**North Carolina Homeless Management Information System (NC HMIS)**

**Amendment to Contract**

This Agreement, made this day of \_\_\_\_\_\_ , 2015, constitutes a Contract for Services between the Michigan Coalition Against Homelessness, Inc. (“MCAH”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Whereas, MCAH and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ entered into a Contract for Transition Services (“Contract”) dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

Whereas, MCAH and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ desire to amend the Contract to extend the term, increase the Contract amount and modify the scope of work to include additional services.

Now therefore, for the above-state purposes, and in consideration of the covenants and conditions herein contained, MCAH and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby agree as follows:

1. Section II of the Contract shall be modified to read as follows:

“The term of the Contract will be January 1, 2015 through September 30, 2015. Notwithstanding these dates, the Contract shall expire upon completion of the work program contained in the Scope of Work (Exhibit A) and the Annual Scope of Work (Exhibit A-1) or disbursement of all Contract funds shown in the Transition Budget (Exhibit B) and Annual Budget (Exhibit B-1). Any extension of this Contract is dependent upon funding availability, a satisfactory review of services provided, and agreement of the parties.”

1. Section IV of the Contract shall be modified to read as follows:

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will pay MCAH an amount not to exceed **XXXXX THOUSAND XXX HUNDRED XXXX AND XX/100 DOLLARS ($XXXXXX)** for services performed as described in the Scopes of Work (Exhibits A and A-1) and expenses incurred, consistent with the Transition Budget (Exhibit B) and Annual Budget (Exhibit B-1) in a share of costs agreed upon by formal action of the NC HMIS Governance Committee, with the share of transition costs shown in Exhibit C and the share of annual costs shown in Exhibit C-1. MCAH may shift funds between categories of expenditures in Budgets B and B-1, respectively, as long as the shift does not exceed 10 percent of the Grand Total of Estimated Costs in the respective budget. Costs may include but are not limited to the cost types shown in the budget. However, funding for types of costs other than those specifically shown in the budgets must be approved by formal action of the NC HMIS Governance Committee.”

1. Section VI of the Contract shall be modified to read as follows:

“MCAH’s point of contact for all issues (technical and otherwise) specified in the document is Eric Hufnagel, 15851 S. Old US27, Building 30, Suite 315, Lansing, MI 48906, email ehufnagel@mihomeless.org. The point of contact for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for purposes of contracts and invoices is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Exhibit A of the Contract shall be modified by inserting Exhibit A-1, which is attached hereto, at the end of Exhibit A.
2. Exhibit B of the Contract shall be modified by adding Bowman System Fees and Services as an eligible activity under System Tasks.
3. Exhibit B of the Contract shall be further modified by inserting Exhibit B-1, which is attached hereto, at the end of Exhibit B.
4. Exhibit C of the Contract shall be modified by inserting Exhibit C-1, which is attached hereto, at the end of Exhibit C.
5. Except as modified herein, all conditions of the Contract are incorporated herein by reference and shall continue in full force and effect to the completion of the Contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed in duplicate by their duly authorized representatives and signed under seal effective as of the date first written above.

**MICHIGAN COALITION AGAINST HOMELESSNESS, INC.**

BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

 Eric Hufnagel, Executive Director

ATTEST **CITY OF WINSTON-SALEM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

Renée L. Phillips, City Secretary Lee Garrity, City Manager

|  |  |
| --- | --- |
| Approved as to form and legality.This the \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_. | This instrument has been preaudited in the manner required by the Local Government and Fiscal Control Act.This the \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela I. Carmon, City Attorney Lisa Saunders, Chief Financial Officer

**STATE OF NORTH CAROLINA**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY**

       I,                                                                          , a Notary Public of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County, NC, do hereby certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally came before me this day, and acknowledged that he or she is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, sealed with its corporate seal, and attested by him or her as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

       WITNESS my hand and official seal, this the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

                                                                             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                                             Notary Public

