

## **AMENDMENT #1**

This Agreement, made this 21st day of July, 2023 by and between **HEALTH RESEARCH INC.**, hereinafter referred to as "HRI," a domestic not-for-profit corporation, and **ALBANY COUNTY**, hereinafter referred to as "Contractor."

**WHEREAS**, heretofore on or about the 15th day of May 2023, the parties hereto entered into a certain agreement regarding "Rape Prevention and Education Program", HRI Contract Number **6083-05**; and,

**WHEREAS** it is now desired to amend that provision of such contract designated as "Total Contract Amount" and to substitute Exhibit "B" Revised.

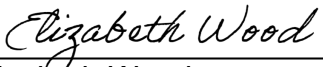
**NOW THEREFORE**, it is mutually agreed by both parties the "Total Contract Amount" of Agreement HRI Contract Number 6083-05 will be **\$173,486**.

It is further agreed, by and between the parties hereto, that said Agreement in all portions thereof, as heretofore and herein amended, shall remain in full force and effect in accordance with the terms thereof.

**IN WITNESS WHEREOF**, the parties hereto have agreed and executed this amendment.

**HEALTH RESEARCH INC.**

**ALBANY COUNTY**

  
\_\_\_\_\_  
Elizabeth Wood  
Deputy Director

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Summary Budget Form  
EXHIBIT B REVISED

**Contractor:** County of Albany  
**Contract Period:** 2/1/2023 - 1/31/2024  
**Federal ID #:** 14-6002563

Indicate intended voucher frequency with an (X) below:

Quarterly **X**  
 Monthly       

Budget Items	Amount Requested
(A) PERSONAL SERVICES	\$29,465
(B) FRINGE BENEFITS	\$13,554
(C) SUPPLIES	\$240
(D) TRAVEL	\$3,108
(E) EQUIPMENT	
(F) MISCELLANEOUS	\$1,200
(G) SUBCONTRACTS/CONSULTANTS	\$125,919
(H) ADMINISTRATIVE COSTS	
(I) RESTRICTED <i>Undetermined budget category. Budget modification required to access these funds.</i>	
<b>TOTAL (Sum of lines A through I)</b>	<b>\$173,486</b>

<b>Personal Services Total</b> Sum of A & B	<b>\$43,019</b>
<b>OTPS Total</b> Sum of C through H	<b>\$130,467</b>

**Notes:**

1: Contract Managers may require additional information necessary for approval of requested dollar amounts.

## Personal Services

**Contractor:** County of Albany

**Contract Period:** 2/1/2023 - 1/31/2024

**Federal ID #:** 14-6002563

(1)	(2)	(3)	(4)	(5)	(6)
Position Title/Incumbent Name(s) List only those positions funded on this contract. If salary for position will change during the contract period, use additional lines to show salary levels for each period of time. If additional space is needed, copy this page	Hours Worked Per Week Hours worked per week, regardless of funding source.	Annual Salary Salary for 12 months, regardless of funding source.	# of months or pay periods funded on this contract	% of Effort funded by this contract	Amount Requested <u>Col 3 x Col 4 x Col 5</u> 12 mos. or 26 pp
Director/Karen Ziegler	35	\$102,000	12	10.00%	\$10,200
Cordinator Of Community Education/JoLynn Backes	35	\$55,043	12	35.00%	\$19,265
SUBTOTAL					\$29,465

**Notes:**

## Fringe Benefits and Position Descriptions

**Contractor:** County of Albany  
**Contract Period:** 2/1/2023 - 1/31/2024  
**Federal ID #:** 14-6002563

### FRINGE BENEFITS

1. Does your agency have a federally approved fringe benefit rate?  
*Contractor must attach a copy of federally approved rate agreement.*

☐ **YES**

Approved Rate (%) : \_\_\_\_\_

Amount Requested (\$) : \_\_\_\_\_

☐ **NO**

**Complete 2-7 below.**

2. Total salary expense based on most recent audited financial statements:

\$132,077,681

3. Total fringe benefits expense based on most recent audited financial statements:

\$96,705,583

4. Agency Fringe Benefit Rate: *(amount from #3 divided by amount from #2)*

73.21%

5. Date of most recently audited financial statements:

09/30/21

*Attach a copy of financial pages supporting amounts listed in #2 and #3.*

6. Requested rate and amount for fringe benefits:

Rate Requested (%) : 46.00%

Amount Requested (\$) : \$13,554

7. If the rate requested on this contract exceeds the rate supported by latest audited financials, please justify below.

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### POSITION DESCRIPTIONS

For each position listed on the summary budget page, provide a brief description of the duties supported by this contract.

