

Section H: Contractor Detail Addendum

Partner Name	UMOM New Day Centers			
Monitoring and communication with contractor (s)	<p>Auditing: All contractors are subject to the programmatic and fiscal monitoring requirements of each department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act.</p> <p>Evaluations: Evaluations may assess the quality and impact of contract services, whether in isolation or in comparison with other similar services, and assess the contractor’s progress and/or success in achieving the goals, objectives and deliverables. The contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p> <p>Monitoring: The Department may monitor the contractor and/or subcontractor and they shall cooperate in the monitoring of services delivered, facilities, records maintained, and fiscal practices.</p> <p>Notices: Contractors shall give written notice to the Department of any changes.</p>			
Role of Contractor	<p>Assess and evaluate the participant’s career goals, skills, abilities, family obligations, other job-related assets, and barriers to determine suitable program components/activities.</p> <p>Monitor, verify, and maintain documentation of actual hours of participation in assigned components.</p>			
Timeline	Start	October 1, 2019	End	September 30, 2020
Description of Activities/Services	<p>Culinary Program: The program gives training to those seeking restaurant employment.</p> <p>Career Counseling: Resume writing, interviewing, soft skills, evaluation, and how to be successful.</p>			
Funding	50 percent reimbursements			
Evaluation	<p>The Department may evaluate, and the contractor shall cooperate in the evaluation of, contract services. Evaluation may assess the quality and impact of contract services, either in isolation or in comparison with other similar services and assess the contractor’s progress and/or success in achieving the goals, objectives, and deliverables set forth in this contract.</p> <p>As requested by the Department, the contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p>			

Section I: Operating Budget and Budget Narrative

I. Direct Costs:	State Cost	Federal Cost	Total Cost
a) Salary/Wages	\$0	\$1,145,000	\$1,145,000
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 50.68%	\$0	\$581,000	\$581,000
c) Contractual Costs (Admin Only)	\$2,240,000	\$2,240,000	\$4,480,000
d) Non-capital Equipment and Supplies	\$0	\$135,000	\$135,000
e) Materials	\$0	\$5,000	\$5,000
f) Travel	\$0	\$2,000	\$2,000
g) Building/Space	\$0	\$102,000	\$102,000
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
Total Direct Costs	\$2,240,000	\$4,210,000	\$6,450,000
II. Indirect Costs:			
Indirect Costs* Approved Indirect Cost Rate Used: 13.59%	\$0	\$268,000	\$268,000
III. In-kind Contribution			
State in-kind contribution	\$0	\$0	\$0
Total Administrative Cost (Total of items I, II, and III)	\$2,240,000	\$4,478,000	\$6,718,000
<i>100% Federal E&T Grant</i>		\$2,238,000	\$2,238,000
<i>50% Additional Administrative Expenditure</i>	\$2,240,000	\$2,240,000	\$4,480,000
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)	\$40,000	\$40,000	\$80,000
b) Transportation & Other Costs (including contractual costs)	\$350,000	\$350,000	\$700,000
c) State Agency Cost for Dependent Care Services	\$0	\$0	\$0
Total 50 percent Participant Reimbursement Expenses	\$390,000	\$390,000	\$780,000
V. Total Costs	\$2,630,000	\$4,868,000	\$7,498,000

* Indicates approved rates at the time of submission.

Section J: Budget Narrative and Justification Section

Item	Narrative																																																																																				
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b) Fringe Benefits* Approved Fringe Benefit Rate Used: 50.68%	A direct allocation method is used. The Fringe Benefits rate for the SNAP E&T staff is estimated to be 50.68 percent during FFY 2020. Fringe benefits include workers' compensation, health insurance, retirement, FICA, and long-term disability.																																																																																				
c) Contractual Costs	This includes the total administrative costs for partnership contracts.																																																																																				
d) Non-capital Equipment and Supplies	This includes postage, copier services, office supplies, telephone, internet, and Language Line services.																																																																																				
e) Materials	This cost is based on budget availability for marketing materials to be distributed to SNAP E&T participants.																																																																																				
f) Travel	This includes staff travel for the purpose of attending conferences, training sites, community partner locations or events, or other office locations.																																																																																				

g) Building/Space	<p>The total combined Building/Space is the sum of the area costs for two office locations. The area cost is the total square footage multiplied by the price per square foot for each individual location.</p> <p><u>Tucson, AZ</u></p> <p>SNAP E&T Office Space 1,701 sq. ft. SNAP E&T Share of Common Area 1,286.47 sq. ft. Total 2,987.47 sq. ft. \$17.06 a square foot or annual cost of \$50,966.24</p> <p><u>Mesa, AZ</u></p> <p>SNAP E&T Office Space 3,072.31 sq. ft. SNAP E&T Share of Common Area 0.0 sq. ft. Total 3,072.31 sq. ft. \$16.36 a square foot or annual cost of \$50,262.99</p>
h) Equipment & Other Capital Expenditures	None
II. Indirect Costs:	
	<p>Arizona uses a federally approved cost allocation plan. DES is responsible for administering a wide variety and large quantity of grants and therefore utilizes multiple methods to assign costs. Indirect costs are typically assigned using modified total direct cost methodology. The total Operating Budget calculation assumes an indirect rate of 13.59 percent for FFY 2020.</p>
III. State In-kind Contribution	
	None
IV. Participant Reimbursements	
a) Dependent Care	<p>Reimbursement for dependent care expenses is provided to designated SNAP CAN contractors for services rendered to SNAP CAN participants and is limited to \$100 per participant, per every four-week period.</p>

<p>b) Transportation & Other Costs</p>	<p>Transportation is provided to the participant as a reimbursement for expenses incurred and is limited up to \$100 for every four-week period. Non-TRE that are reasonably necessary to participate in program activities or to accept and maintain employment are limited to \$150 per participant in the FFY and must be directly related to a SNAP E&T activity or required for a job.</p> <p>Reimbursement for TRE and Non-TRE related expenses is provided to designated SNAP CAN contractors for expenses incurred and are limited to \$100 per participant, per every four-week period.</p>
<p>c) State Agency Cost for Dependent Care Services</p>	<p>None</p>

* Fringe benefits= indicates approved rates at the time of submission.