

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID—**

(This is not an order)  
**BID MUST BE MADE ON THIS SHEET  
 OR AS OTHERWISE SPECIFIED**

NEW YORK STATE  
 OFFICE OF COURT ADMINISTRATION  
 CONTRACT & PROCUREMENT ADMINISTRATION  
 42 KARNER ROAD, ALBANY, NY 12205  
 (Agency Name and Address)

Direct Inquiries to: BETTY FALTERMEIER,  
 SR. COURT ANALYST  
 Telephone No.: (518) 869-4732

Price to include delivery to (describe exact location and method of delivery)

PER ATTACHED RFP/SPECIFICATIONS

<b>Bid Number:</b> OCA/CPA-322	<b>Commodity Group:</b>
<b>Opening Date:</b> July 26, 2006 Time: 11:00 AM	<b>Commodity Name:</b> NASSAU FAMILY COURT CHILDREN'S CENTER

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p><b><u>UCS ATTACHMENT I, ATTACHMENT II, ATTACHMENT III AND ATTACHMENT IV ATTACHED &amp; INCORPORATED HEREIN.</u></b></p> <p>THE UCS IS SEEKING PROPOSALS FOR THE OPERATION OF A CHILDREN'S CENTER AT NASSAU FAMILY COURT.</p> <p><b>TERM:</b> SEPTEMBER 1, 2006 - MARCH 31, 2011</p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p>BIDDERS ARE TO SUBMIT ALL REQUIRED DOCUMENTATION AND PRICING IN THE FORMAT PRESCRIBED BY THE ATTACHED RFP SPECIFICATIONS.</p>
---	---

**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

**BIDS MUST BE SIGNED**

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number	

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**Procurement Lobbying Act Requirements**

The Procurement Lobbying Act of 2005 (State Finance Law §§ 139-j and 139-k) imposes new requirements on the New York State Unified Court System's (UCS) procurement process. The requirements include: restrictions on contacts by vendors to UCS personnel, mandatory documentation by UCS of certain vendor contacts, and additional vendor responsibility, disclosure and submission requirements. The requirements are described in detail below.

**Contact Restrictions and Contact Recording**

Except for a few types of contacts, vendors are prohibited from contacting anyone other than the contact person(s) designated in the RFB/RFP about the procurement during the restricted period of the procurement. The restricted period starts on the issue date of the RFB/RFP (see RFB/RFP cover sheet), which is the same date that notice of the procurement opportunity appears in the New York State Contract Reporter. The restricted period ends on the date that the Office of the State Comptroller (OSC) approves the contract. The only contacts that vendors can make to other than the designated contact person(s) are: participation in pre-bid conferences, contract negotiations after a tentative contract award and contacts related to certain kinds of complaints, including grievance proceedings. Vendors are also prohibited from making contacts that would result in a violation or attempted violation of the conflict of interest rules applicable to judges (part 100 of the Rules of the Chief Administrator of the Courts) and non-judicial employees (section 50.1 of the Rules of the Chief Judge). UCS employees are required to document certain vendor contacts and the documentation must include certain information about the person making the contact, including name, address, telephone number, occupation and place of principal employment. The documentation requirement applies to vendor contacts that are intended to influence certain aspects of the procurement and includes some permissible and/or routine contacts such as submission of a bid and participation in a pre-bid conference, as well as some contacts made to the designated contact person(s).

**Vendor Submissions & Vendor Responsibility**

Vendors are required to submit the following with their bids or proposals:

- ▶ affirmation of understanding and agreement to comply with the Procurement Lobbying Act's contact restrictions (see Attachment IV); and
- ▶ disclosure of prior findings of non-responsibility made against the vendor by any government agency during the four year period preceding the bid or proposal submission date for violations of the Procurement Lobbying Act's contact restrictions or for any

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

- ▶ intentional provision of false or incomplete information to a government agency (regardless of whether or not the false or incomplete information was related to the Procurement Lobbying Act) (see Attachment IV). Vendors must also certify that the disclosure is complete, true and accurate. In addition, all UCS contracts are required to contain a clause permitting UCS to terminate the contract if the vendor's certification is found to be intentionally false or intentionally incomplete.

UCS is required to make a determination of vendor responsibility with regard to the vendor's compliance with the Procurement Lobbying Act in addition to the vendor responsibility determination that is made based on the Vendor Responsibility Questionnaire in Attachment III.

**Termination Clause**

The New York State Unified Court System shall have the right to terminate this agreement upon thirty (30) days prior written notice in the event that it is found that Contractor's certification regarding Contractor's disclosure of prior determinations of non-responsibility, as required by the Procurement Lobbying Act (State Finance Law §139-k), was intentionally false or intentionally incomplete.

**UNIFIED COURT SYSTEM  
Procurement Lobbying Act Requirements  
Termination Clause**

**Please sign and return this form to:** \_\_\_\_\_

The New York State Unified Court System shall have the right to terminate this agreement upon thirty (30) days prior written notice in the event that it is found that Contractor's certification regarding Contractor's disclosure of prior determinations of non-responsibility, as required by the Procurement Lobbying Act (State Finance Law §139-k), was intentionally false or intentionally incomplete.

PO/Contract Number: \_\_\_\_\_

For UCS/OCA:

Name and Title \_\_\_\_\_

\_\_\_\_\_

Signature and Date \_\_\_\_\_

\_\_\_\_\_

For: \_\_\_\_\_  
(Contractor's Name):

Name and Title \_\_\_\_\_

\_\_\_\_\_

Signature and Date \_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT IV  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**Two forms:**

**Disclosure of Prior Non-Responsibility Determinations (2 pages)  
Affirmation of Understanding and Agreement (1 page)**

**Disclosure of Prior Non-Responsibility Determinations  
Pursuant to State Finance Law §139-k(2)**

**Background:**

The Procurement Lobbying Act (State Finance Law §139-k) obligates the New York State Unified Court System (UCS) to require bidders/contractors to disclose any finding of non-responsibility made against them within the previous four (4) years by any governmental entity based on: (a) a violation of the Procurement Lobbying Act's contact restrictions (State Finance Law § 139-j(3)); or (b) the intentional provision of false or incomplete information to a governmental entity. UCS is required to consider any failure of the bidder/contractor to timely disclose complete and accurate information concerning these prior determinations of non-responsibility in making its own required determination of vendor responsibility with regard to the vendor's compliance with the Procurement Lobbying Act. In addition, UCS is prohibited by the Act from awarding a contract to a bidder/contractor that (i) fails to timely disclose accurate or complete information concerning the prior determinations of non-responsibility required to be disclosed; or (ii) knowingly and willfully violates the Act's contact restrictions, unless a finding is made: (a) that the award of the contract to the bidder/contractor is necessary to protect public property or public health safety; and (b) that the bidder/contractor is the only source capable of supplying the required goods/services within the necessary timeframe. See State Finance Law §§139-j (10)(b) and 139-k(3).

