

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 22 2007

HELPING HANDS COMMUNITY OUTREACH
CENTER
PO BOX 60307
DAYTON, OH 45427

Employer Identification Number:
37-1422618
DLN:
17053097851117
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated September 2004, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



Description of Nature of Partnership

In order to ensure the effective implementation of the Community Connectors program throughout the state, applicants are required to partner with education stakeholders from the faith, business, and nonprofit communities. Each applicant must identify its partners and include description of each respective partner's roles and responsibilities in question 12 of the grant application.

A partner agrees to provide human and material assets or access to academic and administrative resources to the grant applicant to develop or execute a Community Connectors grant application. However, in partnership, only the grant applicant is responsible for ensuring the grant is developed and executed according to the terms of the grant agreement.

Each member of the partnership is responsible for the following assurances:

- 1) Be knowledgeable about the applicant's Community Connectors grant proposal and application, including advocacy of the Community Connectors program.
- 2) Maintain a familiarity with the partner's services to enhance the proposal, including specific goals and practices.
- 3) Demonstrate a commitment to clear roles and responsibilities of each partner as it relates to the grant proposal and application.
- 4) Sustain consistent communication among partners and stakeholders with a shared vision of the goals of the grant proposal. This includes participating in regularly scheduled meetings for project management and identifying areas for improvement.
- 5) Ensure partners have appropriate access to data for purposes of grant program improvement and evaluation in accordance with state and federal law.

Lead Applicant: David Dickman
Name: David Dickman
Title: Executive Director
Organization: Helping Hands Down
Sign: [Signature]

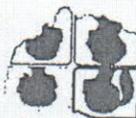
Partner: [Signature]
Name: [Signature]
Title: Domestic Abuse Advocate
Organization: Domestic Abuse Advocate
Sign: [Signature]

Partner: [Signature]
Name: [Signature]
Title: ART Director
Organization: INFINITE CONCEPTS LLC
Sign: [Signature]

Partner: [Signature]
Name: [Signature]
Title: [Signature]
Organization: OTTO ADVOCATE FOR DOMESTIC VIOLENCE
Sign: [Signature]

Partner: [Signature]
Name: [Signature]
Title: [Signature]
Organization: [Signature]
Sign: [Signature]

Partner: [Signature]
Name: [Signature]
Title: [Signature]
Organization: [Signature]
Sign: [Signature]



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Lead Applicant Name: Doree Dickman

Title: Executive Director

Organization: Helping Hands Community

Sign: [Signature]

Partner Name: Kevin Bell

Title: Superintendent of Schools

Organization: Trotwood-Madison USD

Sign: [Signature]

Partner Name: Nancy Caldwell

Title: Executive Director

Organization: Director's Support Stream

Sign: [Signature]

Partner Name: Jennifer Hester

Title: Advocate Domestic Abuse

Organization: Advocate Domestic Abuse

Sign: [Signature]

Certificate of Attendance

The National Center for Adoption Law & Policy at
Capital University Law School
Presents
David Mandel & Associates'

Safe and Together™: Enhanced Advocacy Day

Wednesday, August 13, 2014
Date

Juanita Rollins-Ector

Participant Name

License Number

This course is approved by the State of Ohio CSWMEFTB for counselors and social workers for 3.5 CEUs
(or 4.0 hours of Ohio Child Welfare Training Program credit).

Approved Provider #RCS071302


Jennifer Hornmann, Social Work Projects Coordinator, NCAIP

Certificate of Completion
Legal Aid of Western Ohio, Inc.
&
Advocates for Basic Legal Equality, Inc.

Juanita Rollins-Ecton

License or Registration # _____

has successfully completed 2.25 CEU hours of training in

**2014 Legal Intervention for Families in Trouble
(LIFT) Conference**

Program Approval #MCST051443

May 30, 2014

**Presenters: Kelli Bartlett, Catherine Dempsey, Elizabeth Gorman,
David Zidar, Stanley Hirtle, Frank Catanzariti, Gary Weston**

Training approved by the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board

Catherine A. Dempsey
Catherine A. Dempsey, Legal Aid of Western Ohio, Inc.

