PROSTITUTION DIVERSION PROGRAM BUDGET

(See Attached Budget Instructions (Attachment B,3))

|  |  |  |
| --- | --- | --- |
|  | **$** | **$** |
| **1. FUNDS REQUESTED** |  |  |
|  |  |  |
| **2. EXPENSES** |  |  |
| **a. Personnel Services** |  |  |
| (1) Salaries. Including Benefits |  |  |
| Caseworkers |  |  |
| Counselors |  |  |
| Administrator |  |  |
| Other |  |  |
| **b. Contractual Services** |  |  |
| \*(1) Professional Services (Specify) |  |  |
| (2) Telephone and Internet |  |  |
| (3) Utilities |  |  |
| \*(4) Office Space |  |  |
| (5) Insurances (Required) |  |  |
| \*(6) Non-Program Subcontracts and  Consultants: |  |  |
| **c. Program Costs** (Describe): |  |  |
| (1) Describe Program Expenses: |  |  |
|  |  |  |
|  |  |  |
| \*(2) Program Subcontractors  and Consultants (Describe) |  |  |
| **d. Commodities** |  |  |
| (1) Program/Office Supplies |  |  |
| (2) Program/Office Printing |  |  |
| (3) Program/Office Postage |  |  |
| ⁂ (4) Program/Office Equipment |  |  |
| (5) Program/Office Other (Specify) |  |  |
| **\*e. Other Administrative Costs** |  |  |
| **Grand Total Expense** |  |  |

What is the percentage of administrative fees to be paid from the Prostitution Diversion Program funds? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* **Attach** to the Program budget a narrative that explains these expenses.

\*\* Any item purchased over $300 is to be returned to the City of Phoenix upon termination of the contract (See Attachment B,4).

3. BUDGET INSTRUCTIONS

Definitions

**Expenses**

1. Personnel Services

a. Salaries: List the title of all staff positions to be funded by this grant. List salaries and wages earned by your organization's regular employees. Include office temporaries other than consultants, and others individually contracted. Salaries and wages should include vacation, holiday, and sick pay, as well as any employee-authorized deductions, and benefits. Benefits should include amounts paid by your organization under its or other employee health and retirement benefit plans, Social Security and other taxes payable by the employer under federal, state or local law, compensation insurance premiums paid by the employer, and all other benefits provided to the employee at employer expense.

2. Contractual Services

a. Professional Services: Cost for any professional services acquired.

b. Telephone and Internet services.

c. Utilities: Enter cost of water, gas, electricity, and other utilities.

d. Office Space: Enter all costs arising from occupancy and use of land, buildings, and offices for the Program. NOTE: If offices space will be part of expense, proposer **cannot** operate other programs or services out of this facility.

e. Insurances: Enter insurance expense to provide this Program

f. Non-Program Subcontracts and Consultants: Enter costs of any non-program subcontracts and consultant including those providing office maintenance, or other services. Identify service to be provided.

3. Program Costs

a. These are the cost to implement the Program. Please identify and describe these costs. Include client transportation if providing bus tickets.

b. Program Subcontracts and Consultants: Enter costs of any subcontracts and consultants for the Program services.

4. Commodities

a. Program/Office Supplies: Enter the cost of materials and supplies. This **excludes** equipment with unit costs of more than $100.

b. Program/Office Printing: cost of printing Program related items.

c. Program/Office Postage: cost of mailings.

d. Program/Office Equipment: Include costs of equipment with unit costs of more than $100.

e. Program/Office Other (specify)

5. Other Administrative Costs

Administrative cost not identified elsewhere. Please identify these expenses.

ADDITIONAL BUDGET INFORMATION

For any contract awarded pursuant to this RFP, the City will reimburse the successful Proposer for services rendered and reasonable costs incurred in accordance with the budget as set forth in the proposal budget, Attachment B, and upon submission by the successful Proposer of proper documentation in a monthly invoice.