**ATTACHMENT IV  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**Disclosure of Prior Non-Responsibility Determinations  
Pursuant to State Finance Law §139-k(2)**

2 pages

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address:

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

Name and Title of Person Submitting this Form:

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

Contract Procurement Number:

\_\_\_\_\_

Date:

\_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years based on either of the following:

(a) A violation of State Finance Law §139-j (Please circle):

No

Yes

(b) The intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

2. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity:

\_\_\_\_\_

Date of Finding of Non-responsibility:

\_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

3. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No Yes

4. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Bidder/Contractor certifies that all information provided to the NYS Unified Court System with respect to the disclosure required by State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

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

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

**ATTACHMENT IV  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**Affirmation of Understanding and Agreement  
Pursuant to State Finance Law §139-j (3) and §139-j (6) (b)**

**Background:**

State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer's understanding of and agreement to comply with the Governmental Entity's procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

Bidder/Contractor affirms that it understands and agrees to comply with the procedures of the New York State Unified court System concerning permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Bidder/Contractor Name: \_\_\_\_\_

Bidder/Contractor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GENERAL SPECIFICATIONS

In addition to such other terms, conditions and provisions presented herein, the NYS Unified Court System Standard Request For Bid Clauses & Forms - Attachment I, ST-220 Contractor Certification Attachment II, Vendor Responsibility - Attachment III and UCS Attachment IV are attached and incorporated herein.

### Background:

This Request For Proposals ("RFP") has been developed in collaboration with the Permanent Judicial Commission on Justice for Children (hereinafter "the Commission"). The Commission was established in 1988 to address the problems of children whose lives and life-chances are shaped by the New York State court system. Since 1991, the Commission has focused its attention on poor young children aged 0-5 and targeted three areas for reform: improving access to early intervention services; providing services to children spending time waiting in New York State's courts; and assessing and improving state court proceedings relating to foster care, termination of parental rights and adoption.

To address the needs of children spending time waiting in New York State's courts, the Commission initiated the Children's Center project. The Children's Centers promote more efficient court operations. They also achieve two important objectives for children and their families: they assure that care givers can fully participate in court proceedings, and that the time children spend in court is safe and productive.

The Children's Centers provide a separate, safe and supervised environment for children who must be in court in connection with matters involving them or their care givers.<sup>1</sup> They also provide an opportunity to link some of the state's neediest children and families to vital services and programs they are entitled to but not receiving.

The Children's Centers operate year-round when the court is open. Children's Center staff is trained in childcare and early childhood development. Staff provides age-appropriate activities and toys; books and materials so that the time children spend in court can be used to promote their social, educational and recreational development.

The Children's Centers provide an opportunity to connect children and families to essential services and programs such as WIC, the food stamp program, head start, the local child care resource and referral agency, local child care programs, the early intervention program and supplemental security insurance (SSI).

### Purpose & Scope:

The New York State Office of Court Administration - Contracts & Procurement Administration (hereinafter OCA/CPA) is seeking sealed proposals on behalf of the Permanent Judicial Commission on Justice for Children (hereinafter "the Commission"). This RFP is seeking

---

<sup>1</sup>Caregiver is defined as a parent, guardian or other person responsible for the care of a child.

proposals for the ongoing operation of the existing Children's Center in Nassau Family Court.

The Children's Center program consists of two parts:

- Providing quality drop-in child care for children who must be in court in matters involving them or their care givers, and
- Connecting children and families to educational, social and health services.

It is the intent of this solicitation to award a single contract for the Children's Center in Nassau Family Court. On behalf of the Commission, The New York State Office of Court Administration - Contract & Procurement Administration Unit (C&PA) is soliciting sealed proposals for the purpose of establishing a single contract providing for the services specified herein.

**Pre-Bid Conference:**

Pre-bid conferences will be held on the following dates at the following locations:

Date: June 22, 2006                      Time: 11:00 am                      Location: Nassau County Family Court, 1200 Old Country Road, Westbury, NY 11590

Please notify Betty Faltermeier, [bfalterm@courts.state.ny.us](mailto:bfalterm@courts.state.ny.us), Fax: (518) 869-4735 or Phone: (518) 869-4732, a **minimum** of two (2) business days in advance of planned attendance. While attendance is not mandatory, it is strongly recommended.

**Proposal due date:**

All proposals must be received **on or before 11:00 AM, July 26, 2006** to receive consideration.

**Contract term:**

The term of any awarded contract shall be for a period of five (5) years commencing **September 01, 2006 - March 31, 2011**. The UCS reserves the right to once extend any awarded contract for a period, not to exceed one-hundred-eighty (180) days, upon written notification to the contractor prior to the expiration of the contract. Any such renewal or extension shall be subject to the approval of the NYS Attorney General (hereinafter OAG) and the NYS Office of the State Comptroller (hereinafter OSC).

**Method of Award:**

Award shall be made to the responsible proposer who receives the highest point value as indicated in **Award Criteria**. Responsible shall be defined to include, but not be limited to, compliance with these specifications, references, bidder's performance history, financial stability, resources, cost factors and experience with comparable awards/contracts.

**Paperwork:**

Complete the paperwork on the forms provided with this solicitation unless otherwise specified herein. **Do not retype or amend any portion of this solicitation.** Failure to comply may result in disqualification of proposer's response.

**Copies:**

In addition to one (1) complete, original blue ink-signature proposal with all required appendices, bidders **must** include ten (10) complete copies of same. Failure to do so may result in rejection of proposal.

**Please Note:** Original may be bound or contained in a three ring binder, however all copies of the proposal should not be submitted in a three-ring binder, or in any other bound fashion. Please submit the copies bound only by rubber bands, staples, clips or similar devices.