7/1/2014
Date



AGENCY CERTIFICATION TRAINING

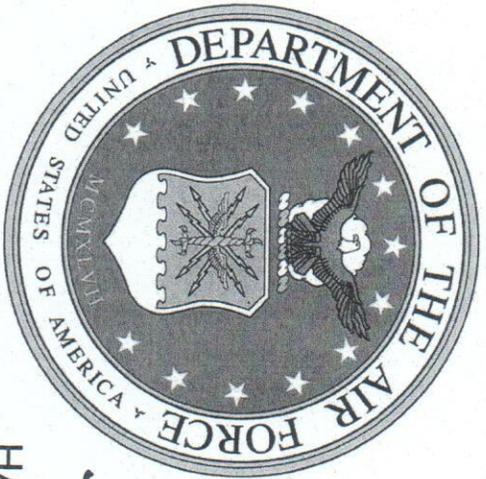
WPAFB—Family Advocacy Program

Juanita Rollins-Ecton

June 25, 2014




Mark Baker, Resource Development Manager



The United States

Air Force

CERTIFIES THAT

Juanita Rollins-Ecton

HAS SUCCESSFULLY COMPLETED THE

2014 USAF DAVA Skills Training

AND IS HERE BY AWARDED THIS

Certificate of Training

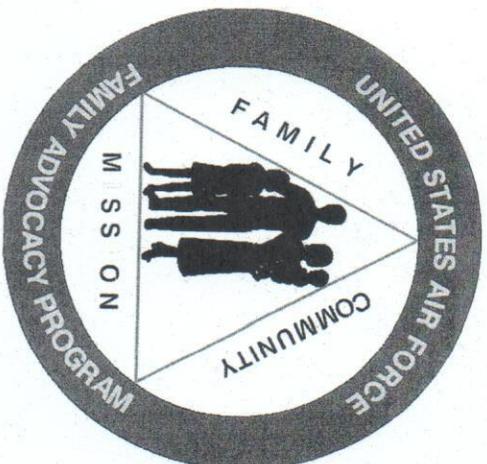
This program has been approved by AFMOA FAP for 16 hours of continuing education units in family maltreatment IAW USAF FAP DAVA contract requirements

Pam Collins

Pam Collins, LCSW, CTR
AF FAP Clinical Director

Deidra Saina

Deidra Saina, LCSW, CTR
AF FAP DAVA Program Coordinator



Participant's License Number

Ohio Attorney General Mike DeWine

Mike DeWine

This offering has been approved for 1.5 contact hour of continuing professional education for social workers by the State of Ohio Counselor, Social Worker & Marriage and Family Therapist Board [MSX101401]

September 19, 2014

Senior Advocate Fraud Education (SAFE)

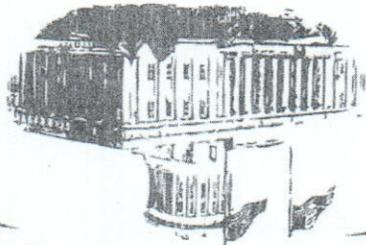
successfully completed

JUANITA ROLLINS-ECTON

This document hereby certifies

CERTIFICATE OF COMPLETION

THE OFFICE OF THE
OHIO ATTORNEY GENERAL



In the name and by the Authority of

Roles and Responsibilities Worksheet (Required)

Describe how each applicant partner plans to contribute to the overall program plan including, but not limited to, time contribution, personnel contribution, monetary contribution, shared responsibilities, use of facilities, etc.

1) Faith-based organization Helping Hands Community Outreach Center

- Time contribution:
 - a) Weekend event and program 2 hours
 - b) Facility space for special program
 - c) Community event like Living to Move Forward –Stop the violence community event
- Personnel contribution
 - a) In addition to daily meetings, mentor groups engage in friendly competition, for decorating classroom doors, or competing in games on Field Days.
- Monetary contribution
 - a) Coordinate and/or sponsor socials, festivals, assemblies, etc.
 - b) Provide ongoing training or special seminars (e.g. leadership, internet safety, debt management, ESL, technology) for students and/or parents.
 - c) Provide after school programs (e.g. clubs, piano lessons, chorus, etc.).
 - d) Evening/weekend/vacation meals for children on free/reduced lunches start or help with Saturday school.
 - e) Offer to meet personal needs of the families (e.g. home repair, etc.)
- Shared responsibilities
 - a) Facility and space usage
 - b) Something to talk about program- A student listening circle is a structured focus group process where, initially, only students speak (and adults listen). This provides students the opportunity to voice and generate their ideas and identify ways each system—family, school, and community
 - c) Can support them and help improve their school environment. This youth voice component is followed by dialogue between youth and adults to generate recommendations and possible action steps
- Additional roles and responsibilities
 - a) Cultural Proficiency: Learn strategies to interact more effectively with people of different cultures and socio-economic backgrounds by becoming aware of one's own cultural world views and attitudes towards cultural differences, increasing your knowledge of different cultural practices and world views, and increasing cross-cultural skills. (3 hours)