Title: Director

Contract Duties : Responsible for coordinating CVSVC activities: providing grant management, fiscal reporting, and budget modifications. Contact with the Albany County Executive, Albany County Department heads, Comptroller's Office, Management and Budget analyst and policy analyst, Albany County Legislature. Implements policy, procedural and legislative actions. 3.5 hours/week (10%)

Title: Coordinator of Community Education

Contract Duties : Responsibilities include providing sexual violence prevention education in the community as well as training and monitoring staff that work in the prevention education and community mobilization programs. Establishes and maintains strong links with community (nightlife establishments, local schools, community partners). Maintains accurate program data and statistics. 12.25 hours/week (35%)

## Supplies, Travel and Equipment

Contractor: County of Albany  
 Contract Period: 2/1/2023 - 1/31/2024  
 Federal ID #: 14-6002563

**SUPPLIES :** *Contractors should utilize their institution's policy for categorizing supplies and all software.*

Flip chart easel, flip charts, markers

\$240

**Total :** \$240

**TRAVEL :** *Include staff, client and conference travel. Contract manager approval is required for out-of-state travel. Funds budgeted for conference travel must be directly related to the funded program. Contractors without reimbursement policies should use federal government travel reimbursement policy.*

Is mileage requested?  
*(personal auto or agency auto)*

☒ **YES**

☐ **NO**

**Staff :** \$571

**Client :**

**Conference :** \$2,537

**Total :** \$3,108

75 miles x 12 months x \$.595/mile (IRS rate) and tolls/parking

*This includes the required the in person summit in Troy, NY , including about 30miles of travel costs, as this is local to Albany*

National Sexual Assault Conference (NSAC), San Francisco, CA

*Region 4 will attend the National Sexual Assault Conference August 22-24: registration: \$500  
 airfare: \$750 hotel: \$850; travel \$200: per diems \$237*

**EQUIPMENT :** *Itemize anticipated equipment purchases. Federal regulations define "equipment" as items with a unit cost of \$5,000 or more. Some contractors will have similar thresholds to differentiate "equipment" from "supplies" and these thresholds may be lower than \$5,000. Contractors should utilize their institution's threshold policy for categorizing equipment for any items with a unit cost of less than \$5,000. Items with a unit cost of \$5,000 or more must be categorized as equipment*

**What is your institution's threshold for equipment?** \_\_\_\_\_ If your institution does not have a specific threshold you must follow the federal threshold of \$5,000 or more.

Item

Amount

Justification

**Total :** \_\_\_\_\_

## Miscellaneous

<b>Contractor:</b>	<u>County of Albany</u>
<b>Contract Period:</b>	<u>2/1/2023 - 1/31/2024</u>
<b>Federal ID #:</b>	14-6002563

## TELECOMMUNICATIONS :

*Detail below the methodology and calculation used to allocate telecommunication costs to this contract. Include costs for all telephone lines funded by this contract, including fax and modem lines. Also include any telecommunication installation or equipment costs, hotline, long distance, cell phone, internet or beeper expenses that apply to this contract.*

Item

Amount

**Total :**

**SPACE :**

*Detail below the methodology and calculation used to allocate space costs for each location supported by this contract. Provide an address for each location.*

**Total :**

**Shared Cost**

Amount

**Total :**

\$1,200

## MISCELLANEOUS

\$1,200

*Miscellaneous includes the Telecommunications Space and Other Lines*

## Subcontracts/Consultants & Administrative Costs

**Contractor:** County of Albany  
**Contract Period:** 2/1/2023 - 1/31/2024  
**Federal ID #:** 14-6002563

### SUBCONTRACTS/CONSULTANTS :

*Provide a listing of all subcontracts, including consultant contracts, a description of the services to be provided and an estimate of the hours worked and rate per hour, if applicable. If the subcontractor/consultant has not been selected, please indicate "TBA" in Agency/Name. Contractors are required to use a structured selection process consistent with agency policy and maintain copies of all subcontracts and documentation of the selection process.*

