

June 24, 2022

Colleen Breslin
Albany County Probation Department
60 South Pearl Street
Albany, NY 12207
colleen.breslin@albanycountyny.gov

Dear Ms. Breslin:

On behalf of Parsons Child and Family Center, an affiliate of Northern Rivers Family of Services, I hereby inform you of the Sidney Albert Training and Research Institute's (SATRI) interest in providing a Trauma Informed Care Training for Albany County.

The mission of SATRI is to work collaboratively with businesses, human service agencies, school districts, and universities to provide training, conference, and speaker services to human services professionals, community members, children, and families. Since 1964, SATRI has brought the finest, most innovative training and education to members of the human services community in the Capital Region and throughout New York State.

SATRI has a great deal of experience providing Trauma training, not only for the Northern Rivers programs, but for a number of customers within the community. SATRI has contracted with the Office of Children and Family Services for 14 years to provide training to Voluntary Foster Care Agency Staff across New York State, including training on Trauma Informed Care. Over those years, SATRI has provided many different trauma related trainings and trained thousands of staff. Additionally, SATRI has worked with Schenectady Community Action Program, Whitney Young, Ulster County Drug Court, and several other entities to provide similar training. SATRI proposes the following curriculum for Albany County Probation:

Trauma Informed Care:

This one day workshop will increase participants' knowledge of what trauma is and its impact on the individual. Participants will learn the concepts of psychobiology, and the impact of trauma on the developing brain, paying particular attention to adolescent development. Intergenerational trauma and the role of race and culture in the trauma experience will be explored in depth. Participants will explore the concepts listed above and apply them to the conflict cycle, learning de-escalation techniques to utilize in working with youth who have experienced trauma.

Proposal for Albany County Learning and Sustainability:

SATRI will train identified County staff in this curriculum. As turnover is imminent, SATRI will also provide a two day train the trainer session for a select four or five Albany County staff who would learn to provide this same training for new staff.

The four or five staff identified to become trainers will participate in a two day training of the full Trauma Informed Care training curriculum, designed for trainers. These champions will participate in the full training, provided by SATRI trainers, with a focus on learning to conduct the training themselves. They will be afforded ample opportunity during the training to practice training skills and present short portions of the curriculum on their own. SATRI will develop and provide participants of the train the trainer course with a manual to direct their efforts in achieving proficiency in training this curriculum.

Trainers who complete the TOT series will then participate in 6 months of consultation with SATRI, on a once a month basis. The objective of consultation will be to develop, execute, and

trouble shoot a training plan for trauma informed care training for all identified county employees.

We propose all training sessions be conducted in person when possible, allowing only for virtual training in the event that it is necessary to assure participant safety.

Budget Narrative

Please see attachment A for a full budget for this project. It is established based on the daily rate for the full training and the hourly rate for assigned staff and estimated hours dedicated to the train the trainer portion of the project. This budget is comprised, based on the below deliverables and time estimations:

Deliverable 1: Full day Trauma Informed Care Training for all staff at \$1200 per day.

Deliverable 2: 2 day train the trainer training: 24 hours per training and development specialist.

This includes the training hours for the actual training, plus the curriculum writing and preparation time.

Deliverable 3: Development of Trauma Informed Care Train the trainer manual with accompanying resources and a participant workbook for the Trauma Informed Care Training: 100 hours per training and development specialist. This includes the time to create a full train the trainer manual with full script, instruction, and accompanying activities for participants.

Deliverable 4: 6 months of consultation aimed at developing and evaluating the overall training plan with identified trainers: 12 hours, one training and development specialist.

Thank you for taking the time to review our proposal. SATRI looks forward to the opportunity to discuss the possibility of a collaboration with Albany County.

Attachment A: Full Project Budget

Operating Budget Trauma Informed Care

	Calendar Year
Trauma Informed Care 1 day Training	\$1,200.00
Staffing	
Salaries/Wages	\$ 7,360.24
Fringe Benefits (23%)	\$ 1,692.86
OTPS	
Telephone	\$ 198.00
Supplies/Materials	\$ 500.00
Travel	\$ 36.00
Rent/Occupancy	
Management Overhead	\$ 1,076.58
Total Expenses	\$12,063.68

Itemized Staffing Plan						
Position/Title		Full Annual Salary	Hourly Rate	6 month allocation	Hours Dedicated to Project	Estimated Expense (Salary *hours)
Training & Curriculum Development Specialist	Ford	\$63,981.22	\$30.76	8.10%	136.00	\$4,183.36
Training & Curriculum Development Specialist	Jalloh	\$53,281.80	\$25.62	8.10%	124.00	\$3,176.88
Total						\$7,360.24