2) 2. **School district partner: Beyond the Bell**

- Dayton Public, including Longfellow
- Trotwood City

- Time contribution:
 - a) Sharing information for inclusion in school newsletters
 - b) Assisting in the preparation of learning materials for their students (homework)

- Personnel contribution
 - a) Community Service/Service Learning

- Monetary contribution
 - a) none

- Shared responsibilities
 - a) Special education: About one-fifth of the students receive special education services, in self-contained and co-teaching classes. Special needs students get "maximum access to general education classrooms and curriculum

- Additional roles and responsibilities
 - a) Pin interest -art making collaborative projects for the middle school to share their project

3) **Business partner:**

- DOIT CDC
- Montgomery County Youthworks
- Arise Construction
- Wright Patterson Juanita Ecton-Family Violence Prevention Education

Mentors are asked to make a commitment of one school year, meeting with their mentee for one hour per week at the school site.

- Time contribution
 - a) Weekly three-hour shift in their shop that includes a one-hour youth development workshop.
 - b) 15 hours a week for youth age 12-16

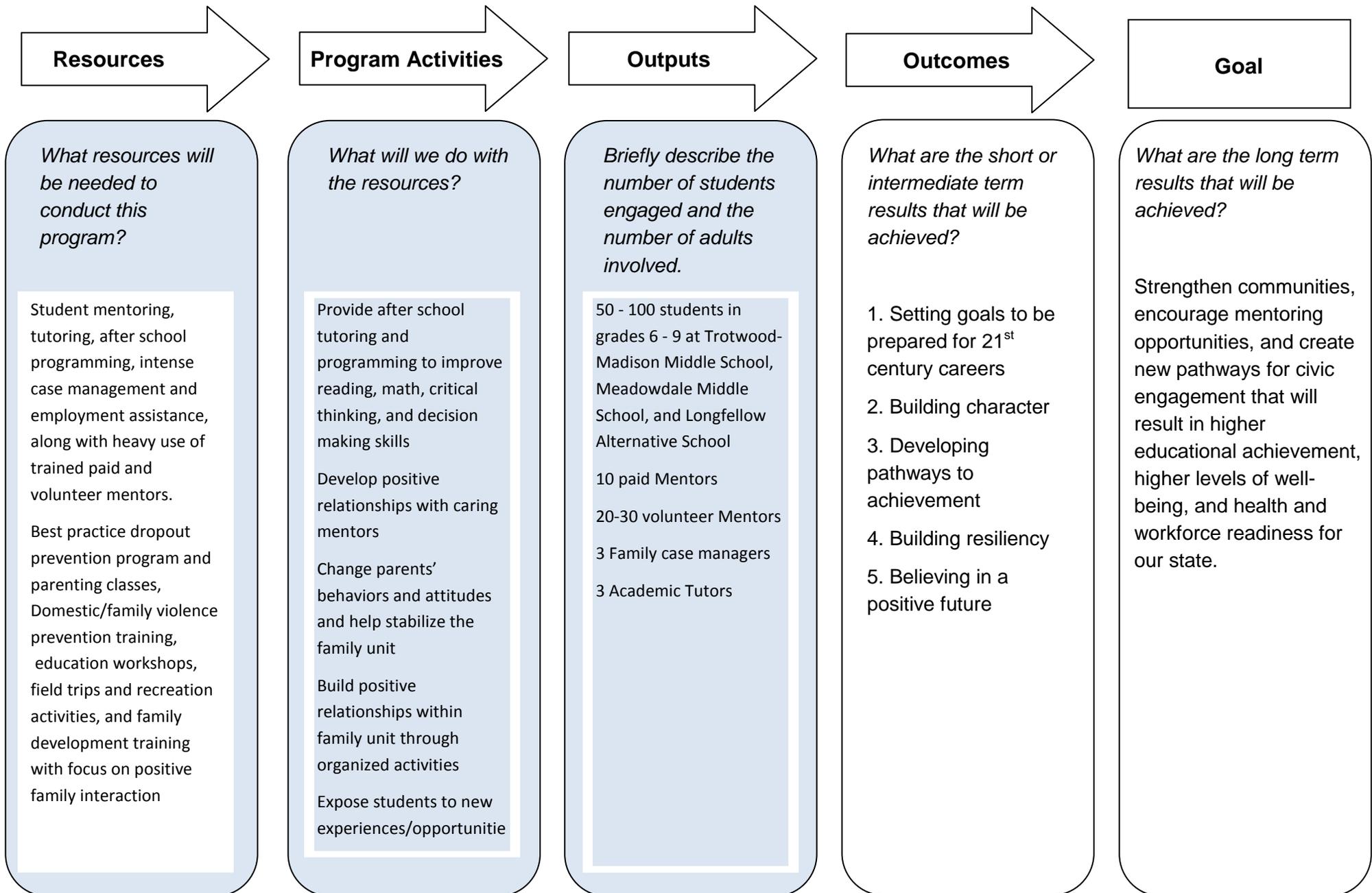
 - c) Career Exploration workshops
 - d) Resume Writing
 - e) Professionalism
 - f) Interviewing Skills
 - g) Computer Program Applications
 - h) Basic Office Tasks
 - i) Customer Service