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged by                     before me on the            day of                                     ,

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary public, State of Michigan, County of

My commission expires\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit A-1**

**Scope of Work for the North Carolina HMIS**

**July 1, 2015 to September 30, 2015**

**First quarter activities\* for July 1, 2015 to September 30, 2015 are shown in context of the annual scope of work for the year beginning July 1, 2015 and ending June 30, 2016.**

|  |  |
| --- | --- |
|  | Timelines |
| Specific Activity | MCAH | NC Partners (Specific Partner) |
| Administrative Tasks |  |  |
| CoCs set schedule for signing Participation Agreements & Admin QSOBAA |  | 7/15/2015 (CoCs) |
| Final FY15/16 Contract & Scope of Work Adopted |  | TBD/2015 (Governance) |
| Final FY15/16 Contract & Scope of Work Signed and Executed | 9/30/15 | 9/30/2015 (CoCs) |
| --Draft Contract |  | TBD/2015 (Governance) |
| --Draft Scope of Work | 6/10/2015 (This Document) |  |
| Invoicing with associated Activity Report (15 days from close of Month) | 8/15/2015 | Payment Invoice + 30 calendar days (CoCs) |
| HMIS P&P Update  |  |  |
| --Draft Update | HUD + 45 days or April 30th |  |
| --CoC Adapts and Adopts |  | Draft + 60 Days (CoCs)\* |
| --Mid-Year Review and adapt Scope of Work as necessary | 1/15/2016 | 1/15/2016 (Governance) |
| Negotiate FY16/17 Bowman budget | 4/15/16 |  |
| FY16/17 Budget, Contract & Scope of Work Adopted |  | 4/30/2016 (Governance) |
| --Draft Scope of Work | 3/30/16 |  |
| --Draft FY16/17 Budget | 3/30/16 |  |
| --Draft Contract | 3/30/16 |  |
| FY16/17 Contract & Scope of Work Signed and Executed | 6/30/16 | 6/30/16 (CoCs) |
| NC HMIS WEB Site (Based on final payment for transition tasks) |  |  |
| --Branding  | Branding Options completed | 7/1/2015 (Communications) |
| --Functionality Presentation | Payment + 21 days | Presentation + 10 days – Approval (LSAs) |
| --Content moved from Interim WEB Site - Live Web Site | Payment + 90 days |  |
| --Web Site Satisfaction Survey (LSA) | 90 days after Launch |  |
| Training--Our obligation is to train  |  |  |
| Certification Library of basic training (see Certification Training Schedule): | 7/1/2015 Ongoing |  |
| LSA Meetings | 7/1/2015 Ongoing |  |
| Agency Administrator Meeting | 7/1/2015 Ongoing |  |
| Help Desk | 7/1/2015 Ongoing |  |
| Compliance Audit Plan (with LSAs) & Training Tools | 10/31/2015 | Approval 11/30/2015 (LSA) |
| HMIS APR Overview with CoC Grantees (scheduled as requested by CoCs). This is a training with grantees to walk through the APR, discuss content and make assignments. | 1 | Grantee End Date +/- 10 (CoCs) |
| NOFA / AHAR / HIC & PIT Training Plan  | Guidance Release+ 15 Days |  |
| LSA Training Satisfaction Survey  | 12/15/2015 & 6/15/2016 |  |
| Systems Tasks |  |  |
| Finish moving all Licenses | Migration +30 day | May be renegotiated if LSA is not available |
| Negotiation Funder Workflows as needed (Funder approval) | Approval + 30 days  |  |
| HMIS System Statistics for HMIS CoC Grants | HMIS Grant End Date + 30 Days |  |
| Measurement Issues |  |  |
| Initial Coverage Training + Schedule with CoCs | Training by 10/1/15 | CoC completed exercise by 3/31/16 (LSAs) |
| Chronic Certification Working Group Draft Plan | 2/28/16 (LSA Group) | 2/18/2017 LSA completed |
| Annual Report (meeting to discuss whether we are ready to publish and develop plan for publication if it’s a “go”). | 4/1/2016 | Plan Completed 6/1/2016(Reports Committee) |
| Reports |  |  |
| Move MCAH Suite of Reports (w/out SOW) | 7/1/2015 |  |
| Bowman SOW Reports – Bowman Execution Date |  |  |
| Manage & Update Reports | 7/1/2015 ongoing |  |
| Custom Reports as Negotiated  | Negotiation Complete +30 days for initial draft unless otherwise negotiated |  |
| Add Bowman Reports to the Site (if request is involved, we will move report within 5 days). | 7/1/2015 ongoing |  |

