

**MODEL PROJECT BUDGET NARRATIVE:
LOCAL COMMUNITY-BASED PROBATION**

The **budget narrative** is an essential part of your grant application. Your budget should:

- Be reasonable
- Thoroughly and clearly describe each item
- Follow **all** guidelines and limitations as provided in the application package
- Be easy to follow and understand
- Be mathematically correct
- Correspond with the information and figures on the budget forms

A model budget narrative is attached.

Remember: The person(s) reviewing your budget may not be familiar with your project. It is very important to be clear and thorough in your budget justification.

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1. **Personnel/Employees** - All personnel are permanent full-time *Whatever City* employees, unless otherwise specified. *Whatever City* utilizes a market-based compensation plan, which is established by resolution of *Whatever City* Council. This plan utilizes data from seven neighboring jurisdictions to establish pay scales for positions that are consistent with those in the surrounding area for similar job classifications. All positions are graded on the City's professional/managerial pay scale or clerical/secretarial pay scale. All employees who receive at least a "satisfactory" performance evaluation are given a 1% merit increase on their anniversary date of employment with the City. Any employee who receives a "very good" is given a 3% merit increase; and an "outstanding" evaluation may receive a 5% increase on their merit date. All budgeted salaries include the projected merit increase added on a prorated basis, as well as the 1% general wage increase approved for all city employees by the *Whatever City* Council on January 1, 1999.

\$ 5,000 **Director:** This position will be responsible for the overall administration and day-to-day operations of the Local Community-based Probation and Pretrial Services Programs. This individual is responsible for coordinating the daily activities of the Pretrial and Local Community-based Probation Programs, and serves as a liaison between the Courts and the Commonwealth's Attorneys' offices to coordinate direct supervision of offenders and defendants placed in the custody of the program. This individual is responsible for monitoring offender/defendant staff ratios, and ensuring that all grant guidelines and standards of supervision established by the Department of Criminal Justice Services (DCJS) are complied with. This position is located in the Local Community-based Probation and Pretrial Services Agency, and will provide direct supervision for all staff. This position will report directly to the Program Administrator (the City Manager) and will be responsible for ensuring compliance with all DCJS financial and program reporting requirements.

Funding for this position is split equally between the CCCA and PSA sub-budgets. The total annual salary for this position is **\$10,000**.

\$ 4,000 **Senior Case Manager:** This position will be responsible for overseeing the assignment of court referrals to Program staff. This individual will be responsible for the collection of data coordination of treatment referrals and assist in monitoring the performance of the Local Community-based Probation and Pretrial Services staff. This individual will be responsible for providing case consultations and staffing of cases with Local Community-based Probation staff. This individual will also be responsible for acting as a liaison with all treatment agencies providing services to the Local Community-based Probation Programs. This position may also be required to maintain a specialized caseload when necessary. The individual will supervise volunteers and interns working with the Programs.

Funding for this position is split equally between the CCCA and PSA sub-budgets. The total annual salary for this position is **\$8,000**.

\$ 6,000
\$ 6,500 **2 Case Managers:** These positions' primary responsibility will be to supervise felon offenders sentenced according to the Comprehensive Community Corrections Act (CCCA). These individuals will also be assigned higher risk/higher need misdemeanor offenders who are sentenced to Local Community-based Probation supervision. These

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individuals will receive more specialized training in substance abuse treatment and other issues associated with higher risk offenders.

Due to differing hiring dates, merit increases, and backgrounds, salaries vary for each of the two people in the positions. Each is listed to the left.

