

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT INFORMATION FORM
PAGE 1 OF 14**

Agency Name: embrella
Address: 101 College Road East, 3rd Floor
Princeton, NJ 08540
Phone: (609) 520-1500
Board Chair: George Blue
Prepared by: Corinne LeBaron, CEO, Marci Falk, Director of Finance **Date:** 7/19/2021

Agency Federal I. D. #: [REDACTED]
Charities Registration #: [REDACTED]
Non-Profit Agency **For-Profit** **Public Agency**
Budget Period: 7/1/21 to 6/30/22 **Agency Fiscal Year End:** 6/30/22
Schedules Completed: 1 2 3 4 5 6
Cash Basis _____ **or Accrual Basis** _____

Contracting Division	Contract #	Program Name	Reimbursable Ceiling	Type of Service	Contract Type	Payment Method	Division Contact Person	Provider Agency Contact Person & Telephone #
DCP&P	22CZMC		4,193,015					Corinne LeBaron, CEO (609) 520-1500

Division Use Only
 Contract # _____
 Effective Dates ____ to ____
 Division _____

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

Corinne M. LeBaron

 Agency Authorized Signatory

Expenditure Report: I certify that the expenditures reported herein are current, accurate, and in accordance with the contract budget and the governing principles for determining costs.

 Fiscal Officer

AGENCY: embrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 PERSONNEL

PURPOSE:

- BUDGET PREPARATION
- MODIFICATION REPORT
- EXPENDITURE REPORT

A BUDGET CATEGORY: PERSONNEL		Position Number	Date Employed	Hours / Week	1 TOTAL	2	3 Connecting Resource Families	4	5 NJFCS / Outreach	6 Division X ETV Funds	7 PACES Region 2	8 PACES Region 3	9 OFV Youth Council	10 embrella Unobligated Funds	11 Unallowable Costs	12 General & Administrative Costs
		1	Jan-17	35	\$ 97,000	\$	32,010	\$ -	\$ 30,070	\$ -	\$ 2,910	\$ 2,910	\$ -		\$ 9,700	\$ 19,400
		2	Jun-14	35	\$ 70,380	\$	70,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		3	Mar-15	35	\$ 72,326	\$	-	\$ -	\$ 36,163	\$ -	\$ 21,698	\$ 14,465	\$ -			\$ -
		4	Oct-09	35	\$ 70,249	\$	59,712	\$ -	\$ 3,512	\$ -	\$ -	\$ -	\$ -		\$ 7,025	\$ -
		5	Jun-11	35	\$ 56,471	\$	22,024	\$ -	\$ 22,024	\$ -	\$ 565	\$ 565	\$ -			\$ 11,294
		6	Jul-01	35	\$ 78,551	\$	32,992	\$ -	\$ 35,348	\$ -	\$ 786	\$ 786	\$ -		\$ 3,928	\$ 4,713
		7	Sep-86	35	\$ 43,904	\$	38,636	\$ -	\$ 5,268	\$ -	\$ -	\$ -	\$ -			\$ -
		8	Nov-14	35	\$ 57,714	\$	57,714	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		9	Nov-16	35	\$ 57,714	\$	57,714	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		10	Nov-14	35	\$ 39,764	\$	39,764	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		11	Jul-05	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		12	-	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		13	Apr-09	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		14	May-06	35	\$ 45,147	\$	45,147	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		15	Dec-18	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		16	Aug-20	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		17	Sep-20	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		18	Mar-21	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		19	Mar-21	35	\$ 43,904	\$	43,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
		Subtotal (pg.1)			\$ 1,040,452	\$	807,323	\$ -	\$ 132,386	\$ -	\$ 25,958	\$ 18,725	\$ -	\$ -	\$ 20,652	\$ 35,407