- (1) **5:30-6:00pm:** Guys & Girls in the Cafe for Dinner
6:00-7:30pm: Girls in the Studio for Bible Study
6:00-7:30pm: Guys in the Cafe for Bible Study

- Personnel contribution
 - a) Adult Education/ GED/Literacy
 - b) Payroll and job assignments
 - Monetary contribution
 - Shared responsibilities
 - a) Literacy Collaborative, as a comprehensive literacy reform model, provides for layers of instruction (classroom and intervention) to assure the successful literacy achievement of all students
 - b) Students are taken on high school and college tours. They go on field trips to cultural venues such as the New York Hall of Science and the theater, as well as to Prospect Park and on a walkathon for breast cancer,
 - Additional roles and responsibilities
- 4) 4. **Community nonprofit (if applicable):**
- Church of Christ Disciples Church
 - Maria Brunner Fountain
 - Levin Family Foundation
 - Wallace Foundation
 - INFINITE CONCEPTS MUSIC PUBLISHING
 - Zumba Fitness and Health
- Time contribution
 - a) Ten a week with shared program and collaborations
 - b) Arts, Music, and Cultural Programs
 - Personnel contribution
 - a) Teaching and instruction
 - Monetary contribution
 - a) Foundation leveraging dollars
 - Shared responsibilities
 - a) Substance Abuse and/or Violence Prevention Program
 - b) Job Search Skills

- Additional roles and responsibilities
 - a) Teach one Reach one- internet tutoring student on student with adult supervision in the community lab
 - (1) Working with children in the homeless shelter with mentor and after school programming
 - (2) Willingness to share resources and participate in joint activities, and they adopt ongoing mechanisms for sharing information among themselves and with key community leaders
 - b) Montgomery County Prosecutors Office and Montgomery County Juvenile Court, Start Right Program
 - (1) When the school determines that a child has missed an unacceptable amount of school days (according to standards that are set by the school), the school then makes a referral to the court. These referrals are reviewed by the staff of the Start Right Program and then referred to the Montgomery County Prosecutors Office for the filing of charges against the parents of these children for failure to ensure that their children are being sent to school.

Program Name: _____



Budget Narrative



Grant Applicant:

HELPING HANDS COUMMUNITY CONNECTIONS

Summary

The purpose of the Budget Narrative is to provide a detailed explanation of how planned expenditures were calculated for each budget category as well as the justification of those expenditures for the devoted program.

