINATOR
CS	COUNSELING SPECIALIST
CT	CONTROLLER
CU	CUSTODIAN
CW	CASE WORKER
CZ	COMPUTER SPECIALIST
DC	DRUG COUNSELOR
DD	DEPUTY DIRECTOR
DE	DIRECTOR
DF	DIRECTOR OF FINANCE
DI	DANCE INSTRUCTOR
DP	DIRECTOR OF PERSONNEL
DR	DOCTOR
DS	DEVELOPMENT SPECIALIST
DT	DIRECTOR OF PROGRAM AND JOB DEVELOPMENT
DV	DRIVER
EA	EDUCATIONAL ADVISOR
EC	EDUCATION COORDINATOR (TEACHER LICENSE)
ED	EXECUTIVE DIRECTOR
EI	EDITOR
EP	EXHIBITION PREPARER
ES	EMPLOYMENT/EDUCATION SPECIALIST
EU	EDUCATION SPECIALIST
FA	FACILITATOR
FC	FAMILY COUNSELOR
FD	FOSTER CARE DIRECTOR

FO	FISCAL OFFICER
FW	FAMILY WORKER
GL	GROUP LEADER
GW	GROUP WORKER
HC	HEALTH COUNSELOR
HM	HOUSE MANAGER
HP	HOUSE PARENT
HS	HOUSING/HOMELESS SPECIALIST
IC	IMMIGRATION COORDINATOR
IN	INSTRUCTOR
IS	IMMIGRATION SPECIALIST
JA	JANITOR
JC	JUVENILE COORDINATOR
JD	JOB DEVELOPER
JR	JOB READINESS COUNSELOR
LA	LITERARY ARTIST
LC	LATCHKEY COORDINATOR
LD	LEADERSHIP DEVELOPMENT SPECIALIST
LG	LIFEGUARD
LS	LEADERSHIP SPECIALIST
MA	MAINTENANCE
MC	MEDIATOR COUNSELOR
ME	MENTOR
MI	MUSIC INSTRUCTOR
MS	MSW CASE PLANNER
OM	OFFICE MANAGER
OW	OUTREACH WORKER
PA	PROGRAM DIRECTOR ASSISTANT
PB	PHYSICIAN'S ASSISTANT
PC	PROGRAM COORDINATOR
PD	PROGRAM DIRECTOR
PE	PARENT AIDE
PJ	PROJECT COORDINATOR
PL	PARALEGAL
PM	PROGRAM DIRECTOR (MD LICENSE)
PO	DIRECTOR OF PROGRAM OPERATIONS
PR	PROGRAM AIDE
PS	PROGRAM SUPERVISOR
PT	PROGRAM DIRECTOR (TEACHER LICENSE)
RC	RECEPTIONIST
RD	REGIONAL DIRECTOR
RE	RELIEF
RN	REGISTERED NURSE
RR	RECREATION COORDINATOR
RS	RECREATION SPECIALIST
SA	STAFF ATTORNEY
SC	SERVICES COORDINATOR
SE	SECRETARY
SF	ADMINISTRATIVE SECRETARY
SG	SECURITY GUARD
SI	SHOP INSTRUCTOR

SN	SENIOR ACCOUNTANT
SS	SUMMER STAFF
ST	STREET WORKER
SU	SUPERVISOR
SW	SOCIAL WORKER (M.S.W.)
TA	TEACHER AIDE
TE	TEACHER (TEACHER LICENSE)
TH	THERAPIST
TL	TEAM LEADER
TM	TRAINING MONITOR
TS	TRAINING SPECIALIST
TU	TUTOR
TY	TYPIST/TEACHER AIDE
UD	UNIT DIRECTOR
UH	URBAN HOUSING SPECIALIST
VA	VISUAL ARTIST
VC	VOLUNTEER COORDINATOR
WF	WORKSHOP FACILITATOR
WI	WRITING INSTRUCTOR
WL	WORKSHOP LEADER
WS	WATER SAFETY INSTRUCTOR
YC	YOUTH COUNSELOR
YE	YOUTH EMPLOYMENT COORDINATOR
YW	YOUTH WORKER
XX	COLA ASC INCREASE