<p>\$ 5,900 \$ 5,800 \$ 5,700 \$ 5,600 \$ 5,500 \$ 5,400 \$ 5,300 \$ 5,200</p>	<p><u>Local Probation Officers:</u> These positions will be responsible for supervision of misdemeanor offenders placed on local probation supervision by General District and Juvenile and Domestic Relations Courts. These individuals will perform intake services once offenders are referred from the Courts. Offenders will then be assigned to Local Probation Officers who matches the offenders' skills, interests and personality with available community service job sites. These individuals will assist in establishing a work schedule and monitoring offenders' compliance and performance of Community Service Work. They will report to the court on the completion of Community Corrections requirements or in the case of intractable behavior. These individuals will also be responsible for providing substance abuse testing and treatment referrals, as ordered by the court, or screening cases for more intensive supervision to be provided by a Case Manager. These individuals will also be responsible for developing additional Community Service Work sites. Each Local Community-based Probation Officer will be responsible for providing liaison to assigned Community Service Work locations. Each Officer will be responsible to maintain weekly contact with their assigned Community Services Work locations to ensure offender attendance and to address logistical problems that may arise. The Local Community-based Probation Officers will also be responsible for completing criminal history, social backgrounds and investigations on all offenders referred through the CCCA. One of these positions which is currently vacant will be filled on a part-time basis due to budgetary restrictions.</p>
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Due to differing hiring dates, merit increases, and backgrounds, salaries vary for each of the eight people in the positions. Each is listed to the left.

<p>\$ 2,500</p>	<p><u>Administrative Secretary:</u> This position will be required to process all correspondence, screen phone calls and visitors, and coordinate schedules for the Director. This individual will serve as a liaison between the City's procurement, finance and budget staff and the Criminal Justice Agency. This individual will be responsible for typing complex documents, including biennial plans, grant applications, quarterly reports, and a variety of correspondence to the various criminal justice system members. In addition, this position will transcribe minutes of CCJB and subcommittee meetings, as well as staff meetings. This individual will be responsible for the day-to-day compilation of receipts, expenditures, and disbursements of all Local Community-based Probation funds and for providing the Director with up-to-date information regarding CCCA expenditures. This position is located in the main office and will be responsible for compiling data necessary for monthly, quarterly, and annual reporting of CCCA activities (PSA included in funding and reporting).</p>
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Funding for this position is split equally between the CCCA and PSA sub-budgets. The total annual salary for this position is **\$5,000**.

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\$ 4,000 **Staff Secretary:** This position will be responsible to provide all clerical support for case management staff. This position is also responsible to serve as receptionist and handle all phone calls for staff, perform data entry, and type correspondence. This position is located in the main office.

\$ 3,000 **Clerk Typist:** This individual will be responsible to serve as receptionist, handle phone calls and correspondence for the satellite office, and perform data entry. This individual will be responsible for handling public inquiries and referring them to the appropriate personnel, and for copying and stocking of forms, delivery of correspondence to appropriate individuals, and for maintaining the Community Corrections offender information index.

\$75,400 **Total Employees' Salaries**

Fringe Benefits: Fringe benefits will be paid according to policies established by the *Whatever City* Council. The following is a breakdown of currently approved benefits:

\$ 5,768.10 FICA is based on 7.65% of total salary.

\$ 9,123.40 *Whatever City* participates in the Virginia Retirement System. Retirement is based on 12.10 % of total salary.

\$ 33,750 Health insurance is based on an average of \$2,500 x 15 employees (3 at half). The cost will vary depending on the type of coverage the employee elects. Current health insurance options and costs are as follows:

Single	\$1,615
Employee-Minor	\$2,255
Family	\$3,599

\$ 1,323 FUTA/SUTA is based on \$98.00 x 15 employees (3 at half).

\$ 165.88 Life Insurance is provided through the Virginia Retirement System and is based on .22% of total salary.

NOTE: Fringe for those positions split between the two sub-grants is split.

\$ 50,130.38 **Total Fringe**

\$125,530.38 **TOTAL PERSONNEL**

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2. CONSULTANTS

B. Organizations and Associations

\$ 6,000 Intensive Outpatient Substance Abuse Treatment Program (IOP): In response to the restriction placed on FY96 funding, which prohibited the use of long-term residential treatment, we developed an intensive outpatient treatment program which is currently provided by contract with the Feel Good Without Drugs Center. The Intensive Outpatient Program consists of an initial substance abuse assessment performed by a certified substance abuse counselor that develops a specific plan for each individual offender. Offenders are placed in a **six-week** intensive phase where attendance **three nights per week, three hours per session**, is required. The first hour of each session is reserved for interactive group participation. The second hour is for substance abuse education and training. The third hour is reserved for individual and small group sessions. All offenders are monitored on frequent urinalysis. Placement in IOP includes a year of follow-up aftercare, which is integrated with the intensive treatment. Offenders placed in aftercare can be required to attend a minimum of a one-hour session, up to three one-hour sessions per week. The aftercare sessions are coordinated with the first hour of the intensive program; therefore, the interactive group process is enhanced by involving offenders who are in aftercare with offenders who have just entered treatment, or are progressing through the intensive phase.

