

	A	B	C	D	E
1	Appendix B-1, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Wu Yee Children's Services			July 1, 2017 - June 30, 2020	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Early Care and Education (ECE) Integrated Services				
10	Budget Reference Page No.(s)				7/1/2017 - 6/30/2020
11	Program Term	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	Total
12	Expenditures				
13	Salaries & Benefits	\$998,702	\$1,028,663	\$1,059,523	\$3,086,888
14	Operating Expense	\$226,369	\$229,788	\$230,108	\$686,265
15	Subtotal	\$1,225,071	\$1,258,451	\$1,289,631	\$3,773,153
16	Indirect Percentage (%)	12%	12%	12%	
17	Indirect Cost (Line 16 X Line 15)	\$147,003	\$151,014	\$154,757	\$452,774
18	Capital Expenditures	\$1,000			\$1,000
19	Direct Client Passthrough	\$8,082,594	\$8,082,594	\$8,082,594	\$24,247,782
20	Total Expenditures	\$9,455,668	\$9,492,059	\$9,526,982	\$28,474,709
21	HSA Revenues				
22	General Fund	\$9,067,678	\$9,104,069	\$9,138,992	\$27,310,739
23	State/Federal Funds	\$387,990	\$387,990	\$387,990	\$1,163,970
24					
25					
26					
27					
28					
29					
30	TOTAL HSA REVENUES	\$9,455,668	\$9,492,059	\$9,526,982	\$28,474,709
31	Other Revenues				
32					
33					
34					
35					
36					
37	Total Revenues	\$0	\$0	\$0	\$0
38	Full Time Equivalent (FTE)	13.63	13.63	13.63	13.63
40	HSA-CO Review Signature: _____				
41	HSA #1				

	A	B	C	D	E	F	G	H	I
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4	Program Name: Early Care and Education (ECE) Integration Services								
5	Wu Yee Children's Services								
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Operating Expense Detail

TERM	07/2017 - 06/2018	07/2018 - 06/2019	07/2019 - 06/2020	TOTAL
Expenditure Category				
Rental of Property	\$65,424	\$65,424	\$65,424	\$196,272
Utilities (Elec. Water, Gas, Phone, Scavenger)	\$8,178	\$8,178	\$8,178	\$24,534
Office Supplies, Postage	\$16,356	\$16,356	\$16,356	\$49,068
Building Maintenance Supplies and Repair	\$14,816	\$14,816	\$14,816	\$44,448
Printing and Reproduction	\$8,178	\$8,178	\$8,178	\$24,534
Insurance	\$3,704	\$3,704	\$3,704	\$11,112
Staff Training and Meetings	\$16,873	\$16,873	\$16,873	\$50,619
Staff Travel (Local & Out of Town)	\$9,736	\$9,736	\$9,736	\$29,208
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
CPR/First Aid Certification Training	\$3,000	\$1,000	\$1,000	\$5,000
Graphic Designer	\$2,000	\$2,000	\$2,000	\$6,000
OTHER				
Bank Fees	\$4,500	\$4,500	\$4,500	\$13,500
Technology	\$1,050	\$0	\$0	\$1,050
ELS Training and Outreach	\$10,130	\$10,130	\$10,130	\$30,390
Translation	\$4,800	\$4,800	\$4,800	\$14,400
Software/licenses	\$18,312	\$18,312	\$18,312	\$54,936
Provider Training on CPR/First Aid	\$7,200	\$14,400	\$14,400	\$36,000
Technology	\$2,430	\$1,980	\$1,980	\$6,390
Outreach	\$17,000	\$16,719	\$17,039	\$50,758
Subscriptions and memberships	\$8,182	\$8,182	\$8,182	\$24,546
CalWORKs Focus Groups	\$4,500	\$4,500	\$4,500	\$13,500
Subtotal of Operating Expense	\$226,369	\$229,788	\$230,108	\$686,265
Direct Client Passthrough				
ELS City (Voucher) - General	\$6,131,700	\$6,131,700	\$6,131,700	\$18,395,100
ELS City (Reserved) - Targer Population	\$1,950,894	\$1,950,894	\$1,950,894	\$5,852,682
Subtotal of Direct Client Passthrough	\$8,082,594	\$8,082,594	\$8,082,594	\$24,247,782
HSA #3				