<u>Agency/Name</u>	<u>Description of Services</u>	<u>Amount</u>
Planned Parenthood of Greater New York Federal tax id # 13-2621497	<p>PP of Greater NY will provide the full-time program coordinator which includes responsibility to oversee and manage the day-to-day activities of the Region 4 Center for Sexual Violence Prevention: Provide oversight, program development and supervision, and leadership to the prevention and education staff. Coordinate, plan, and facilitate prevention and education programs. Schedule, deliver and provide presentations on sexual assault prevention, focusing on the Safer Bars initiative for this year.</p> <p><b>Personnel Services</b> for 12 months: RPE Regional Coordinator TBD (100%)  <b>Fringe benefits</b> for 12 months @ 29.58%  <b>Supplies:</b> prevention education materials, paper, ink, toner, folders, electric stapler and staples etc.  <b>Travel:</b> Mileage- approx. 55 miles x \$.58 per mile x 12 months (\$380)                      This includes required in person Troy training and any approved NYS DOH trainings. Estimate cost related to 2-day in-person summit in Troy, NY (\$145)  <u>National Sexual Assault Conference (NSAC), San Francisco, CA</u>                      Region 4 will attend the National Sexual Assault Conference in San Francisco, CA from August 22-24, 2023. Registration \$500; air fare: \$750 Hotel: \$850; Travel: \$200; per diem: \$237  <b>Telecommunications:</b> 1 cellular phone plan @ \$38/mo x 12 months x .9FTE  <i>Cell phones are required of all PPGNY VASS staff to use in community/field. Staff are working remotely 2 days and must be able to contact colleagues and community partners.</i></p>	<p>\$42,750                      \$12,646                      \$650                      \$525                        \$2,537                            \$410                            Total : \$59,519</p>

### INDIRECT COSTS/ADMINISTRATIVE COSTS: *Costs used to support the indirect rate requested may NOT be directly billed to the contract.*

*\*The rate will be applied to the same base costs as used in the federally approved rate agreement.*

Does your agency have a federally approved indirect cost rate?

Base \_\_\_\_\_

☐ YES

\*Rate Approved (%) : \_\_\_\_\_

Rate Requested (%) : \_\_\_\_\_

Amount Requested (\$) : \_\_\_\_\_

**All Contractors are entitled to a 10% Modified Total Direct Cost De minimus if they do not have a federally negotiated rate.**

Submit a copy of the federally approved indirect rate agreement to support the request.

\_\_\_\_\_  
**Financial Officer or Contract Signatory**

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant costs and the portion of each subaward in excess of \$25,000.

☐ NO

Indicate the requested rate and amount for administrative costs.

Base \_\_\_\_\_

\*\*Rate Requested (%) : \_\_\_\_\_

Amount Requested (\$) : \_\_\_\_\_

*\*\*No portion of administrative costs can be directly billed.*

## Subcontracts/Consultants & Administrative Costs

**Contractor:** County of Albany  
**Contract Period:** 2/1/2023 - 1/31/2024  
**Federal ID #:** 14-6002563

### SUBCONTRACTS/CONSULTANTS :

*Provide a listing of all subcontracts, including consultant contracts, a description of the services to be provided and an estimate of the hours worked and rate per hour, if applicable. If the subcontractor/consultant has not been selected, please indicate "TBA" in Agency/Name. Contractors are required to use a structured selection process consistent with agency policy and maintain copies of all subcontracts and documentation of the selection process.*

<u>Agency/Name</u>	<u>Description of Services</u>	<u>Amount</u>
YWCA of the Mohawk Valley Federal ID# 15-0532279	<p>The YWCA of the Mohawk Valley will deliver sexual violence prevention initiatives in Oneida County.</p> <p>The YWCA MV will focus on the Healthy Schools Initiative, partnering with middle and high schools to provide comprehensive and community level violence prevention to transform school districts and communities into a healthy school environment, using education, physical environment, social norms and policy.</p> <p>Personnel Services for 12 months at 35 hours/week: Director of Community Education Tracy Stancato (50%); Annual salary of \$70,520.85</p> <p>Fringe benefits for 12 months @ 17% Supplies: prevention education materials, paper, ink, toner, folders, etc.</p> <p>Training and travel 75 miles x \$.58 per mile x 12 months and the required 2 day inperson Troy summit (hotel, mileage, per diem). Estimate cost related to 2-day in-person summit in Troy, NY (\$153) National Sexual Assault Conference (NSAC), San Francisco, CA Region 4 will attend the National Sexual Assault Conference in San Fransico, CA from Augusrt 22-24, 2023. Registration \$500; air fare: \$750 Hotel: \$850; Travel: \$200; per diems:\$237</p> <p>Space at YWCA MV 7 Rutger Park,Utica, NY 13501 126.75 sq ft x 13.50/sq ft x .5 (FTE rate)</p> <p><i>Total</i></p>	<p></p> <p></p> <p>\$35,260</p> <p>\$5,994</p> <p>\$278</p> <p>\$675</p> <p>\$2,537</p> <p></p> <p>\$856</p> <p>\$45,600</p>

### INDIRECT COSTS/ADMINISTRATIVE COSTS: *Costs used to support the indirect rate requested may NOT be directly billed to the contract.*

Does your agency have a federally approved indirect cost rate?