Direct Costs

A. Payroll Expenses

Executive Director will devote 20% of her time to provide fiscal/organizational oversight, and communicate with both partners and funders to develop/build the sustainability of the initiative. (20% x 2040 hours x \$21.41 = \$8,735)

Project Manager will devote 80% of his time to administrative operations, data collection, report generation and staff supervision. (80% x 2040 hours x \$17.16 = \$28,000)

Administrative/Secretarial Assistant devote 50% of his/her time to assisting with generation document (both printed and electronic), organizes work by reading and routing correspondence, maintains department schedule by maintaining calendars, greets contacts (in person or on the telephone). (50% x 2040 x \$12.50 = \$12,750)

Program Coordinator will devote 100% of his/her time coordinating daily activities, including mentoring program. (100% x 2040 hours x \$16.00 = \$32,640)

Case Managers will devote 35% of their time to family case management to assist in identifying needs and community resources to stabilize student participants' family units. (35% x 2040 hours x \$15.00 x 3 case managers = \$32,130)

Education Coordinator will devote 100% of his/her time to interfacing with the schools to monitor student progress and identifying particular strengths and weaknesses of each student as well as barriers to success. (100% x 2040 hours x \$ 13.00 = \$26,520)

Recruitment/Outreach personnel (2) will devote 30% of their time to working with schools to recruit participating families. (30% x 2040 hours x \$12.00 x 2 personnel = \$73,520)

B. Payroll Fringe Benefits

Fringe benefits are calculated at 15% of salaries.

C. Travel

Daily staff travel is estimated at 2 staff members at 250 miles\month x \$.365/miles x 12 months = \$2,190

Daily mentor travel is estimatedat 10 mentors at 100 miles per month x \$.365/miles x 12 months = \$4,380

D. Supplies

Office Supplies/Postage ($\$95/\text{month} \times 12 \text{ months} = \$1,140$)

Supplies for TYP Program ($\$100/\text{month} \times 12 \text{ months} = \$1,200$)

Common Sense Parenting DVD Tutorial ($\$215$)

20 Common Sense Parenting Workbooks ($20 \text{ workbooks} \times \$15.95/\text{workbook} = \319)

Dropout Prevention Online Access ($\$259$ for 1 year of access)

Art/Education Tutorial/Materials ($\$2,500$; estimate based on prior experience)

Staff and Mentor Training Materials ($\$500$; estimate based on prior experience)

E. Equipment

2 DELL laptops and printers @ $\$1,000/\text{system}$ for $\$2000$

F. Contracted Services

Dayton Business Communications, Inc. (DBCI), is a local consulting company that has spent 25 years in helping non-profit organizations design program goals and objectives, establish strong yet achievable outcomes, track performance issues, provide grant compliance management and provide independent evaluations that meet both their needs for future program development as well the needs of partners/funders to show them a real return on their investment. ($\$60/\text{hour} \times 240 \text{ hours} = \$14,400$)

10 Group and/or Individual well-trained mentors (both paid and volunteers) will help keep students in school, help improve a young their self-esteem, provide companionship or supervision and provide a non-judgmental adult for teens to spend with which to spend valuable, free time. Our mentors help strengthen our student's communication skills teach them how to handle different types of people/adverse situations. ($10 \text{ mentors} \times \$8.00/\text{hour} \times 5 \text{ hours/week} \times 52 \text{ weeks} = \$20,800.00$)

3 student tutors (one for each of our participating schools) will spend one-on-one and group time with students helping them with homework, explaining classroom material and developing an open, non-judgmental relationship that encourages students to ask question and learn to trust. ($\$13.00/\text{hour} \times 1,080 \text{ hours} = \$14,040.00$)

G. Training

Staff training will provided by the project manager - cost is included in prject manager salary line item.

Paid-mentor training provided by program coordinator - cost is included in program coordinator salary line item. Volunteer mentors are trained through the Montgomery County Mentoring Collaborative. There is no cost to this project for their training.

H. Evaluation

Evaluation is performed from day 1 of this project with setting baseline paramter to data tracking, surveys and reported results. Costs are included in DBCI services under contractual service line item.