The budget of \$6,000 is based on a total of **eight, six-week intensive sessions** with 20 offenders in each session. Once an offender is placed in IOP, they will automatically be provided with a full year follow up of aftercare services as part of the contract with the *Feel Good Without Drugs Center* regardless of the expiration of their supervision. It is projected that **60 indigent offenders** will be provided this service **at a cost of \$100 per offender**. An additional **100 offenders will self-pay** based on a sliding scale.

This unique program is by far the most affordable and cost-effective substance abuse treatment option available anywhere in the city. The current contract for this service with the *Feel Good Without Drugs Center* expires on June 30, 1999. Accordingly, a Request for Proposal will be developed and advertised by the city for the continuation of this service for FY00, so that the project may be awarded upon competitive bidding. The current contract also requires the vendor to provide office space for this activity. The current vendor has a lease on office space adjacent to our main office, and is also providing this space for use by Local Community-based Probation for Woman's Support Group, NA meetings, staff meetings, and Employment Workshops.

\$ 80 Employment Skills Opportunity Workshops are currently provided through a contractual relationship with Get a Job, Inc. These Workshops consist of **eight intensive group sessions** that include goals establishment, skill assessment, job opportunity location, interview preparation, mock job interviews, image and hygiene consulting, and job retention skills. This service has proven to be very valuable to Local Community-based Probation participants who are in need of assistance in obtaining and maintaining gainful employment.

It is planned that **three Workshops** will be held at a cost of **\$ 10** per Workshop. **Each Workshop will have a minimum of 10 offenders**, bringing the per-offender **costs to a**

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maximum of \$ 1 per person. Participation in these Workshops is often ordered as a special condition of placement in the Local Community-based Probation Program by the Court for chronically unemployed offenders.

- \$ 20** Psychological Counseling to include group therapy, group development, individual therapy, psychological evaluations, assessments, and treatment plans, are currently provided for the program by the Only One Personality Per Person Counseling Center. It is proposed that approximately **2 offenders** be referred for assessment and treatment at an approximate **cost of \$10 per offender**. The Only One Personality Per Person Counseling Center provides or supervises the provision of all services in the Local Community-based Probation offices on a weekly basis. This Agency's specialties include therapeutic groups for shoplifters, psychosocial assessments with an emphasis on Local Community-based Probation treatment planning, and crisis intervention services.
- \$ 100** Transitional housing will be provided by Find a Home, Inc, a prerelease-type halfway house facility where offenders can reside in a structured environment and can leave only for approved activities. This facility will be used for housing indigent and homeless offenders on a temporary basis until more permanent arrangements can be made. Placement at this facility can also be used as a sanction for offenders who are in technical violation of Local Community-based Probation behavioral contracts. It is anticipated that approximately **2 offenders** will be placed at this facility at a cost of **\$ 10 per day** with an average **length of stay of 5 days**.
- \$ 10** Emergency services are provided for offenders on a case-by-case basis. Case Managers must first exhaust all public assistance and all other options before expending any emergency services funding. Emergency services purchases will be limited to emergency shelter for not more than ten days in duration. Emergency food and clothing will be provided on a limited basis and only in extreme cases. A contract with a local pharmacy will provide for the filling of prescriptions for offenders on an emergency basis. Priority will be given to offenders whose lack of medication could cause life threatening illness or severe psychiatric problems. Generic drugs will be required whenever available. Transportation in the form of bus tokens will be available to offenders on a limited basis for participation in treatment, job seeking, or other program activities when the situation warrants it.
- \$ 50** The City's I Am Educated Center offers a variety of educational/technical courses including training in air conditioning, auto mechanics, computer basics, heating technologies, nurses' aide, residential electricity, trade and industrial math, welding, blueprint reading, and carpentry. Most courses contain **30 hours of instruction** over a period of **2 weeks**. The **average tuition per course is approximately \$ 5**. It is anticipated that approximately **10 offenders** will be placed in vocational training.
- \$ 6,260** **TOTAL CONSULTANTS, ORGANIZATIONS AND ASSOCIATIONS**

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3. TRAVEL AND SUBSISTENCE FOR PROJECT PERSONNEL

\$ 240 Local Mileage: It is proposed that Local Community-based Probation personnel, using personal vehicles, reimbursed at the grant-approved rate of .24/mile, will log 1,000 miles in order to accomplish Community Service Worksite development and supervision, employment verifications, home visits, treatment agency visits, and other collateral contacts.