**Submission of Paperwork:**

Proposals must be submitted on bidder's letterhead and be clearly marked, "RFP# **OCA/CPA-322**" in the top left or right of the first page. **Original signature proposals and all required copies must be contained in a sealed envelope or carton and the statement clearly marked on the exterior, "SEALED PROPOSAL DELIVER IMMEDIATELY - DO NOT OPEN. RFP#OCA/CPA-322 DUE DATE 11:00 AM July 26, 2006".**

**Implied Requirements:**

Products and services that are not specifically requested in the RFP, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer.

**Silence of the Specifications:**

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**Unacceptable Bids/Proposals:**

The UCS may reject any proposals from bidders who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the state of New York; who have been declared not responsible, or disqualified, by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualifications of the bidders to receive public contracts.

**Inquiries:**

Prospective bidders are to direct any inquiries regarding this solicitation **in writing by July 12, 2006** and solely to the attention of:

Betty Faltermeier  
Senior Court Analyst  
Office of Court Administration  
42 Karner Road  
Albany, NY 12205

Fax: (518) 869-4735

E-mail: [bfalterm@courts.state.ny.us](mailto:bfalterm@courts.state.ny.us)

**The bid number must be indicated on the subject line.**

The questions and responses from the pre-bid conference and email will be uploaded to the web site <http://www.nycourts.gov/admin/bids>

**Notice to parties accessing solicitations or bid documents issued by the New York State Unified Court System via the internet**

The electronic versions of such solicitations & bid documents are intended solely as a convenience to the bidder and vendor community.

Any and all individuals, firms or organizations accessing any Request for Bid(s) (RFB), Requests for Proposal(s)(RFP), Specifications or any related documents from this website shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, **up to the scheduled date and time of the bid/proposal due date**, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question. The New York State Unified Court System (UCS) - Office of Court Administration (OCA) shall have no responsibility or liability with respect to any party or submission which does not address any and all such amendments, addenda, modifications or other information posted on this website or which purports to respond to any solicitation/bid change not issued by UCS - OCA. Further, UCS - OCA shall not be responsible or liable for any losses or damages caused by any party's failure or inability to access such data for any reason whatsoever, including, but not limited to, power failures, system failures, inaccessibility of on-line service providers, or log-on or transmission delays.

Please ensure all Attachments and/or Appendices are downloaded from the web site.

**All times indicated are E.S.T. or E.D.S.T.  
(Eastern Standard Time or Eastern Daylight Savings Time)**

**All responses are to be in English.**

## DETAILED SPECIFICATIONS

### Funding:

UCS is particularly interested in proposals which creatively use funding provided under this RFP to leverage community resources to the maximum extent feasible so that services provided to children and families in the Children's Centers are enhanced.

To be considered for operating funds, bidders must submit a program narrative and budget in accordance with the requirements set forth in this RFP.

### Eligibility of bidders:

UCS will consider proposals submitted by public organizations, for-profit corporations and not-for-profit organizations.

### Award selection criteria:

**A.** UCS intends to make an award to a single contractor (i.e., there will be no split awards). The award shall be made by the Commission's Selection Committee.

**B. Proposals will be evaluated on the following criteria:**

Organizational ability and experience. **Point Value 15%.**

Appropriateness and quality of program, including extent of innovation in services delivery for both childcare and services components of the program. **Point Value 60%.**

Appropriateness and quality of staffing plan and procedures. **Point Value 15%.**

Reasonableness of cost. **Point Value 10%.**

The following documents must also be completed, executed with original signature in blue ink and attached:

**Attachment I** Cover Sheet, Pages **3 of 10** (Non-Collusive Bidding Certification) and **4 of 10** (Acknowledgment Form).

**Attachment II** Contractor Certification ST-220.

**Attachment III** Vendor Responsibility

**Attachment IV** UCS Attachment IV

- Appendix B** Cover sheet with original, blue ink signature of authorized representative. Must be completed for each Children's Center proposed.(Attached)
- Appendix C** Completed budget worksheets and summary budget forms. (Attached)
- Appendix D** Needs assessment (Attached)
- Appendix E** Required Attachments:
1. Most Recent Audited Financial Report
  2. Organizational Chart
  3. Charity Registration Number (not-for-profit bidders)
  4. IRS Correspondence indicating applicant's tax-exempt status (if applicable)
  5. Current Listing of Board of Directors
  6. Certificate of Incorporation
  7. Copy of Insurance Certificate
  8. Staff Job Descriptions and Resumes
- Appendix F** Names, positions and organizational affiliations of advisory committee members.
- Appendix G** List of three (3) references including names and phone numbers of person having direct knowledge of bidder's performance. Each reference should indicate a description of the work performed for the reference organization.

### **Program Narrative**

Maximum fifteen (15) page, single-sided, double-spaced program narrative. The program narrative must also include a separate response to each section specified below and should identify each response by the corresponding heading in the RFP.

The following Attachments are provided for informational purposes:

- Attachment IV** Minimum Requirements (proposals must meet these program standards)

## **Attachment V**      Budget Instructions

### **1. Organizational Information**

Include in this section the philosophy, experience and qualifications of the organization.

- Describe the organization's experience and/or capabilities in operating childcare programs and your understanding of the needs of children and families in crises. Include experience that speaks to the organization's ability to conduct the ongoing operation of the children's center program in the required county and the organization's ability to supervise staff working in host settings.
- Describe the organizations experience or ability in operating referral or other community based programs as well as any drop-in programs. Include your agencies knowledge of, or its capacity to gain knowledge of, local, state, and federal service programs and entitlements that would be of benefit to the specific population of the Children's Center.
- Describe your experience and success in raising funds and other resources, and how your fund-raising dollars are disbursed.
- Provide an organizational chart, certificate of incorporation, charity registration number (if applicable) and list of board of directors.
- New bidders (providers) must also include a transition plan on how they will assume operations on September 01, 2006 without interruption of services.

### **2. Program Description**

All programs must comply with the **Minimum Requirements** set forth in **Attachment III**.

#### **A. Childcare component:**

Describe the philosophy of, and the specific childcare services to be implemented. Also, include a detailed outreach plan with a schedule of planned events to maximize usage of the Children's Center.

