



REVISED

May 29, 2020

Real Alternatives
7810 Allentown Boulevard, Suite 304
Harrisburg, PA 17112

RE: Agreement Number: SAP 4100079673
Effective Date of Renewal: July 1, 2020
Cost of Renewal: \$7,263,000
Between the Department of Human Services and Real Alternatives

Dear Sir or Madam:

This notice confirms the Department of Human Services exercise of its second one-year renewal option pursuant to paragraph 1 of the agreement. The term of this agreement continues until June 30th, 2021 subject to the same terms and conditions as in the original agreement.

Gloria Wilbur
Digitally signed by Gloria Wilbur
DN: cn=Gloria Wilbur, o=BPCM, ou=DHS/OA, email=Gwilbur@state.pa.us, c=US
Date: 2020.06.08 09:59:27 -04'00'

Purchasing Agent, DHS, Division of Procurement
625 Forster Street, Room 402, Harrisburg, PA 17105

Telephone No.:

Carrie Thompson
Digitally signed by Carrie Thompson
Date: 2020.06.08 13:18:47 -04'00'

Ann Lefevre
Digitally signed by Ann Lefevre
Date: 2020.06.15 10:23:14 -04'00'

Agency Head Signature Date

Comptroller Signature Date

SAP CODING ATTACHED

	B	C	D	E	F
1	Real Alternatives				
2	Pennsylvania Pregnancy and Parenting Support Services Program				
3	DPW Grant No. 4100079673				
4	Monthly Expenditure Report				
5	Administrative: Personnel, Operating and Equipment				
6	Grant Period: 7/1/20 - 6/30/21				
7	Effective Date: July 1, 2020				
8					
9		Budget			
10	Cost Category	at 7/1/2020	DHS	TANF	
11					
12	PERSONNEL				
13	SALARY/WAGES				
14	President & CEO	150,000	129,345	20,655	
15	Vice President of Administration	100,000	86,229	13,771	
16	Accountant	40,000	34,492	5,508	
17	Bookkeeper	25,000	21,558	3,442	
18	Subtotal	315,000	271,624	43,376	
19					
20	OTHER PERSONNEL COSTS				
21	Overtime	1,000	862	138	
22	Unused Earned Leave Obligation Paid	11,000	9,485	1,515	
23	Payroll Taxes	25,000	21,558	3,442	
24	Job Advertising	1,000	862	138	
25	Employee Screening	500	431	69	
26	Professional Development	5,000	4,311	689	
27	Subtotal	43,500	37,509	5,991	
28					
29	BENEFITS				
30	Workers Compensation Insurance	2,000	1,725	275	
31	403b Retirement Contribution	15,000	12,935	2,065	
32	Employee Group Insurance	75,000	64,673	10,327	
33	Subtotal	92,000	79,333	12,667	
34					
35	TOTAL PERSONNEL	450,500	388,466	62,034	
36					
37	OPERATING				
38	Consulting - Computer & Accounting	25,000	21,558	3,442	
39	Legal Fees and Costs	50,000	43,115	6,885	
40	Postage/Shipping	13,000	11,210	1,790	
41	Auditing	26,000	22,420	3,580	
42	Travel/Lodging	1,000	862	138	
43	Rent	65,000	56,050	8,950	
44	Telephone Service	15,000	12,935	2,065	
45	General Business Liability Insurance	2,000	1,725	275	
46	Directors and Owners Liability Insurance	5,000	4,312	688	
47	Office Expense	38,800	33,329	5,471	
48	Computer Upgrades	30,000	25,869	4,131	
49	Resources Development	1,000	1,000	-	
50	TOTAL OPERATING	271,800	234,385	37,415	
51					
52	EQUIPMENT				
53	Equipment Service Contracts	4,000	3,449	551	
54	TOTAL EQUIPMENT	4,000	3,449	551	
55					
56	TOTAL ADMINISTRATIVE COSTS	726,300	626,300	100,000	
57					