Any funds designated for the Prostitution Diversion Program during the term of any contract, from any source other than the City, in addition to those set forth in, will be reported to the Diversion Program Administrator within ten (10) days of receipt.

With respect to the amounts allocated in Attachment B, 2, Prostitution Diversion Program Budget , the successful Proposer may interchange funds from one category to another, provided that no one category with an allocation of $2,000 or more, is increased or decreased by more than ten (10) percent of the original allocations set forth therein. Any costs incurred by the successful Proposer in excess of the maximum amount payable under any contract will be borne entirely by the successful Proposer.

The successful Proposer warrants that:

1. Donated goods and services will not be reported as expenses for which the successful Proposer may request reimbursement;

2. The title to all equipment costing in excess of $300 and purchased with City funds under any contract remains with the City. If permission to retain equipment is not granted upon termination of any contract, the successful Proposer will upon written request, deliver the equipment within fifteen days to the City Prosecutor’s Office;

3. It will comply with all the City of Phoenix’s accounting and deposit procedures;

4. All personnel who provide services under any contract are fully qualified to carry out their duties;

5. The successful Proposer recognizes the provisions of the City Code of the City of Phoenix which require and demand that no payment be made to any vendor as long as there is any outstanding obligation due the City, and direct that any such obligation be offset against payment due the successful Proposer.

**FISCAL ABILITY QUESTIONNAIRE**

1. Organization Structure

Please check the type of organization

Non-Profit 501(c)(3) Year Incorporated \_\_\_\_\_\_\_\_\_\_\_\_

Other Non-Profit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government Entity

Sole Proprietorship

Partnership

Corporation

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the Proposer is a corporation or partnership, attach a copy of the Articles of Incorporation or partnership agreement.

2. Financial

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO |  |  |
| **🗆** | **🗆** | a. | If awarded a contract, does your organization have sufficient funds to meet obligations while awaiting reimbursement from the City of Phoenix Prosecutor’s Office? |
| **🗆** | **🗆** | b. | Is your organization audited by an independent accounting firm or accountant?  If yes, how often are audits conducted? |
| **🗆** | **🗆** | c. | Attach a copy of the most recent independent audit, review report, compilation report and attestation engagement, if any exists. |
| **🗆** | **🗆** | d. | Are the budgets submitted based on the prior year's financial statements? |
| **🗆** | **🗆** | e. | Are financial records maintained and do they include all cash disbursements and expenses that are fully supported by documentation, such as invoices, time sheets, time studies, or an approved costs allocation plan?  Please explain. |
| **🗆** | **🗆** | f. | Has your organization had any contracts terminated for default of non-performance?  If yes, please explain. |
| YES | NO |  |  |
| **🗆** | **🗆** | g. | Has your organization ever been debarred from contracting? |
| **🗆** | **🗆** | h. | Does your organization have a “Cost Allocation Plan”? This is the tool to determine how specific costs are distributed and charged across one or more funding sources.  If yes, please attach. |
| **🗆** | **🗆** | i. | Are there any outstanding, uncorrected audit exceptions pending with the Federal, State, County, or any City Government?  If yes, please explain. |
| **🗆** | **🗆** | j. | Has your organization (corporation, sole proprietorship, or individual provider), its principals, or members ever filed for bankruptcy or are there any suits, judgments, tax deficiencies, or claims pending against your organization?  If yes, please explain. |
| **🗆** | **🗆** | k. | Is your organization or any of its principals currently involved in any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit corporation acquisition, unpaid judgments or other action that could have an adverse impact on your ability to provide the required RFP needs.  If yes, please explain. |
| **🗆** | **🗆** | l. | Is your organization or any of its principals currently involved in any administrative proceedings of a judicial or quasi-judicial nature, related to, arising from, or connected with the conduct of organization business, client relationships, professional status, or licensure of any nature?  If yes, please explain. |