#### **B. Services connection component:**

Describe the philosophy of the manner in which the services connections portion of the program will be implemented. Include a list of services and entitlement programs for which up-to-date information will be displayed in the center and the means by which children and families will be referred/enrolled. Describe how staff knowledge of such programs will be expanded.

3. **Staffing**

Provide a staffing plan for the children's center. Include provisions for paid employees and volunteers and a detailed plan describing the daily and ongoing supervision of the center. Also, discuss the personnel procedures to be instituted to meet the minimum staffing requirements and plans for existing staff and volunteers. Provide the resumes of staff, if available, otherwise provide detailed job descriptions. Provide details on plans to recruit, train and retain volunteers.

4. **Facility**

Describe the location of the children's center, the basis for selecting the site, its relation to the court(s) to be served and its accessibility to the public. Also, provide a sketch location plan indicating the shape and size of the room and its access points and identify the areas immediately surrounding the children's center. Describe the interior layout of the children's center, if available. Indicate the location of toilet facilities and changing tables to be used for children in the children's center and, if outside the facility describe their relation to the children's center. If the center is planned for space that has been renovated, describe the renovation and the date when it was completed.

**Facility Inspection:**

With respect to conducting an analysis of proposals received, **proposer's** facility shall be available for inspection. Subsequent to the award, **contractor's** facility shall be subject to periodic inspection.

5. **References**

In this section, list three (3) references for the organization, which should include references in which the agency provided child care. The list should state each reference's name, address, telephone number, and a description of the work performed for the reference organization and the name of a contact person.

**Budget:**

The budget should cover the contract period **September 01, 2006 - March 31, 2008**. Funding requests must be submitted on the worksheets and budget summary forms in Appendix C. The budget requests must include a brief narrative.

2. A minimum 40% overall match of the total budget is required. All categories **do not** require a match. Where a match is being provided however, indicate such

match in the appropriate line item on the attached budget forms. The match may be in the form of in-kind services, cash donations, and local funding or other grants. Indicate the source of these funds in Appendix C.

**Awarded contracts:**

This request for proposal (RFP), bidder's proposal and required appendices shall serve as the basis of a contract with the UCS. Such proposed agreements are subject to the review and approval of the offices of the New York State Attorney General and Comptroller.

The applicant may be required to submit a clarified program description and budget and may also be asked to address specific questions or recommendations of the UCS evaluation committee before contract award.

**Compliance with laws:**

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations including, but not limited to the Americans with Disabilities Act.

**Insurance requirements:**

Bidders must submit proof of the following comprehensive & general liability insurance coverage (a certificate of coverage is acceptable):

- A. Minimum \$1,000,000 for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate.
- B. \$1,000,000 per occurrence of professional liability insurance for all staff involved with delivery of any and all services in the Children's Centers.

Such insurance shall be maintained and kept current throughout the contract period, or any extension thereof. Proof of insurance must be provided to UCS within 30 days of the expiration date of current insurance certificate throughout the contract periods, extensions and/or renewals.

**Data collection:**

Contractors shall be responsible for implementing and maintaining a data collection system for the Children's Centers pursuant to UCS instructions (details specified at time of awards). Such information shall be made available to UCS and the Commission, or designees, on a regular basis in a reporting format required by UCS.

**Confidentiality:**

Proposer acknowledges that any and all information, records, files, documents or reports contained in any media format accessible to the proposer, employees, servants, contractors, agents or volunteers (hereafter Agents) by the court, or which may be otherwise encountered by Agents shall be considered extremely confidential and shall be handled accordingly at all times. Neither the proposer, nor any of its Agents shall at any time be permitted to utilize such confidential information for the any purpose outside the scope of any resulting agreement without the express prior written authorization of the UCS. Any breach of this confidentiality by the proposer or any of its Agents may result in the immediate termination of the contract and may subject the proposer to further legal penalties.

**OCA/CPA-322 CHILDREN'S CENTERS**

# **APPENDIX C**

Organization Name: \_\_\_\_\_

**BUDGET SUMMARY BY OBJECT OF EXPENSE**

OBJECT OF EXPENSE	LOCAL SHARE* BUDGETED	% OF TOTAL BUDGET	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
A. Personnel Costs				
B. Non-Personnel Services				
1. Supplies				
2. Equipment				
3. Occupancy				
4. Miscellaneous				
5. Administrative				
Total NPS				
Total Operating Budget				

\*Include amounts for all funds other than UCS Funds, including in-kind contributions to be used in support of the proposed project. The source of all local match monies must be indicated on Budget Form C - Anticipated Revenue.

**BUDGET FORM A - - PERSONNEL SERVICES WORKSHEET**

POSITION TITLE	SALARY BUDGETED	% TIME ON PROJECT BUDGETED	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Personnel Total					
Fringe Benefits Total ___% Rate					
Total Personnel Services Costs					



**BUDGET FORM B.2 -- EQUIPMENT WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Total Equipment Costs			

**BUDGET FORM B.3 -- OCCUPANCY COSTS WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Real Estate Rentals			
Utilities			
General Liability Insurance			
Other			
Total Occupancy Costs			

**BUDGET FORM B.4 -- MISCELLANEOUS COSTS WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Total Miscellaneous Costs			

**BUDGET FORM B.5 -- ADMINISTRATIVE COSTS WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Printing			
Copying			
Postage and Shipping			
Telephone and Fax			
Professional Insurance			
Other			
Total Administrative Costs			

**BUDGET FORM C -- ANTICIPATED REVENUE**

ITEM	SOURCE	AMOUNT
Cash Donations		
In-Kind Donations		
Staff Positions		
Local Government Spending		
Grants		
Total Anticipated Revenue		

**OCA/CPA-322 CHILDREN'S CENTERS**

# **APPENDIX D**

NEEDS ASSESSMENT

1. On an average day, how many young children are brought to the court or courts to be served? This should be determined by actual court observation. Describe the process you used to make this determination.

---

---

---

2. Indicate the age breakdown of the children observed on an average day.

\_\_\_\_ <1, \_\_\_\_ 1-2, \_\_\_\_ 3-5, \_\_\_\_ >6.

3. Does the average number of children vary by day? \_\_\_ Yes \_\_\_ No

a. If yes, on which day(s) were most children in the Court House?