I. Other Program Cost

Facilities Rental - ($700 \text{ sqft} \times \$15/\text{sqft} = \$19,500$)

Telephone - ($\$50/\text{month} \times 12 \text{ months} \times 2 \text{ offices} = \$1,200$)

Internet/E-mail service - ($\$18/\text{month} \times 12 \text{ months} \times 2 \text{ offices}$)

Liability Insurance - ($\$1,500$ based on past experience)

Closing Ceremony/Student Awards- ($\$1,200$ based on past experience)

J. Additional Mentor Support Cost

Mentor / Family Building Activities - ($\$3,600$ based on past experience)

Mentor Thank you Gifts - ($\$300$ based on past experience)

Mentor Incidental Expenses - ($10 \text{ mentors} \times \$15/\text{month} \times 12 \text{ months}$) = $\$1,800$)

Budget Summary



Budget summary automatically fills after completing individual annual budgets (Year 1, Year 2, and Year 3)

HELPING HANDS COUMMUNITY CONNECTIONS

Categories	Year 1 Budget	Year 2 Budget	Year 3 Budget	Total Budget
A. Payroll Expenses	156,688.00	151,360.00	153,938.50	461,986.50
B. Payroll Fringe Benefits	23,503.20	22,704.00	23,090.78	69,297.98
C. Travel	6,570.00	6,570.00	6,570.00	19,710.00
D. Supplies	6,133.00	6,133.00	6,133.00	18,399.00
E. Equipment	2,000.00	-	-	2,000.00
F. Contracted Services	49,240.00	49,240.00	49,240.00	147,720.00
G. Training	-	-	-	-
H. Evaluation	-	-	-	-
I. Other Program Cost	14,832.00	14,832.00	14,832.00	44,496.00
J. Additional Mentor Support Cost	5,700.00	4,080.00	5,700.00	15,480.00
TOTAL PROJECT COST	264,666.20	254,919.00	259,504.28	779,089.48
LOCAL CONTRIBUTION	66,166.55	84,973.00	129,752.14	280,891.69
STATE MATCH	198,499.65	169,946.00	129,752.14	498,197.79
LOCAL %	25%	33%	50%	36%

YEAR 1 - PROJECT BUDGET



HELPING HANDS COMMUNITY CONNECTIONS

Summary

First year operational costs are the highest but not significantly because Helping Hands is a mature organization with most staff in place and already trained. Two laptop are purchased in year 1 and most of the cost difference in years 2 and 3 is staff salaries.

A. Payroll Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount
HHCOE Executive Director	1	43,680.00	20%	8,736.00
HHCOE Project Manager	1	35,000.00	80%	28,000.00
Administrative/Secretarial Assistance	1	25,500.00	50%	12,750.00
Program Coordinator	1	32,640.00	100%	32,640.00
Case Managers	3	30,600.00	35%	32,130.00
Educational Coordinator/Counselor	1	26,520.00	100%	26,520.00
Recruitment/Outreach Personnel	2	26,520.00	30%	15,912.00
			Total	156,688.00

B. Payroll Fringe Benefits

Description	Total Salary	Rate %	Total Amount
Average benefit rate for all staff itemized above	156,688.00	15%	23,503.20
			Total
			23,503.20

C.1. Staff Travel

Description	Total Amount
Daily Travel for Student Activities/Program Operations	2,190.00
	-
	-
Total	2,190.00

C.2. Mentor Travel

Description	Total Amount
Daily Travel for Student Activities/Program Operations	4,380.00
	-
	-
Total	4,380.00

D. Supplies

Description	Total Amount
Office Supplies/Postage	1,140.00
Supplies for TYP Program	1,200.00
Common Sense Parenting DVD Tutorial	215.00
20 Common Sense Parenting Workbooks	319.00
Dropout Prevention Online Access	259.00
Art/Education Tutorial/Materials	2,500.00
Staff and Mentor Training Materials	500.00
Total	6,133.00

E. Equipment

Description	Unit Cost	Units	Total Amount
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Laptop Computers /w Microsft Office Pro License	1,000.00	2	2,000.00
			-
			-
		Total	2,000.00

F. Contracted Services

Description	Cost/Hr Rate	Qty/Hrs	Total Amount
Compliance/Outcomes/Evaluation Consultant	60.00	240	14,400.00
10 Group and/or Individual Mentors	8.00	2600	20,800.00
3 Student Tutors	13.00	1080	14,040.00
		Total	49,240.00

G.1. Staff Training

Description	Cost/Hr Rate	Qty/Hrs	Total Amount
Staff training provided by project manager - cost is included in salary line item			-
			-
			-
		Total	-

G.2. Mentor Training

Description	Cost/Hr Rate	Qty/Hrs	Total Amount
Mentor training provided by program coordinator and the Mentoring Collaborative - cost is included in salary line item			-
			-
			-
		Total	-