AGENCY: embrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 PERSONNEL

PURPOSE:
 BUDGET PREPARATION
 MODIFICATION REPORT
 EXPENDITURE REPORT

A BUDGET CATEGORY: PERSONNEL				1	2	3	4	5	6	7	8	9	10	11	12
	Position Number	Date Employed	Hours / Week	TOTAL		Connecting Resource Families		NJFCS / Outreach	Division X ETV Funds	PACES Region 2	PACES Region 3	OFV Youth Council	embrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
	20	Mar-21	35	\$ 45,147	\$	45,147	\$-	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	21	-	35	\$ 45,147	\$	45,147	\$-	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	22	Jun-14	35	\$ 56,471	\$	48,000	\$-	\$ 5,647	\$ -	\$ -	\$ -	\$ -		2,824	\$ -
	23	Jul-20	25	\$ 28,403	\$	28,403	\$-	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	24	Feb-19	35	\$ 43,904	\$	43,904	\$-	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	25	Mar-20	35	\$ 43,904	\$	43,904	\$-	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
	26	Dec-10	35	\$ 56,471	\$	-	\$-	\$ 56,471	\$ -	\$ -	\$ -	\$ -			\$ -
	27	Mar-15	35	\$ 43,904	\$	-	\$-	\$ 43,904	\$ -	\$ -	\$ -	\$ -			\$ -
	28	Apr-19	35	\$ 43,904	\$	-	\$-	\$ 43,904	\$ -	\$ -	\$ -	\$ -			\$ -
	29	Dec-20	35	\$ 43,904	\$	-	\$-	\$ 43,904	\$ -	\$ -	\$ -	\$ -			\$ -
	30	Dec-20	35	\$ 43,904	\$	-	\$-	\$ 43,904	\$ -	\$ -	\$ -	\$ -			\$ -
	31	May-18	35	\$ 51,000	\$	-	\$-	-	-	\$ 51,000	\$ -	\$ -			\$ -
	32	Nov-18	35	\$ 51,000	\$	-	\$-	-	-	\$ 51,000	\$ -	\$ -			\$ -
	33	Apr-18	35	\$ 51,000	\$	-	\$-	-	-	\$ 51,000	\$ -	\$ -			\$ -
	34	May-19	35	\$ 51,000	\$	-	\$-	-	-	\$ -	\$ 51,000	\$ -			\$ -
	35	Apr-18	35	\$ 51,000	\$	-	\$-	-	-	\$ -	\$ 51,000	\$ -			\$ -
	36	Oct-20	35	\$ 43,904	\$	-	\$-	-	-	\$ -	\$ -	\$ -		\$ 43,904	\$ -
	37	-	35	\$ 90,000	\$	-	\$-	-	-	\$ -	\$ -	\$ -		\$ 90,000	\$ -
Subtotal (pg.2)				\$ 883,967	\$	254,505	\$-	\$ 237,734	\$ -	\$ 153,000	\$ 102,000	\$ -	\$ -	\$ 136,728	\$ -
Total Salaries (pg.1 & pg.2)				\$ 1,924,419	\$	1,061,829	\$-	\$ 370,120	\$ -	\$ 178,958	\$ 120,725	\$ -	\$ -	\$ 157,380	\$ 35,407

AGENCY: umbrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 B. CONSULTANTS AND PROFESSIONAL FEES

PURPOSE:
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
 PERIOD COVERED 7/1/21 TO 6/30/22

BUDGET CATEGORY		1	2	3	4	5	6	7	8	9	10	11	12
B. CONSULTANT AND PROFESSIONAL FEES	BASIS FOR ALLOCATION	TOTAL		Connecting Resource Families		NJFCS / Outreach	Division X ETV Funds	PACES Region 2	PACES Region 3	OFV Youth Council	umbrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
LINE ITEM													
Audit - Withum,Smith & Brown	Direct	\$ 25,000											\$ 25,000
Payroll-PeopleStrategy	Number of Staff	\$ 5,000		\$ 3,000		\$ 786		\$ 464	\$ 321				\$ 429
IT - Candoris	Number of Staff	\$ 45,000		\$ 27,000		\$ 7,071		\$ 4,179	\$ 2,893				\$ 3,857
Salesforce Database	Number of Staff	\$ 30,500		\$ 18,300		\$ 4,793		\$ 2,832	\$ 1,961				\$ 2,614
Background Checks	Direct	\$ 1,000		\$ 600		\$ 157		\$ 93	\$ 64				\$ 86
Shredding - Shred-It	Number of Staff	\$ 1,500		\$ 900		\$ 236		\$ 139	\$ 96				\$ 129
BUDGET CATEGORY B. TOTAL		\$ 108,000		\$ 49,800		\$ 13,043	\$ -	\$ 7,707	\$ 5,336	\$ -	\$ -	\$ -	\$ 32,114

AGENCY: umbrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 C. MATERIALS AND SUPPLIES

PURPOSE:
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT

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PERIOD COVERED 7/1/21 TO 6/30/22

BUDGET CATEGORY		1	2	3	4	5	6	7	8	9	10	11	12
C. MATERIAL AND SUPPLIES	BASIS FOR ALLOCATION	TOTAL		Connecting Resource Families		NJFCS / Outreach	Division X ETV Funds	PACES Region 2	PACES Region 3	OFV Youth Council	umbrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
LINE ITEM													
Postage Mailing of HC courses, CF mailings, Scholarship mailings, & Agency mailings	Direct	\$ 18,097		\$ 8,947		\$ 7,500						\$ 150	\$ 1,500
Printing Brochures, Flyers, Service Reminder / Training Catalog, Mailers	Direct	\$ 14,540		\$ 7,307		\$ 1,383						\$ 5,050	\$ 800
Supplies Office supplies, Maintenance supplies, Audio Visual supplies, Computers, Printers & Promotional items	Direct	\$ 25,476		\$ 15,134		\$ 6,014		\$ 1,535	\$ 1,700			\$ 500	\$ 593
Supplies NJFCS Statewide Events	Direct	\$ 8,074				\$ 8,074							
BUDGET CATEGORY C. TOTAL		\$ 66,187		\$ 31,388		\$ 22,971	\$ -	\$ 1,535	\$ 1,700	\$ -	\$ -	\$ 5,700	\$ 2,893