---

---

b. If yes, what accounts for the higher number?

---

---

4. Does the number vary by the time of day? \_\_\_ Yes \_\_\_ No

If yes, what time of day are more children present in the Court House?

---

---

5. On average, how long do children wait in court?

---

6. Where do the children wait?

---

7. Does the County have any special issues/problems that make the need for a children's center particularly acute? \_\_\_ Yes \_\_\_ No

If yes, please describe

---

---

# ATTACHMENT V

# Attachment V

## Minimum Requirements

The Children's Centers must provide quality drop-in childcare for children who must be in court in connection with matters involving them or their caregivers and provide families with information, referrals and connections to health, education, child care and other community-based services. The Centers must be in separate, safe and enclosed environments in the court or courts to be served. All Children's Centers must comply with the minimum facility, program and staffing requirements set forth below. However, the program may be provided through a variety of different program models depending upon the needs of the locality, the size of the Center and the number of children to be served.

The minimum program requirements, which all programs must meet, are as follows:

### Facility Requirements

1. A minimum of 35 square feet of open activity space (after subtracting for furniture) per child shall be provided in the Children's Center. The minimum amount of open square feet for a new Children's Center will be 150 square feet. Larger spaces may accommodate more children. Areas used for administrative and ancillary purposes, such as staff offices, storage spaces, bathrooms and hallways, entryways and kitchen areas must not be used in calculating the 35 square foot per child requirement.
2. The provider shall ensure that the Children's Center, its toys, furnishings and equipment are safe, clean and age-appropriate for children.
3. The provider shall ensure that the Children's Center is maintained in good repair and kept clean. Room temperature must be maintained at a minimum of 68 degrees.
4. The Children's Center should be neatly arranged and well organized. Storage for toys, books and materials must be provided and must allow for appropriate access by children. Storage for children's personal belongings must be provided and there must be enough space between individual storage areas so that items do not touch.
5. An area of the Children's Center shall be designated for infants and toddlers so that they may be separated from older children for safe floor play.

6. There will be an area that is designed to be welcoming to older children through the use of decorating, furniture and the activities offered.
7. A desk, telephone and list of emergency phone numbers shall be provided for staff.
8. Toilet facilities for children should be provided in the Children's Center whenever practicable or must otherwise be close by, as well as quickly and safely accessible.
9. Changing tables must be separate from eating and play areas and should be installed in the Children's Center whenever practicable or must otherwise be accessible in a nearby bathroom.
10. All Centers will have a panic button or similar device that is tied in to the courthouse security.

## **Program Requirements**

### **A. Operations**

1. The program shall provide, at a minimum, a separate, safe, supervised and enclosed environment for children who must be in court in connection with matters involving them or their caregivers.
2. The Children's Center shall serve children from six weeks thru twelve years of age.
3. Staff and volunteers shall treat all children and caregivers with respect.
4. The Children's Center shall be open and staffed by paid employees and volunteers, as needed, when the court is open. There must be a minimum of two staff persons present and able to accommodate children, for the Center to be open.
5. If the children's Center must be closed when Court is open, the provider shall immediately notify UCS Children's Center office and the Chief Clerk of their court(s).
6. The provider shall operate with regard to the established maximum capacity for the Children's Center as defined under Facility Requirements.
7. Providers shall implement a program that meets current National Association for the Education of Young Children (NAEYC) standards for developmentally appropriate practice.
8. Television or video viewing is not recommended. In those instances when all other resources have been exhausted, or if an educational video pertinent to the current theme or lesson plan is to be viewed, it must be

utilized for no longer than 20 minutes for young children, and no more than 45 minutes for school age children. At no time will children be required to view the program, or to remain seated during this time. Other choices for children will always be available for children concurrently. At no time shall adult shows (including game, talk shows, soap operas, religious shows, etc.) be on when a child is in the Center.

9. The Children's Center must have a sufficient quantity and variety of furniture, toys, books and materials appropriate to the age of the children served. Toys, books and materials must be selected to promote positive images of different ethnic, racial, cultural and gender groups.
10. Suitable arrangements shall be made for children to sleep and rest comfortably. Children shall not be allowed to rest or sleep directly on the floor. Infants must be placed on their backs for sleep unless a medical condition indicates otherwise.
11. The provider shall set forth in writing the responsibilities of caregivers while their children are in the Children's Center. The rules, written at least in English and Spanish (and other languages as appropriate), must be explained verbally to caregivers when they register their children, and a written copy must also be given to each as well. The rules and responsibilities must also be posted conspicuously in the Children's Center.
12. The provider shall obtain from caregivers upon their entering the Children's Center a written signed statement on a form provided by UCS indicating: the caregivers' name, address, telephone number, relationship to the child, location in court, an emergency contact (someone not accompanying the caregiver; they must be in another physical location and ideally within an hour's drive) with phone number and area code, and information on the child including the child's first and last name, gender, age, special needs, allergies and any recent childhood illness/conditions.
13. The provider shall establish written procedures for, as well as implement, an outreach program for the purpose of maximizing center usage. Outreach strategies shall include, at a minimum, ongoing orientation of appropriate court and non-court personnel; quarterly provider-sponsored events; and staff outreach to caregivers in waiting rooms at least twice per day. Outreach is the term used to describe the process of walking through court hallways and waiting areas, verbally encouraging caregivers to utilize the Children's Center and handing out pamphlets to other people in the building. Outreach also encompasses informational sessions provided to various outside agencies and groups. Any pamphlets used must be approved by the Children's Center office.
14. The provider shall establish procedures for notifying caregivers who have been turned away from a Children's Center that is operating at maximum capacity, as to when space becomes available.