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1	Appendix B-1, Page 4					
2						
3						
4	Program Name: Early Care and Education (ECE) Integration Services					
5	Wu Yee Children's Services					
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7	Program Expenditure Detail					
8						
9	7/1/2017 - 6/30/2020					
10	EQUIPMENT	TERM	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	Total
11	No.	ITEM/DESCRIPTION				
12		Laptop Computers (1)	\$1,000			\$1,000
13						
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST		\$1,000	0	0	\$1,000
21						
22	R E M O D E L I N G					
23	Description:					0
24						0
25						0
26						0
27						0
28						0
29	TOTAL REMODELING COST		\$0	0	0	0
30						
31	TOTAL CAPITAL EXPENDITURE		\$1,000	0	0	\$1,000
32	(Equipment and Remodeling Cost)					
33	HSA #4					

ELS Salary Detail

ELS Manager: Responsible for integrity of the integrated services model and the ELS components to ensure quality services deliveries to all families. The Manager plans and implements systems and services for the ELS program, and ensures program compliance and efficiency, and provides supervision to the Family Services Supervisor. Allocated 100% to ELS, of which grant covers full allocation.

Family Services Supervisor: Responsible for implementation of ELS including contract compliance, supervision, staff training and inter-agency communication. Responsible for knowledge of federal, state and local regulations, policies and procedures and best practice for administering citywide subsidies and will work with the ELS Manager to standardize procedures and fidelity of practices for the program. Supervise Family Services Specialists. Allocated 100% to ELS, of which grant covers full allocation.

Family Services Specialist(s): Responsible for working with families to evaluate their eligibility for ELS. The Specialist conducts intake interviews and needs assessments with all eligible target population families. Responsible for counseling and assisting families in locating child care services, providing appropriate and timely support services and education about community resources. Five FTE, allocated 100% to ELS, of which grant covers full allocation.

Scholarship Specialist(s): Responsible for the accurate and timely calculation of monthly child care provider attendance sheets; and the ELS rate enhancement for state and federal contracted and vouchered subsidy enrolled children in which the rate is below the QRIS Tier 3 threshold. Two FTE, allocated 100% to ELS program, of which grant covers full allocation.

Family Services Director: Responsible for the leadership, strategic direction, management, coordination and compliance of the following programs: Joy Lok Family Resource Center(FRC), Early Learning Scholarship (ELS) and Resource and Referral (R&R). The Director reports to the Chief Programs Officer. Allocated 3% to R&R, of which grant covers full allocation.

Resource and Referral Manager: Responsible for leading, planning and implementing the Resource and Referral program. This position will work in partnership with ELS to ensure integrated services to families and child care providers by supervising the Citywide Resource and Referral services, including Child Care referrals, subsidy child care systems, parent education, community outreach, data analysis and advocacy. Allocated 100% to R&R, of which this funding covers 60%, 40% covered by state R&R funding.

R&R Supervisor: Responsible for supervising the R&R Specialists and developing their capacity to support child care providers in ensuring families have access to quality providers. Supports the Specialists in offering technical assistance, resources, and training to child care providers, and ensures data is up to date in internal databases. One FTE, allocated 100% to R&R, of which the grant funds 60%, state R&R funds cover 40%.

Resource and Referral Specialist(s): Responsible for providing comprehensive support to families, child care providers and the community in finding, planning for, and providing affordable, quality child care options. The Specialists will serve all families in San Francisco but will focus on underserved target populations and supports system of child care and social services across R&R and ELS. Four FTEs, allocated 100% to R&R, of which this funding covers 60%, state R&R funding covers 40%.

Operating Detail - ELS

Expenditure Category

Rental of Property Allocated by the organization to each program according to FTE, assuming 100 sqft per FTE. (see cost allocation.) Rent is budgeted at \$4 per sqft. ($\$4.00 \times 12 \text{ mos.} \times 12.63\text{FTE} \times 100\text{SQFT}$ total \$60,624).

Utilities (Elec, Water, Gas, Phone, Scavenger) Estimated at \$600 per FTE, annually, for office and meeting facilities, for 12.63FTE. ($\$600 \times 12.63 \text{ FTE}$, total of \$7,578)

Office Supplies, Postage Funds for supplies needed to maintain program and administrative operations, a comparative price analysis is conducted to ensure the lowest market rate. Examples of office supplies include: envelopes, copier paper, pens, toner, computer supplies, training supplies, binders, staples, paper clips, etc.(\$1,200/per staff member, annually, 12.63 FTE. total of \$15,156)

Building Maintenance Supplies and Repair Estimated \$10.87 per square foot, 100 square feet per employee. ($\$10.87 \times 100\text{SQFT} \times 12.63\text{FTE}$ total \$13,729).