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2015

(FY 2015 - 7/1/2014 to 6/30/2015)

Revised February 2014

DYCD ID #:	9296B.2
Budget Code:	3617
Amendment #:	

Funding Component: Safe Harbor Act

Name of CBO: Girls Educational and Mentoring Services

Address: 201 West 148th Street,
New York, NY 10039

Tel #: 212-926-8089 **Fax #:** 212-491-2696

Ex. Director: Rachel Lloyd **Tel #:** 212-926-8089

E-Mail: Rachel@gems-girls.org

Fiscal Officer: Yvette Velez **Tel #:** 212-926-8089

E-Mail: Yvette@gems-girls.org

EIN: 13-4150972 **SUI #:** 86-90282

Operating Period: 1/1/2015 **Through:** 6/30/2015

In-Kind Contribution:

Cash Contribution:

Total CBO Budget (all sources)

For official use only:
Approved by Program | Date Approved | Telephone #

Approved by CAFD | Date Approved

Fiscal Agent: [ ]YES [ ]No

FA Name:

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	6,261	6,261	
1200	Fringe Benefits*	1,467	1,467	
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES		7,728	7,728	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends	4,796	4,796	
2400	Vendors			
2500	Fiscal Conduit			
TOTAL NON STAFF SERVICES		4,796	4,796	
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies	138	138	
3200	Equipment Purchases			
3300	Equipment Other			
3400	Space Cost (total of Lines 3410 & 3420)			
3500	Travel	587	587	
3600	Utilities & Telephone			
3700	Other Operational Costs (total of Lines 3710 & 3720)	93	93	
3800	Van Maintenance			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES		818	818	
TOTAL DYCD COSTS		13,342	13,342	

* When NOT under DYCD'S Fiscal Agent, the maximum rate is 30% and the minimum rate is 7.65% of the total salaries and wages.

** CIP rate is 4.5% of total budget.

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.

DYCD ID # 9296B.2
Budget Code: 3617
Amendment #

SALARIES AND WAGES SUPPORT SHEET FY 2015

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to OYCD	Total DYCD Cost
1	TL	TEAM LEADER	6	$53,000	7%	$3,907
					Sub-Total	$3,907

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
2	OW	OUTREACH WORKER	$22.00	107	$2,354
				Sub-Total	$2,354
				Total Budgeted Salaries	$6,261

* Note: Part Time employees must work fewer than 35 hours per week

Please note: *All highlighted fields (Blue) are calculated automatically and cannot be changed manually.*

Department of Youth and Community Development FY 2015

600 39

DYCD ID #: 9296B.2
Budget Code: 3617
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.65%		$ 479	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.65%		$ 792	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 2,191	
1200	**FRINGE BENEFITS**	$1,467	$1,467	

FICA @ 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension

1300	**CENTRAL INSURANCE PROGRAM (CIP)**			

Central Insurance Package **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS** (Attach Consultant Agreement)

Consultant Name	Description of Service	Amount
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		

2200 **SUBCONTRACTORS** (Attach Sub-Contractor Agreement)

Subcontractor Name	Prov EIN	Amount
Line 1		
Line 2		
Line 3		

2300	**STIPENDS**	$4,796	$4,796	

3 Outreach Fellows @ average $12.62 per hr x 380 hours spent preparing curiculum, traveling to facilities and Outreach facilitation at facilities Jan - June 2015

2400 **Vendors** (Maintain on Site- DO NOT ATTACH Vendor Agreements)

Vendor Name	Type of service	Amount
Line 1		
Line 2		
Line 3		

2500 **Fiscal Conduit (Discretionary Contracts Only)**

Sub Recipient Service Provider	Prov EIN	Amount
Line 1		
Line 2		
Line 3		

Department of Youth and Community Development FY 2015

DYCD ID #:	9296B.2
Budget Code:	3617
Amendment #:	