15. The provider shall establish an **Advisory Committee** for the Children's Center that will be appointed every two years to **provide recommendations on programmatic and fiscal operations and to maximize linkages with available community services and entitlement programs**. The Advisory Committee shall:
- be co-chaired by a representative of the provider agency and an individual elected by the Committee;
  - be comprised of at least one parent from the community, a local lawyer or law guardian, and representatives from the county Departments of Social Services, Mental Health, and Health, the court or courts served by the Children's Center, a court officer or rep. from the appropriate security division, the local Head Start Program or local Child Care Resource and Referral Agency;
  - meet quarterly and provide UCS with a summary of the meeting within ten (10) business days;
  - assist Center staff in determining how best to provide caregivers with information, referrals and connections to needed services; and
  - be presented with the Agency's annual Children's Center Budget proposal before it is approved by the UCS, so that they may provide recommendations and ideas as to meeting the financial needs of the Center.
  - assist Center staff in implementing special UCS initiatives such as literacy initiatives at the Children's Center.
16. The provider shall establish appropriate written confidentiality procedures and they must be submitted for approval to the Children's Center Program office.
17. All Children's Center records must be kept confidential and in a secure cabinet, and retained until notification from the Children's Center office.
18. A child may not be taken out of the Center for any reason or length of time unless the caregiver signs the child out. Therefore attorneys, court appointed child advocates or Department of Social Service employees may not take a child out of the Center without the caregivers signature.

**B. Safety**

1. The provider shall establish written procedures to ensure that a child is released to the proper caregiver who must be the person who brought the child to the Children's Center unless the caregiver designates another person in writing or there is a written and signed court order directing otherwise. If a child must be released to an emergency contact that was designated in writing by the caregiver upon intake, that named person must show ID when picking up the child.

2. The provider shall establish written security procedures with the court to ensure that the Center is immediately notified when there is a court-ordered change in custody or removal. A child shall only be released from a Children's Center to the custodian named in a written and signed court order that is presented to the Children's Center staff.
3. If a removal, remand, or change of custody has been ordered, only the party that has been appointed custody of the child, and accompanying court officers, will be allowed into the Center. Any communications or goodbyes between the children and the person that signed them in must take place somewhere other than the Children's Center.
4. Staff shall accompany children to and from toilets located outside the Children's Center. Bathrooms used by children must not be able to be locked from the inside.
5. The provider shall take suitable precautions to eliminate conditions that create safety hazards.
6. The Children's Center must have and maintain a fully-stocked first-aid kit which shall include at a minimum the following: First-Aid guide; battery powered flashlight or lantern; assorted bandages and band-aids (include fingertip and knuckle); gauze squares; roll of 2-inch sterile gauze; adhesive tape; child's thermometer (digital ear, forehead strip or axillary); cold compress; antiseptic solution; first aid cream; tongue depressor; sealable plastic bags; scissors; soap; tweezers; cotton balls and swabs; and disposable medical grade gloves; CPR breath barrier; large plastic garbage bag(s), mylar emergency blanket, sugar packets. These items should be stored in a backpack for ease of access in emergency evacuations.
7. The provider shall develop an emergency evacuation plan, in writing, with assistance from the court. The emergency evacuation plan (including meeting place) must be both verbally explained and distributed in writing to all caregivers. The plan and the route must also be posted conspicuously in the Children's Center.
8. There must be twice yearly emergency evacuation drills.
9. All Centers must have walking safety ropes with loops or handholds to assist in the evacuation of children. There must be as many ropes as necessary to provide for the maximum number of children that may be accommodated in a Center.
10. All Centers must have a properly maintained battery powered lantern or flashlight in each room.
11. The Children's Center shall have a minimum of one single-line telephone for general use and emergencies. The Center Staff must have the ability to immediately contact the Children's Center office by phone directly from

the Children's Center.

12. The provider shall develop and establish written security procedures for the Children's Center with the assistance of court security personnel.
13. The provider shall complete an Incident/Accident Report\* on a format provided by UCS for any injury or illness that occurs in the Children's Center that requires First Aid and/or medical attention, or for an incident that requires the involvement of court officers or, security personnel or Child Protective Services. The Incident Report shall be sent immediately by fax and by mail within 24 hours to UCS. Any serious injury or illness, or the death of a child must be reported **immediately**, by phone, to the Children's Center office, and followed up with the written report. If such an instance occurs, any media may not interview Children's Center Staff and/or volunteers until the Provider Agency or the UCS grants approval.
14. If children are napping or sleeping in a separate room, the door must be open at all times as well as doors to any other rooms. If an adult is unable to stay in the room where a child is sleeping, the room must have a functioning and easily heard electronic monitor. Sleeping children must be checked every fifteen minutes.
15. No visitors are allowed in the Center. Only one family at a time will be admitted for intake.
16. No interviews or questioning of children may take place within the Children's Center.

### **C. Health**

1. The provider shall establish written procedures for obtaining emergency medical care and for promptly notifying caregivers of a medical emergency involving their child.
2. No child shall remain in a high chair over fifteen minutes, unless the child is eating.
3. No child may be left in a crib or playpen for more than 30 minutes unless they are sleeping.
4. Providers are not required to accept a child who is ill with a contagious disease into the Children's Center. However, a child who is accepted into the Children's Center who has, or develops, symptoms of illness shall be provided with a separate place to rest until the child departs from the Children's Center. If a child becomes ill while in the Center, the caregivers may be notified, but they should not be encouraged or required to pick up their child until their court business is finished. However, if a child becomes seriously ill the caregivers will be notified as soon as possible.
5. Child Exclusion/Inclusion criteria:

- a. A child shall be excluded if their illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children as determined by the childcare provider;
- b. A child shall be excluded if they have diarrhea that is not contained by the child's ability to use the toilet, or if in diapers, if it cannot be contained within the diaper (not the result of a nursed baby);
  - 1. Control of Diarrhea: After the ill child leaves, all surfaces and toys that a child came in contact with must be disinfected.
- c. A child shall be excluded if they have vomited more than twice and have other symptoms of illness, i.e. fever, stomach pain, extreme lethargy;
  - 1. Fever is defined as axillary (armpit) temperatures over 100 degrees.
- d. A child shall be excluded if they have mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious;
- e. A child shall be excluded if they have purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated.), often with eye pain or redness of the eyelids or skin surrounding the eye;
- f. A child shall be excluded if they have Chickenpox until all sores have dried and crusted;
- g. A child shall be excluded if they have Scabies, until after treatment has been completed ;
- h. A child shall be excluded if they have Tuberculosis, until a health care provider or health official state that the child is on appropriate therapy and may attend child care;
- i. A child shall be excluded if they have Impetigo, until 24 hours after treatment has been initiated;
- j. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- k. Pertussis, until 5 days of appropriate antibiotic treatment;
- l. Mumps, until 9 days after onset of parotid gland swelling;

- m. Measles, until 4 days after onset of rash;
- n. Rubella, until 6 days after onset of rash;
- o. Hepatitis A, until 1 week after onset of illness, jaundice or as directed by the department of health.