H. Evaluation

Description	Cost/Hr Rate	Qty/Hrs	Total Amount
Evaluation and report generation costs are included in DBCI services under contractual service line item.			-
			-
			-
		Total	-

I. Other Program Cost

Description	Total Amount
Facilities Rental	10,500.00
Telephone/Internet/Email	1,632.00
Liability Insurance	1,500.00
Closing Ceremony/Student Awards	1,200.00
Total	14,832.00

J. Additional Mentor Support Cost

Description	Total Amount
Mentor / Family Building Activities	3,600.00
Mentor Thank you Gifts	300.00
Mentor Incidental Expenses	1,800.00
Total	5,700.00

The Local Contribution consists of identified in-kind contributions and available funding designated

	PROJECT YEAR 1	BUDGET
Total Budget		264,666.20
Local Contribution		66,166.55

for this program.
The Local Contribution may not be less than
25% of the total project budget in any year.

State Match	198,499.65
Local %	25%

YEAR 2 - PROJECT BUDGET



HELPING HANDS COMMUNITY CONNECTIONS

Summary

Year 2 and 3 operational costs include a small reduction in staff salaries reflecting elimination of start-up efforts but also includes a 1.7% Cost of Living Adjustment (COLA).

A. Payroll Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount
HHCOC Executive Director	1	44,420.00	20%	8,884.00
HHCOC Project Manager	1	35,600.00	80%	28,480.00
Administrative/Secretarial Assistance	1	25,930.00	40%	10,372.00
Program Coordinator	1	33,190.00	100%	33,190.00
Case Managers	3	31,120.00	35%	32,676.00
Educational Coordinator/Counselor	1	26,970.00	80%	21,576.00
Recruitment/Outreach Personnel	2	26,970.00	30%	16,182.00
			Total	151,360.00

B. Payroll Fringe Benefits

Description	Total Salary	Rate %	Total Amount
Average benefit rate for all staff itemized above	151,360.00	15%	22,704.00
		Total	22,704.00

C.1. Staff Travel

Description	Total Amount
Daily Travel for Student Activities/Program Operations	2,190.00
	-
	-
Total	2,190.00

C.2. Mentor Travel

Description	Total Amount
Daily Travel for Student Activities/Program Operations	4,380.00
	-
	-
Total	4,380.00

D. Supplies

Description	Total Amount
Office Supplies/Postage	1,140.00
Supplies for TYP Program	1,200.00
Common Sense Parenting DVD Tutorial	215.00
20 Common Sense Parenting Workbooks	319.00
Dropout Prevention Online Access	259.00
Art/Education Tutorial/Materials	2,500.00
Staff and Mentor Training Materials	500.00
Total	6,133.00

The Local Contribution consists of identified in-kind contributions and available funding designated for this program.

The Local Contribution may not be less than 25% of the total project budget in any year.

PROJECT YEAR 1	BUDGET
Total Budget	254,919.00
Local Contribution	84,973.00
State Match	169,946.00
Local %	33%

YEAR 3 - PROJECT BUDGET



HELPING HANDS COMMUNITY CONNECTIONS

Summary

Years 2 and 3 operational costs include a small reduction in staff salaries reflecting elimination of start-up efforts but also includes a 1.7% Cost of Living Adjustment (COLA).

A. Payroll Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount
HHCOC Executive Director	1	45,180.00	20%	9,036.00
HHCOC Project Manager	1	36,200.00	80%	28,960.00
Administrative/Secretarial Assistance	1	26,370.00	40%	10,548.00
Program Coordinator	1	33,760.00	100%	33,760.00
Case Managers	3	31,650.00	35%	33,232.50
Educational Coordinator/Counselor	1	27,430.00	80%	21,944.00
Recruitment/Outreach Personnel	2	27,430.00	30%	16,458.00
			Total	153,938.50

B. Payroll Fringe Benefits

Description	Total Salary	Rate %	Total Amount
Average benefit rate for all staff itemized above	153,938.50	15%	23,090.78
		Total	23,090.78

C.1. Staff Travel

Description	Total Amount
Daily Travel for Student Activities/Program Operations	2,190.00
	-
	-
Total	2,190.00

C.2. Mentor Travel

Description	Total Amount
Daily Travel for Student Activities/Program Operations	4,380.00
	-
	-
Total	4,380.00

D. Supplies

Description	Total Amount
Office Supplies/Postage	1,140.00
Supplies for TYP Program	1,200.00
Common Sense Parenting DVD Tutorial	215.00
20 Common Sense Parenting Workbooks	319.00
Dropout Prevention Online Access	259.00
Art/Education Tutorial/Materials	2,500.00
Staff and Mentor Training Materials	500.00
Total	6,133.00

The Local Contribution consists of identified in-kind contributions and available funding designated for this program.