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies	$138	$138	
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc. Wi-Fi Hotspot			
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software			
3400	**SPACE COST (total of Lines 3410 & 3420)**			
	3410 Public School **			
	3420 Space / Other **			
3500	**TRAVEL** Staff Travel, Bus Trips, Other	$587	$587	
3600	**TOTAL UTILITIES AND TELEPHONE** Includes Cable, Telephone, Internet			
3700	**OTHER OPERATIONAL COSTS (total of Lines 3710 & 3720)** Liability Ins , Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc	$93	$93	
	3710 Other Costs		$93	
	3720 Indirect Costs ***			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Page 15 of the Budget Instructions**			

*** Note: Attach Audit Allocation Form if applicable**

****Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage statement, Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

***** Maximum Rate is 10% of total budget**

Please note: All highlighted fields (Blue) are calculated automatically and cannot be changed manually.

Department of Youth and Community Development
PROGRAM BUDGET SUMMARY FY 2015

(FY 2015 - 7/1/2014 to 6/30/2015)

Revised February 2014

DYCD ID #:	9296B.2
Budget Code:	3617
Amendment #:	

Funding Component: Safe Harbor Act

Name of CBO: Girls Educational and Mentoring Services

Address: 201 West 148th Street,
New York, NY 10039

Tel #: 212-926-8089 **Fax #:** 212-491-2696

Ex. Director: Rachel Lloyd **Tel #:** 212-926-8089

E-Mail: Rachel@gems-girls.org

Fiscal Officer: Yvette Velez **Tel #:** 212-926-8089

E-Mail: Yvette@gems-girls.org

EIN: 13-4150972 **SUI #:** 86-90282

Operating Period: 7/1/2016 **Through:** 12/31/2016

In-Kind Contribution:

Cash Contribution:

For official use only:
Approved by Program | Date Approved | Telephone #

Approved by CAFD | Date Approved

Fiscal Agent: [ ]YES [ ]No

FA Name:

Total CBO Budget (all sources)

Account Code		TOTAL DYCD BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	PERSONNEL SERVICES			
1100	Salaries and Wages	4,193	4,193	
1200	Fringe Benefits*	964	964	
1300	Central Insurance Program (CIP) **			
TOTAL PERSONNEL SERVICES		5,157	5,157	
	NON STAFF SERVICES			
2100	Consultants			
2200	Subcontractors			
2300	Stipends	10,944	10,944	
2400	Vendors			
2500	Fiscal Conduit			
TOTAL NON STAFF SERVICES		10,944	10,944	
	OTHER THAN PERSONNEL SERVICES			
3100	Consumable Supplies	886	886	
3200	Equipment Purchases	50	50	
3300	Equipment Other			
3400	Space Cost (total of Lines 3410 & 3420)			
3500	Travel	2,594	2,594	
3600	Utilities & Telephone			
3700	Other Operational Costs (total of Lines 3710 & 3720)	15,382	15,382	
3800	Van Maintenance			
3900	Fiscal Agent Services			
TOTAL OTHER THAN PERSONNEL SERVICES		18,912	18,912	
TOTAL DYCD COSTS		35,013	35,013	

*** When NOT under DYCD'S Fiscal Agent, the maximum rate is 30% and the minimum rate is 7.65% of the total salaries and wages.**

**** CIP rate is 4.5% of total budget.**

Note: Centrally Administered - Items covered by DYCD Policies are non-reimbursable items.

Please note: All highlighted fields (Blue) are calculated automatically from pages 2, 3, & 4 and cannot be changed manually.

DYCD ID #: 9296B.2
Budget Code: 3617
Amendment #:

SALARIES AND WAGES SUPPORT SHEET FY 2015

Full Time Employees Only

# Of Pos.	Title Code	Position/Title	# of Months	Annual Salary	% Applied to DYCD	Total DYCD Cost
1	TL	TL - TEAM LEADER	6	$53,000	6%	$3,093
					Sub-Total	$3,093

Part Time Employees Only*

# Of Pos.	Title Code	Position/Title	Hourly Rate	Total Hours for Budget Period	Total Amount Part Time Staff
2	OW	OW - OUTREACH WORKER	$22.00		$1,100
				Sub-Total	$1,100
				Total Budgeted Salaries	$4,193