6. Staff Exclusion for illness:

- a. Same as for children, but Child care providers who have herpes cold sores shall 1) Not touch their lesions; 2) Carefully observe hand washing policies; 3) Refrain from kissing or nuzzling infants or children, especially children with dermatitis.

7. Attendance of children with certain disease/illness:

- a. Children who have or develop Fifth disease shall be allowed to attend childcare because they are no longer contagious when signs and symptoms appear.
- b. Children without fever who have mild symptoms associated with the common cold, sore throat, croup, bronchitis, rhinitis (runny nose), or ear infection shall NOT be denied admission to childcare, sent home from child care, or separated from other children in the facility.

- 8. Providers shall establish written diapering procedures, including the use of plastic gloves, for diapering children. Procedures should be posted clearly in diaper changing area.
- 9. Emergency CPR and choking instructions should be placed above or near cribs and in the kitchen area.
- 10. Nutritious snacks shall be provided for children at least at mid-morning and mid-afternoon. All children should be offered snack and beverage. Centers should follow CACFP guidelines regarding snacks. Emergency food should be available for children who must be in the Center thru lunch. Emergency formula and infant food should be available for use with caregiver's permission.
- 11. The provider shall establish written procedures to ensure that all snacks are prepared and stored in a safe and clean manner and that all eating plates, cups and utensils are disposable and safe for children.
- 12. Providers shall obtain from caregiver written feeding instructions for infant feedings. All bottles/sippy cups must be labeled with the child's first and last name on removable masking tape.

**D. Fire Protection**

1. The provider shall take suitable precautions to eliminate conditions that may create a fire hazard and must also provide smoke detectors and fire extinguishers.

#### **E. Cleanliness**

1. The provider shall establish and provide Children's Center staff and volunteers with written procedures explaining how, what, and when to clean/sanitize/disinfect to ensure that all rooms, equipment, supplies, toys and furnishings, including cribs and sleeping mats, are kept clean at all times. The provider shall keep the premises free from dampness, odors, vermin and the accumulation of trash.
2. All trash must be disposed of in covered containers that are inaccessible to children.
3. Staff must thoroughly cleanse their hands at the beginning of each day, when they are dirty, after toileting, before and after food handling, after contact with any bodily secretion or fluid and following the changing of any child's diaper.
4. The provider shall be responsible for children's hygiene and toileting needs and shall ensure that children wash their hands when they are dirty, after toileting, before and after food handling, after contact with any bodily secretion or fluid and, for diapered children, after change of diaper.
5. Providers shall keep infants clean and comfortable at all times. Diapers shall be disposed of in a prompt and clean manner and shall be inaccessible to children.
6. The provider shall establish written procedures requiring that universal blood precautions be observed in the Children's Center.

#### **F. Service Connections**

1. Providers shall ensure that Centers provide an environment that is information-rich with a ready supply of visible posters, brochures and other information on services and entitlement programs for children and families. Such information must include but not be limited to: WIC, the Food Stamps program, emergency food banks, Head Start, the local Child Care Resource and Referral agency, local child care programs, child care subsidies, SSI, Early Intervention, Medicaid and Child Health Plus, etc. Providers shall ensure that Centers have updated contact information on the above services and entitlement programs.
2. Center staff shall identify specific needs of children by reviewing intake information while the caregiver is in court and through observation of children in the Center. Staff must be able to provide caregivers with

information and referral information that is current and up-to-date and that directly relates to specific needs of children.

3. Providers shall identify three services or entitlement programs for which staff shall be required to make actual service connections. The service or entitlement programs selected should reflect those areas of greatest need among the children's center population. Staff may choose from but are not limited to: WIC, the Food Stamps program, emergency food banks, Head Start, the local Child Care Resource and Referral agency, local child care programs, child care subsidies, SSI, Early Intervention, Medicaid and Child Health Plus, etc.
4. Children's Center staff may contact caregivers to provide further assistance with services or enrollments if the caregiver has given permission. Staff should also clarify the method, address or phone numbers that shall be used for additional contact. Follow-up should take place within 7 to 10 days.

#### **G. Staffing Requirements**

1. The provider shall establish written personnel policies to ensure that all staff, which shall include both paid employees and volunteers, when hired and during association with the Children's Center, are responsible, in good physical and mental health, of good character and possess suitable personal qualifications for the care of children. Hiring procedures shall include requiring that:
  - a. The applicant authorizes the provider to have access to any records regarding the applicant contained in the Statewide Central Register of Child Abuse and Maltreatment in accordance with any applicable provisions of law;
  - b. The applicant provide the names, addresses and day-time phone numbers of at least three references, other than relatives, who can attest to the applicant's character, habits and personal qualifications; and
  - c. The applicant provide a sworn statement indicating whether he or she has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction. The results of these inquiries must be considered in determining whether to hire an applicant or use an applicant as a volunteer. If the provider has not received a response from the Statewide Central Register of Child Abuse and Maltreatment to the provider's request for information regarding the applicant, the applicant may be hired or used as a volunteer on an interim basis pending the receipt of a response from the Statewide Central Register. However, no person may be a staff member or volunteer who has been convicted of a misdemeanor or felony against children.
2. A minimum of two **staff** persons shall be on-site at the Children's Center at all times when the Children's Center is open.