\*Activities occurring partially or completely in first quarter of annual period

\*\*All days are defined as “work days” unless otherwise specified.

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| **Exhibit B: MCAH NC Transition Budget** |
| Category and Activities: | Hours |  Estimated Costs  | Completion Date |
| Governance | 60 | 4,200.00 | 4/30/2015 |
|  -Interim Budget |   |   |   |
|  -Interim MOU |   |   |   |
|  -Year 1 Budget Finalized |   |   |   |
|  -Reporting P&P Finalized |   |   |   |
|  -Year 1 Contract |   |   |   |
|  -HMIS Policies and Procedures |   |   |   |
| Communication Plan | 15 | 900.00 | 1/31/2015 |
|  -Develop Calendar of Governance Meetings  |   |   |   |
|  -Negotiate content for initial LSA Meetings |   |   |   |
|  -Develop Calendar for LSA & User Meetings |   |   |   |
|  -Develop Calendar of Trainings (See Training)  |   |   |   |
|  -Develop Communications Contact Lists |   |   |   |
| Privacy Plan | 40 | 7,800.00 | 4/30/2015 |
|  -NC Consultant Fees |   | 5,000.00 |   |
|  -Negotiation/Approval of new Privacy Plan | 10 |   |   |
|  -Develop Revised Agreements (Particpation, QSOBAA, etc) | 20 |   |   |
|  -Develop Client Releases / Notices etc | 10 |   |   |
| System Tasks (mix of Bowman and MCAH) | 77 | 16,750.00 | 6/30/2015 |
|  -Update Contract with Bowman (MCAH & Governance) | 5 | 350.00 |   |
|  -Server Evaluation (Bowman) |   | Normally Free |   |
|  -Evaluate and add new Modules | 4 | 240.00 |   |
|  -Develop / Approve Archive & Data Reorganization Plans | 20 | 1,200.00 |   |
|  -SOWs with Bowman (Archive, move data and reports) | 8 | 10,560.00 |   |
|  -Build / modify Reports on NC HMIS @ $110/hr | 40 | 4,400.00 |   |
| Training (MCAH Staff) | 123 | 7,460.00 | 31-May |
|  -Administrative Pages (20 1 hour Sessions) | 25 |   |   |
|  -Visibility and Security (20 1 hour Sessions) | 25 |   |   |
|  -Module Training (current and new - Live via WEB/Recorded) | 30 |   |   |
|  -Privacy (8 hrs Live via WEB) See April for on-site | 8 |   |   |
|  -Help Desk related to above training (Jan to April) | 25 |   |   |
|  -Reports (5 - 1 hour Sessions via Web) | 10 |   |   |
| On Site Staffing (Mid March to June 30th) |   | 79,677.46 | 6/30/2015 |
|  -Recruiting  | 13 | 810.00 | 2/28/2015 |
|  -1 Staff FTE (mid-March to June 30) |   | 23,625.00 |   |
|  -.5 Staff FTE (April - June 30) |   | 3,833.33 |   |
|  -Office Expenses + Equipment & Supplies |   | 7,291.67 | April ongoing |