* Note: Part Time employees must work fewer than 35 hours per week

Please note: ***All highlighted fields (Blue) are calculated automatically and cannot be changed manually.***

Department of Youth and Community Development FY 2015

1575.585

DYCD ID #: 9296B.2
Budget Code: 3617
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	FRINGE BENEFITS			
	Based on your total salaries the **minimum** amount for Fringe (if not under Fiscal Agent) is 7.65%		$ 321	
	Based on your total salaries the **minimum** amount for Fringe (if under Fiscal Agent) is 12.65%		$ 530	
	Based on your total salaries the **maximum** amount for Fringe is 35%		$ 1,468	
1200	**FRINGE BENEFITS**	$964	$964	

FICA @ 7.65%, Unemployment Insurance, Medical, Workers Compensation, Disability, Life Insurance & Pension

1300	**CENTRAL INSURANCE PROGRAM (CIP)**			

Central Insurance Package **CIP must be 4.5% of Total Budgeted Amount**

General Liability, Workers' Compensation, Disability, Special Accident, and Property Insurance are covered under the DYCD Central Insurance Program (CIP).

NON STAFF SERVICES

2100 **CONSULTANTS** (Attach Consultant Agreement)

Consultant Name	Description of Service	Amount
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		

2200 **SUBCONTRACTORS** (Attach Sub-Contractor Agreement)

Subcontractor Name	Prov EIN	Amount
Line 1		
Line 2		
Line 3		

2300 **STIPENDS** $10,944 $10,944

Outreach Fellows @ average $12.89 per hr x 849 hours spent preparing curiculum, traveling to facilities and Outreach facilitation at facilities July - Dec 2015

2400 **Vendors** (Maintain on Site- DO NOT ATTACH Vendor Agreements)

Vendor Name	Type of service	Amount
Line 1		
Line 2		
Line 3		

2500 **Fiscal Conduit (Discretionary Contracts Only)**

Sub Recipient Service Provider	Prov EIN	Amount
Line 1		
Line 2		
Line 3		

Department of Youth and Community Development FY 2015

DYCD ID #: 9296B.2
Budget Code: 3617
Amendment #:

Acct Code		TOTAL BUDGET	PROGRAM ADMINISTERED	CENTRALLY ADMINISTERED
	OTHER THAN PERSONNEL SERVICES			
3100	**CONSUMABLE SUPPLIES** Office, Program and Maintenance Supplies	$886	$886	
3200	**EQUIPMENT PURCHASES** ***Attach itemized equipment list.*** Copiers, Computers, Printers, and Furniture, Etc Wi-Fi Hotspot	$50	$50	
3300	**EQUIPMENT OTHER** Maintenance, Repairs, Rentals, & Computer Software			
3400	**SPACE COST** (total of Lines 3410 & 3420)			
	3410 Public School **			
	3420 Space / Other **			
3500	**TRAVEL** Staff Travel, Bus Trips, Other	$2,594	$2,594	
3600	**TOTAL UTILITIES AND TELEPHONE** includes Cable, Telephone, Internet			
3700	**OTHER OPERATIONAL COSTS** (total of Lines 3710 & 3720) Liability Ins , Postage, Admission tickets, Printing & Publications Bank Charges, Training & Conferences, Audit Fee* Food & Refreshments, Participant Costs, Sports Supplies, Etc.	$15,382	$15,382	
	3710 Other Costs		$15,382	
	3720 Indirect Costs ***			
3800	**VAN MAINTENANCE** (For DYCD assigned vans)			
3900	**FISCAL AGENT SERVICES** **See Fee Scale on Page 15 of the Budget Instructions**			

*** Note: Attach Audit Allocation Form if applicable**

****Note: If you are charging rent, attach a Space Cost Allocation Plan and a copy of your lease, mortgage statement, Department Of Education Permit and/or month to month rental agreement at the time of the budget submission.**

***** Maximum Rate is 10% of total budget**

Please note: *All highlighted fields (Blue) are calculated automatically and cannot be changed manually.*