

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
(DOJ Financial Guide, Section 3.10)

Yes

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
	LEAD Assistant District Attorney	\$75,550.00	yearly	1	50%	\$37,775		\$37,775
	Program Director	\$75,000.00	yearly	1	50%	\$37,500		\$37,500
	Future Law Enforcement Partners	\$50.00	hourly	100	100%	\$5,000		\$5,000
	Albany Police Officer, Training Overtime	\$54.24	hourly	100	100%	\$5,424		\$5,424
	Albany Police Officers, Outreach Overtime	\$54.24	hourly	145	100%	\$7,865		\$7,865
Madrid, Tara	Case Manager	\$38,000.00	yearly	1	100%	\$38,000		\$38,000
	Case Manager	\$38,000.00	yearly	1	100%	\$38,000		\$38,000
	Case Manager	\$38,000.00	yearly	1	50%	\$19,000		\$19,000
Macy, Diana	LEAD Coordinator	\$48,000.00	yearly	1	20%	\$9,600		\$9,600
Ellis, Candace	Director of Special Projects	\$60,000.00	yearly	1	5%	\$3,000		\$3,000
	Community Engagement/ Outreach Coordinator	\$50,000.00	yearly	1	100%	\$50,000		\$50,000
Total(s)						\$251,164	\$0	\$251,164
Narrative								

Purpose Area #4

With the geographic expansion of Albany LEAD to additional jurisdictions in the county, Albany LEAD may need to provide financial incentive to ensure municipalities can afford to introduce LEAD into their law enforcement agencies. To do this, Albany LEAD intends to provide overtime hours for police officers attending the Operational Work Group (OWG). The OWG provides frontline staff the opportunity to follow LEAD cases from from diversion through case management. This is a vital component, especially for the diverting officer, as it provides tangible results to the diversion. Officers can see the success from diverting an offender and feel validation to participating in the program. For Albany Police Officers, this was a key component in changing from skepticism to fully embracing the LEAD model. We anticipate 50 hours of participation in the first year, with overtime growing as participation expands in years two and three.

An Assistant District Attorney (ADA) and District Attorney Investigator attend the Work Group Meetings. These resources have previously been offered pro bono. The recent 2020 Criminal Justice Reforms have increased workloads exponentially across the spectrum of District Attorney Office's employees. These reforms, coupled with the prospect of Albany LEAD expanding countywide would require a full time ADA and Investigator dedicated to operational duties for LEAD clients. These two positions will be required to interface with multiple law enforcement agencies and local courts to de-conflict and shepherd clients' cases across numerous jurisdictions. Specifically, the Assistant District Attorney involved with LEAD will continue to attend the LEAD Workgroup weekly meetings, Policy Workgroup meetings and provide inputs into each LEAD client's case whenever possible. The ADA inputs into the LEAD clients cases by interfacing with other ADA colleagues in the office in an effort to bring the LEAD client into compliance with warrants, appearances and all outstanding matters. This coordination aims to strategizing the entire legal situation of the LEAD client to result in a successful outcome that will take the defendant out of the Criminal Justice System now that the client is getting the community support they need to live independent, law abiding lives. 25% of this position will be covered by the Albany County District Attorney in year 3.

The LEAD Program director in years 2 and 3 will be subsidized by Albany County at a rate of 50% of salary and fringe. The Program Director will provide day to day maintenance of LEAD in coordination with the PCG. They will also facilitate the biweekly OWG with key operational partners in LEAD. Furthermore, the Program Director will identify, write and submit grants, lead project implementation in new county jurisdictions, work with the CEOC to ensure public communication, and conduct other duties as assigned by the PCG.

We estimate that APD will incur approximately 432 hours of overtime costs attending related collaboration meetings, conducting police outreach, participating in community engagement events and completing necessary administrative report documentation. Outreach activities are crucial in assisting case management with locating hard to reach clients. Community engagement encompasses a wide range of events that officers attend in order to build and maintain relationships related to the intersections of criminal justice and public health issues.

We estimate that APD will incur approximately 288 hours of overtime cost training and providing technical assistance related to the LEAD program. Training law enforcement agencies

Purpose Area #4

The estimate that it will need approximately 200 hours of overtime cost training and providing technical assistance related to the LEAD program. Training law enforcement agencies on the LEAD Program core principles and best practices will be crucial in establishing successful operations. APD will then be able to provide on-going assistance to local law enforcement agencies via open lines of communications and networking events.

Overtime rates for department personnel vary depending on rank and length of service in the department. The overtime rate for a patrol officer is \$47.61/hour, sergeant \$55.05/hour and lieutenant \$60.06/hour, which when averaged out equals \$54.24.

The Case Managers are a vital component of LEAD and provide the bulk of assistance to LEAD clients following the diversion from law enforcement. These Case Managers have been overburden in the past and additional funding would double Albany LEAD's caseload capacity. Case managers assist LEAD clients in a litany of areas from navigating housing and social services to ensuring they attend their outpatient drug detox services. Overseeing these Case Managers is the LEAD Coordinator which will receive continued funding through additional streams. The 20% funding for this position would ensure that services continue and that Case Managers are properly managed in providing services. This will be especially important when Albany LEAD begins to expand geographically which will require more coordination for travel, communication with additional municipal law enforcement agencies, and criminal justice/social service entities that are outside of the geographic boundaries of the City of Albany. The Director of Special Projects likewise will provide assistance as Case Managers begin to increase caseloads and provide services to new jurisdictions in Albany County. This position will be able to leverage the various connections they have in the community and use their knowledge gained through other novel projects to ensure LEAD's expansion is on track to a successful implementation. Finally, the Executive Director is a key member of the Policy Coordinating Group (PCG) that essentially represents case management as a whole for LEAD clients. This position's role in the PCG is vital to a holistic understanding of LEAD following the diversion of the client.