|  - Equipment (2 computers, 1 printer, 1 tablet, 2 headsets) |   | 4,100.00 |   |
|  -Internet + GoToMeeting+Office Supplies |   | 3,837.46 |   |
|  -Visiting MCAH Staff (April to June includes Housing/Car Stipend) |   | 36,180.00 |   |
| Travel Expenses (Air+Hotel+Car+Hours Spent on Site) |   | 20,901.75 | 6/30/2015 |
|  -Jan (1 trip, 2 staff, 2.5 days) Travel Expenses |   | 1,761.00 |   |
|  -On Site Staff hrs for Barb and Gerry | 32 | 2,080.00 |   |
|  -Feb (Barb 2 trips 2 days; Gerry 2 trips, 3 days ) - Governance + Interviews |   | 2,988.00 |   |
|  - Total 5 days - 40 hours (Barb 16, Gerry 24) | 40 | 2,560.00 |   |
|  -Mar (1 5-day trip, 1 staff to NC, 1 5-day trip NC staff to Michigan) |   | 3,041.50 |   |
|  -Michigan on-site hrs = 40, New hire billed elsewhere | 40 | 2,400.00 |   |
|  -April (1 trip 5 days) Barb - Gerry is housed in NC. |   | 1,270.75 |   |
|  - Barb meets w each CoC & trains privacy | 40 | 2,800.00 |   |
|  -May (1 trip 1 staff, 2.5 days) (Gerry is housed in NC) |   | 880.50 |   |
|  -Barb at Governance Meeting | 16 | 1,120.00 |   |
| Administrative (Jan to April) |   | 7,500.00 | 4/30/2015 |
|  -Payroll & Budget & Executive Director  | 45 | 2,700.00 |   |
|  -Planning and Governance Meetings  | 80 | 4,800.00 |   |
| Full Support Operations beginning on May 1,2015 (2 months) |   | 20,160.65 | May ongoing |
|  -Training Development and initial training delivery (front loaded) |   | 6,123.12 |   |
|  -Help Desk (prorated from Annual Budget) |   | 3,126.24 |   |
|  -Project Based Admin Support (2 months) |   | 6,604.02 |   |
|  -Insurance, audit, payroll, financial services, licenses (front loaded) |   | 4,307.27 |   |
| **Grand Total:** | **$165,350**  | **6/30/2015** |
| **Notes (See Application Budget for Detail on Expenses):**  |
| -Hourly Rates: Barb @ $70/hr, Analyst Wk @$110/hr, All other at $60/hour |   |
| -$10,000 Bowman and $5,000 for Privacy Expert were included. |  |  |   |
| -$81,000 Salary + Benefits prorated. |  |  |   |
| -Staff and Space Costs were prorated from the 25k estimate in Application budget |   |
| -Travel Expenses (8 hrs per day per staff, Airfare estimated at $450,Car Rental = $50/day + .55/mile mileage (assumes 25 miles rtrp to airport), hotel per diem=$97/day, food/expenses perdiem = $56/day. Travel day is .75 day. |
| -Any additional trips will be negotiated on a cost/trip basis. |   |
| -Training will be intensive the first 4 months. $9120 was split - half in May and June. $9360 prorated |   |