- a. Definition of "Staff": A volunteer may be utilized as a "second staff" person only if he/she has been properly trained and knows and will follow our Policies and Procedures which includes the Minimum Requirements as well as all Center Policies and Emergency Procedures. This volunteer must be able to complete both intake and sign out process, complete and send Incident/Accident Reports, and answer the door and phone. They must be able to perform the same primary job requirements as a paid assistant teacher; such as cleaning, assisting with general care and activities for children, change diapers, take children to the bathroom and assist regular staff as needed. It is imperative the use of any person to fulfill the "second person" requirement will not negatively impact the number of children that the Center would have been able to accommodate if the regular, paid staff person were present.
3. Competent, sufficient and direct supervision of children in the Children's Center must be provided at all times by persons 18 years of age or older.
4. At least one full-time staff person at the Children's Center must have a minimum of two years of training and/or experience in early childhood development.
5. Children's Center staff must be supervised on a regular and ongoing basis by the provider organization. This shall include at a minimum, monthly on-site visits and weekly telephone contacts.
6. The provider shall establish and provide to UCS for approval a comprehensive staffing plan that shall include provisions regarding paid employees, vacation and sick day coverage, volunteers, substitute care and description of ongoing supervision. Any changes in staff or supervisory positions will be reported to the UCS when they occur.
7. The provider shall prohibit smoking and the consumption of alcohol or controlled substances in the Children's Center.
8. A schedule of both required and supplemental staff trainings shall be submitted to the Commission annually. The provider shall establish personnel policies to ensure that staff are adequately trained and supervised. Staff training shall kept current and up-to-date and must include:
  - a. Principles of early childhood development
  - b. The Children's Center policies and procedures
  - c. Child abuse and maltreatment identification and prevention
  - d. First Aid and CPR

- e. The judicial process
  - f. Annual training provided by UCS
  - g. Training on community resources, services and entitlements for children and families.
9. The provider shall prohibit the use of corporal punishment and shall implement personnel policies that prevent the abuse or maltreatment of children.
  10. The provider shall establish written procedures to ensure that any suspected incidents of child abuse or maltreatment are reported to the Statewide Central Register of Child Abuse and Maltreatment. Any such report requires an incident report to be completed and faxed to the PJCJC Children's Center Program office the same day.
  11. The provider shall establish a mechanism by which judges and court personnel can have ongoing communication with the provider regarding Children's Center operations.
  12. The provider shall establish a written policy for substitute care in the event of staff illness or emergency.
  13. The provider will furnish emergency phone numbers so that appropriate provider agency representatives may be able to be reached when the Children's Center is open, but other agency programs are closed.
  14. All staff, including volunteers must be courteous and respectful of caregivers and children at all times.
  15. All staff that interacts with children will maintain clean and professional length fingernails to protect children's health and safety.
  16. Children's Center staff and their clothing must be clean and free of body odors.
  17. Children's Center Staff and volunteers must wear clothing that projects a professional manner and the decorum of the courthouse environment. Jeans, sweatpants, sweatshirts, jogging/running suits, and overly casual t-shirts are not acceptable.

**OCA/CPA-322 CHILDREN'S CENTERS**

# **ATTACHMENT VI**

## ATTACHMENT VI

### **INSTRUCTIONS FOR COMPLETING UCS CHILDREN'S CENTER BUDGETS**

The following are some basic guidelines to use when completing a Children's Center budget. It is important that you clearly state your organization name, name and location of Center, and contract number on the budget. The Budget Year is: April 1, 2006 to March 31, 2007.

The best way to begin is to start with last year's budget. If you are unable to locate your copy, contact us and we will fax it to you.

#### **Page One – Twelve-Month Budget Summary by Object of Expense**

We will begin our budget with the UCS funding. It is important to understand that UCS funding is equal to not more than 60% of the total budget and the local share must be at least 40 % of the total budget. Remember that if you take any increases in the UCS budget portion, you must also increase the Local portion to make at least a 40% match.

Some general guidelines to keep in mind as you continue to complete your budget are:

1. We recommend that you complete pages 2 through 8 before completing page 1.
2. Personnel Costs should equal approximately 80% of the total budget and Non Personnel Costs (NPS) should be approximately 20% of the total operating budget. Therefore, Personnel Costs combined with the total NPS equal 100% of Total Operating Budget. Please be sure to show the percentages for each category.
3. All categories (including Indirect Costs) must be specifically explained in an accompanying budget narrative. You must also included written justification for each increase that is requested.
4. Please thoroughly check all figures on every page for accuracy. It is important that all numbers and columns add up.

#### **Page Two – Personnel Services Worksheet**

On this page we require that you show the full salaries for all positions relating to the Children's Centers and include the percentage of time each position spends on the Children's Centers Program. UCS will fund up to the following amounts:

- Head Teacher up to 100%
- Assistant Teacher up to 100%
- Bookkeeper/Controller up to 5%
- Direct Supervisor up to 5%
- Substitutes up to 100%

Under the Position Title column, we ask that you also include the names of those people.

On this page you must show the # of substitute hours that would be required to cover Center Staff's vacation and sick hours for the budget year. For volunteers, please show the projected number of volunteers as well as the total projected volunteer hours.

Make sure that the fringe benefit rate (percentage) is shown. **You may not include fringe benefits on volunteers.** The fringe benefit rate may not exceed 30% on the UCS portion. If your agency is paying a different rate than the UCS is charged, please specify the individual rates. None of these costs may exceed the total UCS funding. Also, note that on this page we've left two blank position titles for you to fill in your agency titles, if necessary.

### **Page Three – Supplies and Materials Worksheet**

Educational and Program materials are defined as consumable or those items which last less than 5 years, such as books and games.

**Snacks must be submitted in every budget. The formula to follow is:**

**Approximate the total number of snacks and meals that each Center served, take that number and multiply by .54 cents\*. You must keep in mind that each child must be able to receive at least a minimum of one snack for every three hours that they are in the Center.**

**\*The .54 cents rate is based on the CACFP guidelines for snacks.**

### **Page Four – Equipment Worksheet**

Included on this page are only items that can reasonably be expected to last more than five years. This can include tables, chairs, bookshelves, etc.

### **Page Five – Miscellaneous Costs Worksheet**

This page must include a minimum of \$300 for our Annual UCS training. In addition, you may include a line for transportation to our training. If the money is not utilized for UCS training, you may use it for any professional level childcare training that has been pre-approved by our office.

### **Page Six – Occupancy Costs Worksheet**

Real Estate Rentals, Utilities and General Liability Insurance must be completed on this page.

### **Page Seven – Administrative Costs Worksheet**

Printing, copying, telephone/fax are usually a local match, unless your agency is paying separately for a phone line.

**Page Eight – Anticipated Revenue**

This page explains the means by which you are able to meet your Total **Local** Shares. This UCS grant is not included on this page. It is imperative that your total anticipated revenue *at least* matches your Total Local Share of the Total Operating Budget that is shown on the Summary Page (pg.1) of this budget. Please keep in mind that Children Center volunteer hours may be utilized as part of your local match.