*\*The rate will be applied to the same base costs as used in the federally approved rate agreement.*

☐ **YES**

\*Rate Approved (%) : \_\_\_\_\_ Base \_\_\_\_\_

Rate Requested (%) : \_\_\_\_\_

Amount Requested (\$) : \_\_\_\_\_

Submit a copy of the federally approved indirect rate agreement to support the request.

**All Contractors are entitled to a 10% Modified Total Direct Cost Deminimus if they do not have a federally negotiated rate.**

☐ **NO**

Indicate the requested rate and amount for administrative costs.

\*\*Rate Requested (%) : \_\_\_\_\_ Base \_\_\_\_\_

Amount Requested (\$) : \_\_\_\_\_

**Financial Officer or Contract Signatory**

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*\*\*No portion of administrative costs can be directly billed.*



### Subcontracts/Consultants & Administrative Costs

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Agency/Name	Description of Services	Amount
CVSVC will contract with community organizations to promote healthy nightlife and diversion,equity and inclusion in current prevention strategies in Albany County.	<p><b>In Our Own Voices</b></p> <p>supporting the Healthy Nightlife project with building community connections in LGBTQIA+ gathering spaces: train CVSVC staff; train nightlife staff; LGBTQIA+ environmental scans (2 IOOV staff @ \$25/hour for 86 hours)</p> <p><i>to enhance training and outreach materials, focusing on the LGBTQIA+ POC community; to support community outreach and build relationships with POC bars and restaurants as well as other spaces frequented by LGBTQIA+POC</i></p> <p><i>Some activities will be done one-on-one, some in groups; in person or virtually. The hours are a framework and subject to change as the project develops. The costs will include planning, implementation and administration of the project.</i></p> <p><i>IOOV staff will partner with Region 4 staff to: review current and proposed materials (5 hours); consult with Region 4 staff (20 hours); develop additional materials, to include a guide (30 hours); develop and facilitate trainings to community partners and local businesses/establishments (30 hours); provide intersectional trainings to Region 4 staff (5 hours); plan and facilitate listening sessions (30 hours); partner with Region 4 staff to identify and outreach potential community partners (20 hours)</i></p>	\$11,300
	<p><b>TrueBrew America</b></p> <p>supporting the Healthy Nightlife project with on-line promotion, True Brew magazine and facilitating connections with local businesses</p> <p>digital ad with guaranteed contacts and engagements; print ad in magazine</p> <p>contact with bars/nightlife establishments as Region 4 Ambassador</p>	\$6,500
	<p><i>Safer Bars website upgrade to be more inclusive and reflective of LGBTQIA+ BIPOC communities (15 hrs @ \$100)</i></p>	\$1,500
	<p><i>Resource Guide: Printing and distribution of materials after DOH approval to be given to partners/businesses to reinforce trainings and inclusivity; provide on-going resources and connections</i></p>	\$1,500
		\$20,800

**INDIRECT COSTS/ADMINISTRATIVE COSTS:** *Costs used to support the indirect rate requested may NOT be directly billed to the contract.*

*\*The rate will be applied to the same base costs as used in the federally approved rate agreement.*

Does your agency have a federally approved indirect cost rate?

☐ YES

\*Rate Approved (%) : Base

Rate Requested (%) : \_\_\_\_\_

Amount Requested (\$) : \_\_\_\_\_

***All Contractors are entitled to a 10% Modified Total Direct Cost Deminimus if they do not have a federally negotiated rate.***

Submit a copy of the federally approved indirect rate agreement to support the request.

☐ NO

Indicate the requested rate and amount for administrative costs.

\*\*Rate Requested (%) : Base

Amount Requested (\$) : \_\_\_\_\_

**Financial Officer or Contract Signatory**

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant costs and the portion of each subaward in excess of \$25,000.

**\*\*No portion of administrative costs can be directly billed.**