**Exhibit B-1**

**Annual Budget, FY15-16**

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| **North Carolina HMIS Implementation FY15/16 Budget (July 1, 2015 - June 30, 2016)** |
|  | **Detail** |  | **Amount** |
|  |  |  |  |  | **Total** |
|  |   |   |   |   |   |
| **Personnel Expense** |   |   |
| **Direct Project Staff** |  |  |   |   |   |
| NC HMIS Coordinator **(1.0 FTE)**  | $60k plus benefits (@ 35%) | $81,000 |   |   |   |
| NC HMIS Statewide Trainer/Analyst **(1.0 FTE)** | $54k plus benefits (@ 35%) | $72,900 |   |   |   |
|   | Subtotal |   | $153,900 |   |   |
| **Support Contract / TA - MSHMIS** |   |   |   |   |   |
| Trainers | Fee for service (5 hrs x 52 wks @$60/hr) Regular ongoing training - SA, AA mtgs, ART Orientation, Sys Admin, Workflow Specific, etc.  | $15,600 |   |   |   |
| Help Desk  | Fee for Service (10 hrs x 52 wks @ $60/hr ) | $31,200 |   |   |   |
| Analyst  | Fee for Service (12 hrs x 12 months @$110/hr)  | $15,840 |   |   |   |
|   | Subtotal |   | $62,640 |   |   |
| **Administrative - MCAH** |   |   |   |   |   |
| MCAH Staff | Program Assistant (10 hrs/week) |   |   |   |   |
| Office Assistant (6.75 hrs/week) |   |   |   |   |
| Executive Director (8 hrs/week) |   |   |   |   |
| Subtotal |   | $40,977 |   |   |
|  | ***Total Personnel Expenses*** |  |   |   | $257,517 |
|  |  |  |   |   |   |
| **Occupancy & Office Expenses (NC State Office Housing Coordinator and Statewide Trainer/Anaylst)** |   |   |
| Operating | Space/rent (600 sf x $15/sf) | $9,000 |   |   |   |
| Furniture | $4,400 |   |   |   |
| Phone/fax service (Equipment/Install/set-up - $450; cell - 2 lines x 12 mnths x $50; landline - 3 lines x 12 mnths x $75) | $4,350 |   |   |   |
| Utilities (12 mths x $150) | $1,800 |   |   |   |
| Janitorial (12 months x $50) | $600 |   |   |   |
| Renter's Insurance | $250 |   |   |   |
| Internet and e-mail (Equipment/Install/Set-up - $380, 12 mths x $135)  | $2,000 |   |   |   |
| subtotal |   | $22,400 |   |   |
| Office Equipment (Purchase/Upgrade) | Copier (purchase or lease TBD) | $2,800 |   |   |   |
| Fax machine | $400 |   |   |   |
| Laptop | $1,200 |   |   |   |
| Bluetooth headsets (2 x $175) | $350 |   |   |   |
| subtotal |   | $4,750 |   |   |
| Office Supplies | General desktop and other office supplies (toner, paper, etc.), postage and printing. |   | $2,200 |   |   |
| ***Total Occupancy & Office Expenses*** |  |   |   | $29,350 |
|  |  |  |   |   |   |
| **Travel Expenses** |   |   |
| Travel Expenses - NC Staff (Coordinator and Trainer/Analyst) | ***In-state work to assist local System Administrators/Agencies*** |   |   |   |   |
| Front-end (Month 1): 2 staff x 10 CoC visits x 2-3 days |   |   |   |   |
| Mileage (2000 miles @ $.575) | $1,150 |   |   |   |
| Lodging (2 staff x 10 visits x 1.5 nights x $95) | $2,850 |   |   |   |
| Per diems (40 days x $51) | $2,040 |   |   |   |
| On-going (Months 2-12): 1-2 staff x 20 CoC visits x 1-2 days |   |   |   |   |
| Mileage (5200 miles @ $.575) | $2,990 |   |   |   |
| Lodging (1.5 staff x 20 visits x .75 night x $95) | $2,138 |   |   |   |
| Per diems (45 days x $51) | $2,295 |   |   |   |
| ***Miscellaneous meetings*** |   |   |   |   |
| Mileage (2000 miles @ $.575) | $1,150 |   |   |   |
| Meals (meetings - 2 x 10 mtgs x $10) | $200 |   |   |   |
| **In-state & out-of-state conference attendance staff training** |   |   |   |   |