The LEAD Community Engagement/Outreach Coordinator (CEOC) is expected to develop a strong, positive, and effective working relationship with the LEAD Project Manager, as well as Policy and Operations Work groups, service providers and community members in order to promote a dynamic relational process that facilitates communication, interaction, involvement and exchanges between LEAD and the community it purports to serve for a range of organizational outcomes including criminal justice diversion, reduction of racial disparity, strong and effective case management, reduction in mass incarceration, and public safety. As Information about LEAD operations, policies, data collection and use, and stakeholder involvement must be openly shared in a way that protects client privacy the CEOC must work with stakeholders to must create a plan of operation to educate community residents and stakeholders about LEAD and its goals, objectives, and operations, and invite and receive input and feedback from them in an caring, open and transparent manner. Such a plan will include instructions on how to organize a functional and representative Community Leadership Team composed of community residents and those most directly impacted by the criminal justice system and LEAD diversion. The CEOC will work closely with and supervise additional outreach staff, volunteers, interns, and community residents to develop and execute community outreach and involvement that will keep residents informed so that can provide steady and useful input about LEAD and its operations.

Purpose Area #4

B. Fringe Benefits						
Name		Computation				
List each grant-supported position receiving fringe benefits.		Show the basis for computation.				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
LEAD Assistant Attorney		\$37,885.00	25.00%	\$9,472		\$9,472
Program Director		\$25,000.00	25.00%	\$6,250		\$6,250
Case Manager		\$38,000.00	29.00%	\$11,020		\$11,020
Case Manager		\$38,000.00	29.00%	\$11,020		\$11,020
Case Manager		\$19,000.00	29.00%	\$5,510		\$5,510
LEAD Coordinator		\$9,600.00	29.00%	\$2,784		\$2,784
Director of Special Projects		\$3,000.00	29.00%	\$870		\$870
Community Engagement/Outreach Coordinator		\$50,000.00	22.00%	\$11,000		\$11,000
Total(s)				\$57,926	\$0	\$57,926
Narrative						
Disbursements incurred by the employer for the benefit of its employees and include the costs, as an employer, of Social Security, Worker's Compensation, Unemployment Insurance, paid time off and the employer's contribution to additional employee benefits which may be provided as part of the employee "contract" such as health insurance and other benefits.						
50% of fringe will be covered by the County Executive for the Program Director and 50% of Assistant District Attorney by the District Attorney.						

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Case Manager Travel	Albany County	Local Travel	N/A	\$130.00	1	4	12	\$6,240		\$6,240
Outreach activities	Albany County	Local Travel	N/A	\$30.00	1	2	52	\$3,120		\$3,120
Total(s)								\$9,360	\$0	\$9,360
Narrative <p>It is expected that the Program Director and the Community Engagement Outreach coordinator will be given a transportation budget of \$30.00 per week for local travel within the City of Albany, NY to carry out outreach activities in the community.</p> <p>Case Managers travel very often to assist LEAD clients to ensure soft hand offs to substance abuse providers, mental health counselors, job interviews and social services appointments. Many do so with the use of their personal vehicles, which mileage for work use is documented.</p>										

Purpose Area #4

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Purpose Area #4

E. Supplies					
Supply Items		Computation			
Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
general office supplies, (i.e. pens, staples, paper clips, white out, etc)	1	\$1,000.00	\$1,000		\$1,000
Ink for printer	7	\$120.00	\$840		\$840
Copy/printer Paper	10	\$30.00	\$300		\$300
Total(s)			\$2,140	\$0	\$2,140
Narrative					
<p>The office supplies would be purchased for use by the Community Engagement Outreach Coordinator and Case Managers to carry out essential functions and duties of the position.</p> <p>The cost of supplies is based on actual cost to purchase supplies new.</p>					

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)									
Description		Purpose		Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
					Total Cost	Non-Federal Contribution	Federal Request		
								\$0	
Total(s)					\$0	\$0	\$0		
Consultant Travel (if necessary)									
Purpose of Travel		Location		Type of Expense		Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>		<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>			
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							\$0		\$0
Total							\$0	\$0	\$0
Narrative									

Purpose Area #4

H. Procurement Contracts								
Description		Purpose		Consultant?				
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
					Total Cost	Non-Federal Contribution	Federal Request	
								\$0
Total(s)					\$0	\$0	\$0	
Consultant Travel (if necessary)								
Purpose of Travel		Location	Type of Expense	Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.				
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								

Purpose Area #4

I. Other Costs							
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Cell Phone Stipend	3	monthly	\$25.00	12	\$900		\$900
Case Manager Office Space	1	monthly	\$150.00	12	\$1,800		\$1,800
Community Outreach Coordinator Office Space	1	monthly	\$275.00	12	\$3,300		\$3,300
Total(s)					\$6,000	\$0	\$6,000
Narrative							

Purpose Area #4

A cell phone stipend is used to offset the costs to case managers. Call often do not fall during the 9 to 5 hours of the work day and case managers use their own phones to offset costs. The case managers will also require additional office space

Program supplies are supplies needed by the Community Engagement outreach coordinator used to support programs to educate and engage the community and the all volunteer community leadership team, such as food and drinks, refreshments, and the cost of venues for meetings, workshops, symposiums etc. Janitorial services are cleaning services to keep the community engagement outreach coordinator's office and common space clean and sanitized to ensure a health environment for participants, employees, interns, volunteers and others. Rent is the amount of money paid for the use of the community engagement outreach coordinator's office space, bathroom facilities, meeting space, breakroom and other common areas and includes all utilities.

Purpose Area #4

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						