

ORIGINAL

Official Bid Price Sheet
for
Child Care Aware of Northcentral Arkansas

May 2, 2019

For FY 2020

Contact

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Child Care Aware of Northcentral Arkansas

COMBINED OFFICES

Fiscal Year 2020 Budget
July 1, 2019 - June 30, 2020

COMPENSATION:

Personnel \$254,390

(Includes CCANA Program Director, Five Full-Time
and Part-Time and Management Support Staff)

Fringe Benefits \$101,120

(Includes: Group Insurance, (Health, Dental, Life and
Short-Term Disability); Retirement, Payroll Taxes and
Workers Compensation)

COMPENSATION SUBTOTAL **\$355,510**

REIMBURSEABLES:

Space and Equipment Costs \$ 76,254

Utilities \$ 4,664

Auditing \$ 2,169

Legal and Equip. Service Contracts \$ 7,249

Insurance/Bonding \$ 10,528

Telephone/Technology \$ 19,500

Postage \$ 1,621

Advertising \$ 2,600

Staff/Provider Training \$ 10,000

Dues/Subscriptions \$ 2,477

Travel/Subsistence \$ 16,479

Materials/Supplies/Printing \$ 18,690

Board/Council Meeting Expenses \$ 1,200

Fall Conference \$ 7,000

Mutt-i-grees \$ 3,099

Space Rental \$ 800

Miscellaneous \$ 160

REIMBURSEABLE SUBTOTAL **\$184,490**

TOTAL BUDGET **\$540,000**

White River Planning and Development District, Inc.
 Fiscal Year 2020
 CCR&R AGENCY

Child Care Aware of Northcentral Arkansas Salary and Fringe Justification

Total Proposed Compensation
 Total Proposed Reimbursables
Total Proposed Budget

COMPENSATION	\$355,510.00
REIMBUREABLES	\$184,490.00
	\$540,000.00

		%		
Salaries				
Jan Smith	Executive Director	10.5	\$9,192.00	
Debbie Mize	Program Director	95	\$57,000.00	
Byron Southerland	Chief Fiscal Officer	15	\$7,500.00	
Tracy Lee Hissong	Recep./ Bookkeeper	20	\$6,840.00	
Jessica Wade	Training Coordinator	95	\$34,200.00	
Jill Dockins	CCFP Director	57	\$25,650.00	
Carol Crockett	CCR&R Satellite Mgr.	95	\$38,950.00	
Paula Hagan	Data/Referral Specialist	95	\$31,920.00	
Bobby Jo Haley	Office Manager	15	\$6,210.00	
Mitzi Hargan	Director of Development	3	\$1,836.00	
Caley Denning	Resource Center Mgr.	95	\$25,650.00	
Regan Miller	Small Bus. Loan Mgr.	3	\$1,442.00	
To Be Filled	Part Time RC Manager	50	\$8,000.00	
				\$254,390.00

Fringe Benefits	39.75%		
Jan Smith		\$3,654.00	
Debbie Mize		\$22,657.00	
Byron Southerland		\$2,982.00	
Tracy Lee Hissong		\$2,718.00	
Jessica Wade		\$13,594.00	
Jill Dockins		\$10,196.00	
Carol Crockett		\$15,483.00	
Paula Hagan		\$12,688.00	
Bobby Jo Haley		\$2,468.00	
Mitzi Hargan		\$730.00	
Caley Denning		\$10,196.00	
Regan Miller		\$574.00	
Resource Manager		\$3,180.00	
			\$101,120.00

TOTAL COMPENSATION	\$355,510.00
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**Child Care Aware of Northcentral Arkansas
Budget Justification
FY 2020 Budget**

Compensation

- Personnel - Personnel costs or salaries cover a Program Administrator, four full time staff and part-time support staff necessary to operate the program and accomplish the program's goals and objectives.
- Fringe Benefits - The following items are included in the fringe benefit package:

Retirement	10.00%
Dental/Health/Disability/Life Insurances, etc.	19.63%
Payroll Taxes	10.12%

TOTAL FRINGE BENEFITS 39.75%

Release Time (Annual, holiday, sick leave) Percentage is 18.12%

Fringe Benefits are calculated by multiplying 39.75% x salaries (\$254,390) = \$101,120

Reimbursables:

- Space and Equipment Costs – This includes office space and shared common area spaces, and conference rooms (Conway \$31,254, Batesville \$45,000 = \$76,254); equipment rental costs for computers, printers, copiers, phone system, office furnishings and fixtures, fax and other office machines.
- Utilities – This is CCANA's portion of utilities for both the Batesville and Conway offices. This line item includes water, gas, electric and trash pickup for both locations. $\$388.67 \times 12 = \$4,664$
- Auditing – As a non-profit entity, White River Planning & Development District, Inc., the parent non-profit entity of Child Care Aware of Northcentral Arkansas (CCANA) undergoes an extensive annual audit of all programs. This is CCANA's portion of annual auditing = \$2,169.
- Legal, Equipment Service and Other Contracts – This includes legal contract review/counsel and service equipment contracts on office equipment (such as copiers, IT, computer services), part time students and other similar service contracts = \$7,249.
- Insurance/Bonding – This includes insurance costs for building, contents, liability as well as bonding for staff members and WRPDD board members = \$10,528.
- Telephone/Technology – Telephone usage including monthly usage, long distance, and toll free call in number (specific to CCANA), cell phones and tablets, and WIFI/internet connections for both the Conway and Batesville offices with separate multiple numbers assigned = \$19,500.

- Postage – Cost of routine daily correspondence, special mail outs, parents, providers, and referral packets mailed to each parent requesting referrals plus other miscellaneous freight or overnight mailing costs = \$1,621.
- Advertising – Telephone book listings in Northcentral Arkansas, daily and weekly advertisements of CCANA’s referral services, and advertisements utilized in capacity building efforts in child care service gap areas. Also maintaining website monthly fees and updates, promotional activities and signage = \$2,600.
- Staff/Provider Training - Staff will be provided with the opportunity to network with other existing CCR&R agencies and add professional development through attendance of state, regional or national conferences such as Arkansas Early Childhood Association (AECA), SECA, etc. Child Care Aware of American Symposium and/or Leadership Conference, National Association of Family Child Care, National Association for the Education of Young Children or other related early care and education conferences = \$10,000.
- Dues/Subscriptions - To be effective, CCANA needs to be associated with Chambers of Commerce within our service areas, Child Care Aware of America (\$349), memberships dues for local, state, regional and national Early Childhood Associations AECA, SECA, CCAA, NAEYC, NAFCC = \$1250. Memberships for Library World for both the Batesville and Conway resource centers and lending libraries (\$439 x 2 = \$878). Also included are renewals of licensures and certifications = \$2,477.
- Travel/Subsistence– Estimated travel for all staff includes: Travel to and from satellite office in Conway to Batesville, Little Rock meeting trips, staff serving on Division initiative committees, technical assistance visits, training within our 14 county service area and trips to other CCR&R agencies (annual 21,238 miles x .58 = \$12,318). Overnight trips/training/meeting expenses for hotels and meals/subsistence \$4,161 for a total of \$16,479.
- Materials/Supplies/Printing –This line item will include items needed in the resource centers in both the Batesville and the Conway offices:

Printing - Letterhead, Envelopes, Brochures, etc.	\$3,000
Materials and Supplies –	
Resource Center Lamination	1640
Hanging Bags	450
Notebooks	370
Color Copies for Units	1060
Updating & Replacement (for existing curriculum)	2350
Training Supplies for estimated 70/year x 15 participants averaging \$4.00 each	4200
70 Trainings x \$20 refreshments	1400
WRPDD Shared Supplies	3083
(file folders, copy paper, printer/copier ink, notepads, etc.)	
Business Success in Child Care Staff Kits	392
Rolling Bin 4 x \$45	

Binders	4 x \$5
Hanging Files	4 x \$15
Jump Drive	4 x \$15
TA Manual	4 x \$18

Center Resources: 370

Binder	10 x \$3
Copies	750 x .12
CD of Forms	10 x \$15
Mileage Keeper	10 x \$8

Family Child Care Homes Resources: 375

Binder	5 x \$3
Calendar Keeper	5 x \$18
Contracts/Policies	5 x \$16
Record Keeping Guide	5 x \$16
Mileage Keeper	5 x \$8