| Registration fees (Bowman "Collaboration" - 2 x $425; NCAHC - 2 x $225; MSEH - 2 x $150) | $1,600 |   |   |   |
| Mileage (300 x $.575) | $173 |   |   |   |
| Parking/car rental/cab fare) | $115 |   |   |   |
| Airfare (2 staff x 2 trips @ $400) | $1,600 |   |   |   |
| Per diems (16 days x $51) | $816 |   |   |   |
| Lodging (2 staff x 1 events x 2 nights @ $140; 2 staff x 2 events x 2 nights $95) | $1,320 |   |   |   |
| subtotal |   | $20,437 |   |   |
| Travel Expense - MSHMIS Staff | ***Travel to NC for meetings and training/support***  |   |   |   |   |
| Airfare (2 staff x 12 flights @ $400) | $9,600 |   |   |   |
| Lodging (2 staff x 12 trips x 2 nights @ $95) | $4,560 |   |   |   |
| Per diems (2 staff x 12 trips x 3 days @ $51) | $3,672 |   |   |   |
| Car rental (12 trips x 2 days @ $50).  | $1,200 |   |   |   |
| Additional funding for travel to address unexpected issues | $1,500 |   |   |   |
| subtotal |   | $20,532 |   |   |
| ***Total Travel Expenses*** |  |   |   | $40,969 |
|  |  |  |   |   |   |
| **Organizational / Administration Expenses** |   |   |
| Insurance | Share of insurances: D&O, hazard insurance, volunteer, and crime policies, etc. (.22) |   | $1,092 |   |   |
| Membership Dues & Subscriptions | N/A |   | $0 |   |   |
| Audit | Share of annual audit & required fed'l forms (including OMB Circ A) (.22) |   | $1,628 |   |   |
| Payroll Processing | Includes per-person new hire fees, fee per pay period, monthly fee for online access to stubs, end of year W-2 |   | $250 |   |   |
| Professional Fees | Share of monthly financial statement and Form 1099 processing and bank reconciliations (outsourced) (.22); necessary financial consultation. |   | $1,054 |   |   |
| Permits, Licenses and Fees | Related to doing business in NC, etc. |   | $150 |   |   |
| ***Total Organizational / Administration Expenses*** |  |   |   | $4,174 |
|  |   |   |   |   |   |
| **Technical Expenses** |  |   |
| Bowman Systems Technical Costs | Includes standard technical functions (licenses, encryption fees, costs associated with hosting, custom programming, and Premium Disaster Recovery, etc.).  |   | $130,000 |   |   |
| Server | Replacement/upgrade of server utilized by Bowman Systems |   | $15,000 |   |   |
| Office Technology Maintenance | Includes related licenses and software updates/upgrades update (eg, Go To Meeting, antivirus, Survey Monkey, Tableau and other tools used by project staff to support training activities. |   | $4,210 |   |   |
|  | ***Total Technical Expenses*** |  |   |   | $149,210 |
|  |  |  |  |  |   |
| **BUDGET TOTAL** |  |  |  |  |  $ 481,220  |

**Exhibit C-1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Continuum of Care** | **2014 HIC beds\*** | **Percent of total****Beds and costs** | **Cost Share July 1, 2015 to September 30, 2015\*** |
| **Number** | **Name** |
| 500 | Forsyth | 1,047 | 5.76% |  |
| 501 | Buncombe | 1,138 | 6.26% |  |
| 502 | Durham | 1,189 | 6.54% |  |
| 503 | Balance of State | 5,242 | 28.84% |  |
| 504 | Guilford | 1,338 | 7.36% |  |
| 505 | Mecklenburg | 3,865 | 21.27% |  |
| 506 | Tri-HIC | 666 | 3.66% |  |
| 507 | Wake | 2,138 | 11.76% |  |
| 509 | Gaston-Lincoln-Cleveland | 614 | 3.38% |  |
| 511 | Cumberland | 498 | 2.74% |  |
| 513 | Orange | 231 | 1.27% |  |
| 516 | Northwest | 208 | 1.14% |  |
| **Total\*** |  | **18,174** | **100%** |  |

**\*Total costs represent the estimated costs for the period from July 1, 2015 to September 30, 2015.**