\$ 200 Subsistence for staff while participating in regional and statewide training, attending conferences and visiting other Local Community-based Probation Programs is planned for a total of 5 days of subsistence at \$40 per day, to include \$ 5 per day for meals and \$ 35 per day for lodging in accordance with City-approved travel guidelines.

\$ 1,000 Air or other fares: It is proposed that senior Program staff will make 1 trip that will require air transportation for attendance in regional or national training through organizations such as the International Community Corrections Association, the American Correctional Association, or programs sponsored by the American Probation and Parole Association. All airfares will be at coach rates.

\$ 1,440 **TOTAL TRAVEL AND SUBSISTENCE**

4. EQUIPMENT

\$ 200 1 Desk - to replace a desk that is 10 years old and in need of replacing.

\$ 200 **TOTAL EQUIPMENT**

5. SUPPLIES AND OTHER EXPENSES

\$ 10,500 Rent: The agency is located at 123 Main Street. We lease 3,000 square feet at \$5/foot. This facility will house 14 employees, a designated area for urinalysis, an offender entrance and waiting area, VCIN area, file room, an employee break area, and room for individual counseling. Total for this: \$15,000.

The satellite office is located at 123 South Street. This facility will house 12 employees, an area designated for urinalysis, an offender entrance and waiting area, and a room for individual counseling. This space consists of 1,500 square feet at \$4/foot. Total for this: \$6,000.

The rent for each of these spaces is equally split between the CCCA and PSA sub-budgets.

\$1,000 Utilities for main and satellite offices are based on historical amounts and are budgeted as follows:

Virginia Power: \$100/month @ 12 = \$1,200
Virginia Natural Gas: \$20/month @ 12 = \$240
Water and Sewer: \$40/month @ 12 = 480
Refuse Disposal: \$80

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The utilities for each of these spaces are equally split between the CCCA and PSA sub-budgets.

- \$ 1,620** Communication Services are broken down as follows:
- Local and long-distance telephone services budget at \$100/month @ 12 = \$1,200.
 - 3 Digital pagers at \$5/month x 12 = 180.
 - Cellular phone service at \$20/month x 12 = 240.
- \$ 1,000** Maintenance agreements for the VCIN terminals, budgeted at \$1,000 per year, and two copy machines at \$1,000.
- The cost of maintenance agreements is equally split between the CCCA and PSA sub-budgets.
- \$ 396** Postage is estimated at .33 x 1,200 pieces of mail, which will include missed appointment letters, correspondence to clients, as well as correspondence to courts, attorneys, treatment providers, etc.
- \$ 1,250** Urinalysis is budgeted at 100 full screens x \$5 per screen, 10 confirmations at \$45 per screen, and \$300 for On-Track supplies and test cups provided by Roche Diagnostics.
- \$ 8,700** Consumable supplies to include copy machine paper, staples, calendars, pens, batteries for pagers and Alco-sensors, computer paper, toner cartridges, supplies for fax machines and computer printers, and other miscellaneous office supplies, and letterhead (\$50/month per full-time employee).
- \$ 4,900** Training is budgeted on a basis of \$400 x 11 professional staff (FTE) and \$200 X 2.5 clerical staff. It is the intent of the Agency to provide as much training and staff development for staff as possible at the Regional Academy for Criminal Justice. We will become a member of the Academy and work with the Academy staff to develop specific Local Community-based Probation training. Training may be received at other locations such as Department of Corrections Academy, or through conferences and workshops provided by professional associations.
- \$ 29,366** **TOTAL SUPPLIES AND OTHER EXPENSES**

6. INDIRECT COSTS

\$ -0- There are no indirect costs charged to this grant.

\$162,796.38 GRAND TOTAL

7. CASH FUNDS FROM SOURCES OTHER THAN GRANT PROGRAMS SUPPORTING THIS PROJECT

\$ _____ None