

COST PROPOSAL NARRATIVE

THRIVE ALLIANCE

FIRST STEPS CLUSTER J AND FIRST STEPS CLUSTER H

NOTE: THIS NARRATIVE COVERS THE COST PROPOSAL FOR BOTH CLUSTERS.

COSTS ARE PROPORTIONATE UPON CLUSTER CHILD COUNT

44% CLUSTER H

AND

56% CLUSTER J

ONE STAFFING EXCEPTION: THE LPCC COORDINATOR IS SPLIT EVENLY BETWEEN THE TWO CLUSTER (50% EACH). THE LPCC COORDINATOR TOGETHER WITH THE PROGRAM DIRECTOR STAFF THE LPCCS FOR BOTH CLUSTERS.

Personnel expenses

Personnel expenses are split 44% H /56% J with exception of the LPCC Coordinator, a 50% H / 50 %J.

Benefit expenses:

FICA: 7.65% of all wages, as required

WORKER COMP: 1.17% of all wages as required except for the referral specialist, eligibility determination support specialist, the quality specialties, and the administrative support staff. These positions that do not generally include travel are based on a lower rate of 0.19%

UNEMPLOYMENT: Thrive Alliance currently has a credit and anticipates no payments

PENSION: 1.0% of wages

SHORT TERM DISABILITY AND LIFE INSURANCE: \$18.55 monthly per employee

INTERNET STIPENDS: Service Coordinators receive a \$55 monthly internet stipend

MEDICAL INSURANCE: Employer costs for medical insurance vary year to year. Our cost primarily depends upon type of plan (individual, family, employee and spouse, employee plus child/children) that is selected. This leads to wide variations in our costs per employee. Historically the majority select individual policies and a small number elect no insurance. For budgeting purposes, most positions were computed with our cost for an individual policy. For budgeting, this method considers the expectation that a few will decline insurance and a few others will select a policy with spouse or family coverage (which increase our costs).

Rent

Rent is for one single office that houses staff, equipment, and records for both clusters.

Based upon actual known cost and divided

44% (\$7392) cluster H/ 56% (\$9408) cluster J. (Annual)

Utilities

Phone lines in office that connect to the computers of residentially-based staff:

44% (\$5438) cluster H/ 56% (\$6921) cluster J (Annual)

Office internet service:

44% (\$1034.88) cluster H/ 56% (\$1317.12) cluster J (Annual)

Fax capabilities in office:

44% (\$173.09) cluster H/ 56% (\$210.64) cluster J (Annual)

Cellular Phone service for all Service Coordinators:

44% (\$6696) cluster H/ 56% (\$8904) cluster J (Annual)

Equipment (over \$500)

8 laptops that include IT labor, security, hardware protection, extended service agreements, for added service coordinators and 8 replacements each year to ensure updated equipment that meets security requirements

44% (\$14766) cluster H/ 56% (\$18806) cluster J (Annual)

Materials and supplies

iPad, keyboards, printer/scanner/faxes for 8 added Service Coordinators and for 8 replacements each year, toner, copying, printing, and general office supplies included in this category

44% (\$11,318) cluster H/ 56% (\$14405) cluster J (Annual)

Travel

Computes at \$7000 a month based on historical records 4

4% (\$36960) cluster H/ 56% (\$47040) cluster J (Annual)

Training

Supports all staff attendance at the state-wide convention and administrator attendance at a national conference.
44% (\$4259) cluster H/ 56% (\$5421) cluster J (Annual)

Technology

Zoom at	\$360/ month
Cyber insurance	\$ 75/month
PDF subscriptions at	\$214/month
Firewall licensure	\$125/month
Website hosting	\$ 25/month,
Email signature licensing	\$ 35/month

44% (4378.80) cluster H/ 56% (\$5611.20) cluster J (Annual)

Other

Background checks	\$ 775 annually
Shredding	\$ 1,500 annually
ID badges for home visiting	\$ 150 annually
Audit fees	\$ 7,933 annually
Vacation accrual	\$10,000 annually
Misc	\$ 2,000

44% (5,775.56) cluster H / 56% (\$7344.17) cluster J (Annual)

Administrative fee allocation

First steps:

Thrive Alliance provides multiple facets of financial and human resource support to the First Steps program. In return for those services, First Steps is responsible for reimbursing Thrive Alliance for a portion of those services. This reimbursement is referenced as an indirect administrative fee. The collected fee will be allocated into the below categories:

- 40% of hour salary & fringes
- 40% of payroll processing costs
- 40% of IT support costs
- 40% of business insurance costs (excludes medical)
- 30% of fiscal staff salary & fringes
- 15% of executive director salary & fringes

With the exception of the Executive Director and the Fiscal Staff allocation, the above percentages are calculated based on the breakdown of First Steps employees in relation to the company's total employees.

The total: \$153,148

44% (\$67,385.12) cluster H/ 56% (\$85762.88) cluster J

Please note: due to the provisions of the First Steps grant, the indirect administrative fee is not to exceed 5% of the total grant budget. The lower of the two separate calculations at the beginning of the grant year will set the indirect administrative fee.