MEMORANDUM

To: Aleece Kelly, Program Officer, First 5 Los Angeles
From: Clare Shephard
Re: Formal Budget Modification CARES Plus FY 2011-12

Date: Feb. 17, 2012

LAUP would like to request a formal budget modification for the FY 2012 CARES Plus grant.

The attached budget modification form reflects LAUP’s planned expenditures for the 2011-12 program year. Given the shortened time period for Planning Phase I in fiscal year 2011, LAUP was only able to spend $155,548 of the approved $199,872. In July 2011, the First 5 CA Commission approved a technical amendment allowing any unspent funds from Phase I to be spent in fiscal year 2012. First 5 LA submitted a request to First 5 CA for the remaining Phase I funds, and that request was approved on September 16, 2011.

Therefore, LAUP would like to request that the remaining balance of $44,505 may be spent during the fiscal 2012 year to complete the planning phase activities. In addition, LAUP would like to modify two line items (Contracted Services and Training Expenses) in the budget in order to meet the current program needs.

Attached please find:

- A revised budget narrative providing detailed information regarding the use of the carry over funds and other modifications.
- The completed Formal Budget Modification form

Thank you for your consideration of this request.
Formal Budget Modification Form – Narrative

CARES Plus Program 2011-12

We are requesting to use the $44,505.11 of unspent funds from the CARES Plus Planning Phase I in order to complete activities that were impacted by the delayed start of the CARES Plus Program. Requested funds are related to the completion of Planning Phase activities including recruitment, staff training, the applicant intake process, and the program evaluation. We have also included a request for funds to purchase laptops for our contracted Advisors to use in the field.

In addition, we are requesting the moving of unspent funds from the Training Section to the General Contracted/Consultant Services Section.

The budget modification is requested in the following amounts and for the following purposes:

Total Request = $44,505

Section 1: Personnel ($14,652):

- **$11,199**: Allocated cost for Research and Evaluation (R&E) staff to develop application materials/database/evaluation and for data entry clerks to scan applications. The Specialist Laura Sobchik has an annual salary of $60,000 and worked on the project for 5 months at 14%. The Data Coordinator, Jeanette Mendia has an annual salary of $44,352 and worked on the project for 5 months at 12%. The Specialist Julia Love has an annual salary of $66,072 and worked on the project for 2 months at 13%. Data entry clerk Tameka Glover who worked to scan applications has an annual salary of $36,000 and worked for 2 months at 29%. Clerk Matilde Morales earns $33,648 annually and worked for 2 months at 42%.

- **$3,453**: Allocated cost of benefits for the five above mentioned R&E staff for the time they worked on the CARES Plus program. LAUP calculates the fringe benefits at a rate of 30.83% for the Research and Evaluation staff. (Please note, the fringe benefits for the original budget of 1.75 million were calculated at the previous rate of 29.65%). Fringe Benefits include health, vision and dental insurance, retirement plan, life and disability insurances, and FICA/SUI.

Section 2: General Contracted/Consultant Services ($29,869):

- **($3,750)**: Instead of the 30 CARES Plus Advisors at $4250 per advisor in the original budget, we have currently contracted with 28 Advisors at $4,500 each.
- **$3,750**: Data Plus Solutions at $200 per hour for an additional 19 hours. Our database has needed additional revisions and expansion. The additional funds will cover those changes.
- **$3,634**: The cost of recruitment video CDs and additional printing of the recruitment brochure, both of which were produced during the Planning Phase.
- **$16,068**: Temporary Staff. ($27 per hour for 320 hours) Additional staff is needed to process the Re-enrollment, and Verification forms that will be submitted in the 4th
• $10,167: Temporary Staff: ($27 per hour for 595 hours) Additional staff was needed to assist in processing the 1600 applications received during the application phase.

Section 3: Equipment ($13,488):

• $13,488: The cost of 30 laptop computers @ $449.16 each for the CARES Plus contracted Advisors to use in the field during advisement sessions.

Section 9: Employee Mileage and Travel ($1,319):

• $569: The cost of mileage for 10 recruitment meetings per month (August through October) for 4 staff estimated at 30 per meeting.
• $750: Travel costs associated with quarterly regional CARES Plus collaboration meetings for the Professional Development Supervisor at $375 per meeting.

Section 10: Travel and Training (-$16,068):

• ($2,300): The Intro to CLASS Training was not necessary because the company offering the training (Teachstone), did not require that our Advisors complete the Intro before taking the 2-Day CLASS Training. However, $700 of the funds were used to provide staff with subscriptions to the Teachstone on-line training program to prepare for the program’s start.
• ($2,815): 2-Day PreK CLASS Observation Training. LAUP was able to procure this training at a lower cost than expected.
• ($1,145): Training Materials: The guides and manuals for the CLASS Training were able to be purchased at a slightly reduced amount.
• ($2,286): Trainers Travel and Lodging to Intro to CLASS Training. As mentioned above, we did not have to provide this training, thereby saving on this line item.
• ($5,151): Trainers Travel and Lodging to Intro to CLASS Training. We were able to request and receive a trainer who lives locally, thereby saving on the travel costs.
• ($1,483): Venue and Food for Intro to CLASS Training: As mentioned above, we did not have to provide this training, thereby saving on this line item.
• ($370): Venue and Food for 2-Day Pre-K CLASS Observation Training. We were able to procure venues at no-cost through our partners. Therefore, the only expense for this training was for food.
• ($518): In House Training on Academic Advisement, Venue and Food. We were able to hold this training at LAUP and therefore did not spend on the venue. Therefore, the only expense for this training was for food.

Section 12/13: Other Expenses ($1,286):

• $1,286: The cost of meetings of the E&A group and other collaborators. These funds covered food expenses for E&A group and Advisor meetings (Advisors are from collaborator organizations).