The Local Contribution may not be less than 25% of the total project budget in any year.

PROJECT YEAR 1	BUDGET
Total Budget	259,504.28
Local Contribution	129,752.14
State Match	129,752.14
Local %	50%



Community Connectors GRANT ASSURANCES

The parties referred to in this document are the Ohio Department of Education, herein referred to as "THE DEPARTMENT," and the applicant, herein referred to as the "GRANTEE," and any partnering entity who is not the lead applicant, herein referred to as the "CO-APPLICANT." THE DEPARTMENT may make funds available to the GRANTEE for programs operated by the GRANTEE in accordance with requirements and regulations applicable to such programs.

Consistent with state laws and regulations, the GRANTEE assures, if awarded a grant:

1. That the GRANTEE will accept funds in accordance with applicable state and federal statutes, regulations, program plans, and applications, and administer the programs in compliance with the United States and Ohio Constitutions, all provisions of such statutes, regulations, applications, policies and amendments thereto.
2. That the control of funds provided to the GRANTEE under the Community Connectors and title to property acquired with those funds will be in a designated eligible recipient and that a designated eligible recipient will administer those funds and property.
3. That the GRANTEE has the necessary legal authority to apply for and receive the proposed grant and enter into the contract.
4. That the GRANTEE will keep and maintain the required financial and compliance records in accordance with the Ohio Revised Code Section 117.11, utilizing generally accepted accounting principles (GAAP) unless the GRANTEE has requested and received a waiver from the DEPARTMENT as to the method of accounting practices.
5. That the GRANTEE will make reports to THE DEPARTMENT as required or requested, and that may reasonably be necessary to enable THE DEPARTMENT to perform its duties. The reports shall be completed and submitted in accordance with the standards and procedures designated by THE DEPARTMENT and shall be supported by appropriate documentation.
6. That the GRANTEE will maintain records, and provide access to those records as THE DEPARTMENT and authorized representatives in the conduct of audits authorized by state statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information.
7. That the GRANTEE will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations and individuals in the planning for and operation of the program, as may be necessary according to state law.
8. That any application, evaluation, periodic program plan or report relating to the Community Connectors will be made readily available to parents and to other members of the general public.

- A. The enforcement of any obligations imposed by law.
 - B. The correction of deficiencies in program operations that are identified through program audits, monitoring or evaluation.
 - C. The adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs.
19. The GRANTEE, by submission of a grant proposal, agrees that THE DEPARTMENT has the authority to take administrative sanctions, including, but not limited to, suspension of cash payments for the project, suspension of program operations and/or, termination of project operations, as necessary to ensure compliance with applicable laws, regulations and assurances for any project. The GRANTEE acknowledges this authority under Ohio Revised Code Section 3301.07 (C), as applicable.
 20. . In the purchase of equipment and supplies, the GRANTEE will comply with state ethics laws and Ohio Revised Code Section 2921.42.
 21. That the GRANTEE will have effective financial management systems, which includes, but is not limited to, the ability to report financial data verifying compliance with program regulations and maintaining effective internal control over the operations of the approved grant.
 22. That the GRANTEE will obligate funds within the approved project period as set forth in the approved application and will liquidate said obligations not later than 90 days after the end of the project period for the grant.

This assurance is given in consideration of and for the purpose of obtaining any and all grants, loans, contracts, property, discounts or other financial assistance extended after the date hereof to the GRANTEE by THE DEPARTMENT, including installment payments, after such date on account of applications for financial assistance which were approved before such date. The GRANTEE recognizes and agrees that such financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the State of Ohio shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the GRANTEE, its successors, transferees and assigns. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the GRANTEE.

GRANTEE

Dave Hickman
 Authorized Representative Date


 Fiscal Representative Date

Dave Hickman
 Printed

NELORA GLASPER
 Printed