	B	C	D	E
1	Real Alternatives			
2	Pennsylvania Pregnancy and Parenting Support Services Program			
3	DPW Grant No. 4100079673			
4	Monthly Expenditure Report			
5	Services: Personnel, Operating and Equipment			
6	Grant Period: 7/1/20 - 6/30/21			
7	Effective Date: July 1, 2020			
8				
9		Budget		
10	Cost Category	at 7/1/2020	DHS	TANF
11				
12	PERSONNEL			
13	SALARY/WAGES			
14	Vice President of Operations	151,000	130,206	20,794
15	Contract Compliance Services	25,000	21,558	3,442
16	Services Coordinator	40,000	34,492	5,508
17	Billing Coordinator	11,000	9,485	1,515
18	Outreach Coordinator	15,000	12,935	2,065
19	Special Projects Coordinator	10,000	8,623	1,377
20	Services Assistance	15,000	12,935	2,065
21	LIFE AID Hotline Counselors	5,000	4,312	688
22	Subtotal	272,000	234,546	37,454
23				
24	OTHER PERSONNEL COSTS			
25	Overtime	1,000	862	138
26	Unused Earned Leave Obligation Paid	7,500	6,467	1,033
27	Payroll Taxes	27,000	23,282	3,718
28	Job Advertising	1,000	862	138
29	Employee Screening	500	431	69
30	Professional Development & Training	2,000	1,725	275
31	Subtotal	39,000	33,629	5,371
32				
33	BENEFITS			
34	Workers Compensation Insurance	2,000	1,725	275
35	403b Retirement Contribution	7,500	6,467	1,033
36	Employee Group Insurance	45,000	38,804	6,196
37	Subtotal	54,500	46,996	7,504
38				
39	TOTAL PERSONNEL	365,500	315,171	50,329
40				
41	OPERATING			
42	Information and Training Materials	10,000	8,623	1,377
43	Services Advertising	750,000	646,725	103,275
44	Travel	10,000	8,623	1,377
45	Services Database Consulting	75,000	64,673	10,327
46	Other Services Consulting	1,000	862	138
47	Services Computer upgrades	10,000	8,623	1,377
48	Meetings and Seminars	15,000	12,934	2,066
49	Minor Equipment Reimbursement	500	431	69
50	Counseling Reimbursement	5,054,700	4,358,771	695,929
51	Toll Free Referral System	5,000	4,312	688
52	Fiscal Year/Contract Close Out Costs	200,000	172,460	27,540
53	TOTAL OPERATING	6,131,200	5,287,037	844,163
54				
55	EQUIPMENT			
56	Pregnancy Test Kits	40,000	34,492	5,508
57	TOTAL EQUIPMENT	40,000	34,492	5,508
58				
59	TOTAL SERVICES COSTS	6,536,700	5,636,700	900,000
60				
61	TOTAL ADMIN AND SERVICES COSTS	7,263,000	6,263,000	1,000,000

Real Alternatives Fiscal Year 2020 - 2021 Budget Justification

Estimated Administrative Costs - Personnel

1. President & CEO	\$ 150,000
The part-time salary cost for the President & CEO for grant related activity for the period July 2020 to June 2021.	
2. Vice President of Administration	100,000
The part-time salary cost for the Vice President of Administration for grant related activity for the period July 2020 to June 2021.	
3. Accountant	40,000
The cost of wages for the part time Accountant for grant related activity for the period July 2020 to June 2021.	
4. Bookkeeper	25,000
The cost of wages for the part time Bookkeeper for grant related activity for the period July 2020 to June 2021.	
5. Overtime	1,000
The cost of wages paid for overtime for the non-exempt administrative staff for the grant period.	
6. Unused Earned Leave Obligation Paid	11,000
The cost of the unused earned leave paid out for the full time administrative staff for the grant period.	
7. Payroll Taxes	25,000
The costs of the employer share of social security, medicare and Pennsylvania unemployment compensation for the administrative staff.	
8. Job Advertising	1,000
The cost of advertising for new employees due to normal operating turnover.	
9. Employee Screening	500
The cost of verifying potential employee's academic and work history and drug screening.	
10. Professional Development & Training	5,000
The cost of classes, seminars, books and other professional development materials to insure employees are staying current with technology and professional matters.	
11. Workers Compensation Insurance	2,000
The prorated cost of workers compensation insurance for the administrative staff.	
12. 403b-Retirement Contribution	15,000
The cost of the employer's 403b contribution for the administrative staff.	
13. Employee Group Insurance	75,000
The prorated cost of health, life and disability insurance for the administrative staff.	

Real Alternatives Fiscal Year 2020 - 2021 Budget Justification

Estimated Administrative Costs - Operating and Equipment

14. Consulting - Computer and Accounting	\$ 25,000
The costs of computer and accounting consulting as required.	
15. Legal Fees and Costs	50,000
The costs and fees of legal services necessary to comply with all laws, rules, and regulations required by the Agreement, including cooperating with DHS in complying with the Right to Know Law.	
16. Postage/Shipping	13,000
The costs for sending payments, supplies, pamphlets, reports, service provider documents and other general correspondence to vendors and service providers.	
17. Auditing	26,000
The prorated cost of an independent audit of project expenditures and accounting methods by a certified public accounting firm as required by the contract with DHS.	
18. Travel/Lodging	1,000
The cost for mileage, lodging , meals, parking and other related travel expenses for the President & CEO, Vice President of Administration, administrative staff and Real Alternatives Board members.	
19. Rent	65,000
The prorated costs of the rental space costs for the Real Alternatives' administrative office.	
20. Telephone Service	15,000
Prorated portion of the costs for the phone system at the office and for local, long distance and cellular service.	
21. General Business Liability Insurance	2,000
Prorated cost of general business liability insurance to cover standard types of business liability issues.	
22. Directors and Owners Liability Insurance	5,000
Prorated cost of insurance to cover actions of the Board of Directors and staff of Real Alternatives.	
23. Office Expense	38,800
The cost of all office supplies necessary for the operation of the PA Pregnancy & Parenting Support Services Program.	
24. Computer Upgrades	30,000
The cost of hardware and software to enhance the company's ability to stay current with changing hardware and software technology.	
25. Resources Development	1,000
The cost of fundraising in support of the state pregnancy and parenting support services program.	
26. Equipment Service Contracts	4,000
Prorated cost of service on the office copier.	
Total Estimated Administrative Costs	\$ 726,300