Printing and Reproduction Printing and Reproduction includes all printed material and copier leases, toner and paper for program. Estimated at \$600 per FTE, annually. ($\$600 \times 12.63 \text{ FTE}$, total of \$7,578)

Insurance General Insurance is estimated to be \$271.74 per FTE, annually, for 2017. ($\$271.74 \times 12.63 \text{ FTE}$, total of \$3,432).

Staff Training and Meetings:

- Registration for ELS staff to attend CAPP in Sacramento, 6 staff, 3 days, \$1,285/person, total of \$10,023. (for 2 staff: allocated 60% to this funding for total of \$2313).
- ELS Professional Development: Support staff training in areas of customer service, family support, inclusion training, family child care support, child development, and database support. Allow for four trainings/year, \$500/registration, 9 staff, total of \$4,500.
- Work related skill training opportunities for each staff, at their request, \$150/registration, 9 staff total of \$1,350.
- Meeting expense \$250 per months , 12 months =\$3,000

Staff Travel (Local & Out of Town): Support for staff in completing local outreach, Provider traveling, community meetings, and statewide meetings.

- ELS staff monthly bus pass for 7 staff, \$91/month, 12 months, total of \$7,644
- ELS staff parking expense and mileage, estimated \$1,000 annually.

CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE

CPR/First Aid Certification Training: Costs to have staff certified as CPR/First Aid Trainers, 3 staff, \$1,000/staff, total \$3,000, for year one. One staff member in years two and three, allowing for staff turn over.

Graphic Designer: Support for design of R&R materials, aligning with Integrated Services model, \$1,000 contract.

OTHER

Bank Fees: Estimated Bank Costs for check stock and monthly fees,\$375/month X 12 months = \$4,500

ELS Training and Outreach:

- Outreach specific marketing materials including incentives for Providers (pens, totes, refreshments, raffle items and food), \$300/event, 1 events/month, 12 months, total of \$3,600.
- Outreach postage and mailing materials including surveys: ELS program family and provider mailings: 200 mailings for providers/month, 12 months, 900 mailings for provider and parent survey, 4 times a year. 6,000 mailings at \$0.49 mailing, total of \$2,940.
- ELS Program Supplies: Color printing for providers and parents, 500 sheet average per activity, 12 activities each year, 6,000 sheets total. Color copy paper for color printing (brochures, outreach materials, training materials, etc.): \$15 per 500 sheets, 6,000 total sheets/500 sheets per set, 12 sets total, \$15/each, total of \$180. Color printer toner \$150/1000 sheets, 6,000 total sheets/1,000 sheets per toner, 6 toners at \$150 each, total of \$900. Color printing for providers/parents, total of \$980

ELS family and provider files, the number of provider files is based on the number of families, materials for staff to conduct daily operations of program: 600 Family files, 300 Provider Files, total of 900 files at \$2.50/file, \$2,250. Provider file labels, 300 files, \$1.20/label/file, \$360 total. Program file total of \$2,610.

Translation: Language translation to support families and providers when needed in ELS administration. Interpreter cost \$80/hour, approximately 20 cases need translation, 3 hours each annually, total of \$4,800.

Software/licenses: User fees and monthly charges for care portal and automated system to reach families/providers.

- o \$14,712 for 10 users, subsidies care portal
- o \$3,600 (\$300/month) for the email, robot call and text messaging for appointment reminder and care ending notice.

Provider Training on CPR/First Aid: Support for equipment and materials \$200/training. Rental space for trainings, \$250/training. Scholarship resource to administer to licensed providers, \$45/provider. Year one, 6 trainings, 100 providers, total of \$7,200; Years two and three, 12 trainings each, 200 providers/year, \$14,400 total/year.

Technology:

- Mobile Hotspot device for R&R Specialists cost \$50 / unit X 4 units = \$200
- 1 portable projectors to host workshops and training \$300 per unit X 1 = \$300
- Mobile scanners for each R&R Specialist to scan provider and family documents remotely \$100 per unit X 4 units = \$400
- Cell phone reimbursement = 3.6 staff (R&R staff only) at \$25 per month = \$1080

Outreach: \$1000 registration fee for participating in Sunday Street, annually; one family event per month, in English, Spanish, and Chinese, reaching 250 parents, \$300 for food and materials to host/event, \$200 for educational materials and incentives/event, \$500 each event, 12 events for a total of \$6,000.

Subscriptions and memberships: \$3,280 for National Database System subscription and \$5,902 for California Resource and Referral Network membership, based on their calculation approach of 2% of one's CDE contract.