TOTAL Materials, Supplies & Printing \$18,690

- Board/Council Meetings – Quarterly meetings are held with the Advisory Council members from all fourteen counties, lunch is provided. Members receive no monetary funds. = \$1,200
- Annual conference – every fall CCANA hosts a one day conference for child care providers from approximately 100 mile radius. Attendance averages from 325-400. Morning and afternoon breakout sessions are held in content areas of infant, toddler, preschool, out of school time, and administration. There is also an opening and closing keynote speaker who is either nationally or regionally known for their expertise in early childhood or is a motivational speaker. CCANA also offers scholarships to providers and early childhood students who apply and meet the criteria. Costs include keynote fees, scholarships, marketing (mail-out), and materials (programs, folders, printed of handouts, certificates, etc.) = \$7,000
- Mutt-i-grees Curriculum – CCANA proposes to implement the Mutt-i-grees social-emotional curriculum with three child care programs within our service area. Line item expenses are:
 - Train-the-Trainer -
 - Judy Clay, Certified Mutt-i-grees Trainer
 - 7 prep/teaching hours x \$40 hr. \$280
 - 10 Hours of Staff Coaching x \$40 hr. \$400
 - Lunch and Refreshments for Attendees \$85
 - Space Rental \$100
 - Curriculum Kits \$642
(1 for Satellite Office, 3 for Participating Programs)
 - 2 Parent Engagement Books x \$28 \$56
 - Copies, Handouts, Stuffed Animals, etc. \$180
 - Staff Travel for 3 Program Trainings \$1356
(TA follow-up visits for programs in White, Baxter

& Cleburne Counties 390 miles x 6 visits & 1 training
= 2340 miles x .58 = \$1356)

Total Mutt-i-grees Implementation

\$3,099

- Facility Rental – Often we have to pay for use of training or meeting space within our service area if space is not available from one of our partners = \$800.
- Miscellaneous Expenses - This line item will cover any unforeseen, miscellaneous items not previously included in the budget = \$160.

Child Care Aware of Northcentral Arkansas
Fiscal year 2020 Budget and Cost Proposal
July 1, 2019 - June 30, 2020

COMPENSATION:	CCR&R	Local	TOTALS
Personnel	\$254,390.00	\$24,000.00	\$278,390.00
4 Full Time Employees plus			\$0.00
Part Time Support Staff			\$0.00
In-Kind Volunteer Labor		\$10,000.00	\$10,000.00
Fringe Benefits	\$101,120.00	\$9,540.00	\$110,660.00
COMPENSATION SUBTOTAL	\$355,510.00	\$43,540.00	\$399,050.00
REIMBURSEABLES:			
Space, Equipment Costs & Utilities	\$76,254.00	\$22,000.00	\$98,254.00
Utilities	\$4,664.00		
Auditing	\$2,169.00		\$2,169.00
Legal, Equip & Serv. Contract Svcs	\$7,249.00		\$7,249.00
Insurance/Bonding	\$10,528.00		\$10,528.00
Telephone & Technology	\$19,500.00		\$19,500.00
Postage	\$1,621.00		\$1,621.00
Advertising	\$2,600.00		\$2,600.00
Staff/Provider Training	\$10,000.00		\$10,000.00
Dues/Subscriptions	\$2,477.00		\$2,477.00
Travel/Subsistence	\$16,479.00		\$16,479.00
Materials/Supplies/Printing	\$18,690.00	\$9,000.00	\$27,690.00
Board/Council Meeting Expense	\$1,200.00		\$1,200.00
2020 Fall Conference	\$7,000.00		\$7,000.00
Facility Rental	\$800.00		
Mutt-i-grees	\$3,099.00		
Miscellaneous	\$160.00	\$160.00	\$320.00
REIMBURSEABLES SUBTOTAL	\$184,490.00	\$31,160.00	\$215,650.00
TOTAL CHILDREN BUDGET	\$540,000.00	\$74,700.00	\$614,700.00

 In-kind rent for resource centers.
 Pass through funds.

FY 2020 Funding Sources other than the Division

WRPDD Match	\$10,000	
United Way Central	\$6,000	
United Way NC	\$5,000	
NADC	\$12,200	
PUD	\$ 3,500	
Private Sector Partners	\$ 3,000	
Small Grants	<u>\$ 3,000</u>	(such as rotary for curriculum units, or any other small grants such as Giving Tree, Dollar General, etc.)

Total CASH **\$42,700**

In-kind Labor \$10,000 (Includes Erma, Saba, the Advisory Council and Fall Conference in-kind time of presenters and things such as this just for future reference).

In-kind Space \$22,000

Grand Total **\$74,700**