Real Alternatives Fiscal Year 2020 - 2021 Budget Justification

Estimated Services Costs - Personnel

1. Vice President of Operations	\$ 151,000
The part-time salary cost of the Vice President of Operations for grant related activity for the period July 2020 to June 2021.	
2. Contract Compliance Services	25,000
The salary and wages cost of the Real Alternatives staff who provide service provider evaluation services for the period July 2020 through June 2021.	
3. Services Coordinator	40,000
The cost of wages for the full time Services Coordinator for grant related activity for the period July 2020 through June 2021.	
4. Billing Coordinator	11,000
The cost of wages for the part time Billing Coordinator for grant related activity for the period July 2020 through June 2021.	
5. Outreach Coordinator	15,000
The cost of wages for the part time Outreach Coordinator for grant related activity for the period July 2020 through June 2021.	
6. Special Projects Coordinator	10,000
The cost of wages for the part time Special Projects Coordinator for grant related activity for the period July 2020 through June 2021.	
7. Services Assistance	15,000
The cost of wages for the part time Services Assistance for grant related activity for the period July 2020 through June 2021.	
8. LIFE AID Hotline Counselors	5,000
The cost of wages for the part time hot line counselor for grant related activity for the period July 2020 through June 2021.	
9. Overtime	1,000
The cost of overtime wages for the non-exempt full time services staff for grant related activity for the period July 2020 through June 2021.	
10. Unused Earned Leave Obligation Paid	7,500
The cost of the payout of unused earned leave for full time services staff for grant related activity for the period July 2020 through June 2021.	
11. Payroll Taxes	27,000
The cost of the employer share of social security, medicare and Pennsylvania unemployment compensation for the Services staff for the grant period	
12. Job Advertising	1,000
The cost of advertising for new employees due to normal operating turnover.	
13. Employee Screening	500
The cost of verifying a potential employee's academic and work history and drug screening.	
14. Professional Development & Training	2,000
The cost of classes, seminars, books and other professional development materials to insure employees are staying current with technology and professional matters.	

Real Alternatives Fiscal Year 2020 - 2021 Budget Justification

Estimated Services Costs - Personnel

15. Workers Compensation Insurance	2,000
The prorated cost of workers compensation insurance for the services staff.	
16. 403b-Retirement Contribution	7,500
The cost of the pension contribution for the services staff.	
17. Employee Group Insurance	45,000
The prorated cost of health, life and disability insurance for the services staff.	

Real Alternatives Fiscal Year 2020 - 2021 Budget Justification

Estimated Services Costs - Operating

18. Information and Training Materials	\$ 10,000
The costs to purchase educational materials to provide to service providers for use in counseling and support services to eligible clients.	
19. Services Advertising	750,000
The costs to inform potential clients throughout the Commonwealth about the pregnancy and parenting support services that are provided at Real Alternatives approved service providers through television and other media.	
20. Travel	10,000
The costs of travel directly related to serving and monitoring Real Alternatives service providers including site visits, training, monitoring and identifying new service providers.	
21. Services Database Consulting	75,000
The costs of maintaining and enhancing the Services database.	
22. Other Services Consulting	1,000
The cost of other consulting services that enhance Real Alternatives to provide grant related services during the period July 2019 through June 2020.	
23. Services Computer Upgrades	10,000
The cost of services related computer upgrades to enhance Real Alternatives to provide grant related services during the period July 2019 through June 2020.	
24. Meetings and Seminars	15,000
The costs incurred for the annual service provider conference.	
25. Minor Equipment Reimbursement	500
The cost to reimburse service providers for their purchase of two drawer filing cabinets in order to store confidential client documents as required under the grant.	
26. Counseling Reimbursement	5,054,700
The costs to reimburse the service providers for providing counseling, education and support services to eligible clients.	
27. Toll Free Referral System	5,000
The costs to operate the hotline Referral System, including upgrades, rent and phone service.	
28. Fiscal Year/Contract Close Out Costs	200,000
The costs incurred after the close of the fiscal year to close out and to prepare for the annual audit of the contract.	

Real Alternatives Fiscal Year 2020 - 2021 Budget Justification

Estimated Services Costs - Equipment

29. Pregnancy Test Kits

The costs to reimburse service providers for self administered pregnancy test kits. \$ 40,000

Total Estimated Services Cost \$ 6,536,700

Total Budget \$ 7,263,000