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 D. FACILITY COSTS

PURPOSE:
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT

BUDGET CATEGORY		1	2	3	4	5	6	7	8	9	10	11	12
D. FACILITY COST	BASIS FOR ALLOCATION	TOTAL		Connecting Resource Families		NJFCS / Outreach	Division X ETV Funds	PACES Region 2	PACES Region 3	OVF Youth Council	embrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
LINE ITEM													
Office Rent - 101 CRA / NBP Mgmt	Sq. Feet/Number of Staff	\$ 190,102		\$ 112,921		\$ 29,550		\$ 17,481	\$ 12,107			\$ 1,901	\$ 16,142
Telephone - CF Cell Phones (11)		\$ 8,676		\$ 8,676									
Telephone-PACES Cell Phones	Direct	\$ 6,828						\$ 4,092	\$ 2,736				
Telephone-NJFCS Cell Phones (5)	Direct	\$ 4,128				\$ 4,128							
Telephone-OVF Cell Phone	Direct	\$ -											
Telephone Momentum, Language Line, Comcast, PGI, Verizon (includes 800 #'s)	Number of Staff	\$ 38,388		\$ 22,295		\$ 5,823		\$ 3,454	\$ 2,394			\$ 1,229	\$ 3,192
Postage Meter Great America Financial	Number of Staff	\$ 3,000		\$ 2,136		\$ 559							\$ 305
Copiers - DeLage Landen, TGI	Number of Staff	\$ 18,024		\$ 12,831		\$ 3,360							\$ 1,833
Maintenance & Repair ADT Security & Office Maintenance	Number of Staff	\$ 3,000		\$ 1,800		\$ 471		\$ 279	\$ 193				\$ 257
Insurance Liability, D&O, Cyber, Umbrella	Number of Staff	\$ 27,000		\$ 16,200		\$ 4,243		\$ 2,507	\$ 1,736				\$ 2,314
Utilities - 101 CRA / NBP Mgmt	Number of Staff	\$ 26,791		\$ 15,914		\$ 4,164		\$ 2,464	\$ 1,706			\$ 268	\$ 2,275
BUDGET CATEGORY D. TOTAL		\$ 325,937		\$ 192,772		\$ 52,300	\$ -	\$ 30,277	\$ 20,872	\$ -	\$ -	\$ 3,398	\$ 26,319

AGENCY: embrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 E. SPECIFIC ASSISTANCE

PURPOSE:
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
 PERIOD COVERED 7/1/21 TO 6/30/22

BUDGET CATEGORY		1	2	3	4	5	6	7	8	9	10	11	12
E. SPECIFIC ASSISTANCE TO CLIENTS	BASIS FOR ALLOCATION	TOTAL		Connecting Resource Families		NJFCS / Outreach	Division X ETV Funds	PACES Region 2	PACES Region 3	OFV Youth Council	embrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
LINE ITEM													
Scholarships - ETV (Federal)	Direct	\$ 569,689				\$ 569,689							
Scholarships - Tuition Waiver (State)	Direct	\$ 320,291				\$ 320,291							
Scholarships - GAP Housing	Direct	\$ 100,000				\$ 100,000							
Scholarships - Division X (ETV Funds)	Direct	\$ 295,260					\$ 295,260						
PACES - Student Involvement (educational supplies if CP&P is not able to provide these supports or if the student is not eligible for NJFC Scholars)	Direct	\$ 18,000						\$ 10,000	\$ 8,000				
OFV- Youth Council Event Costs	Direct	\$ -											
OFV - Youth Council Participant Reimb.	Direct	\$ -											
Connecting Families Events	Direct	\$ 22,000		\$ 22,000									
Connecting Families Supply Funds (monthly meeting costs - location cost, giveaways, raffle supplies, food, activity supplies, professional speakers)	Direct	\$ 9,510		\$ 9,510									
Connecting Families Volunteer Recognition	Direct	\$ 1,000		\$ 1,000									
Connecting Families Life Books	Direct	\$ 5,000		\$ 5,000									
Connecting Families Community Education	Direct	\$ 11,140		\$ 11,140									
FAFS Unrestricted Funds		\$ 355,374									\$ 355,374		
BUDGET CATEGORY E. TOTAL		\$ 1,707,264		\$ 48,650	\$ -	\$ 989,980	\$ 295,260	\$ 10,000	\$ 8,000	\$ -	\$ 355,374	\$ -	\$ -

AGENCY: embrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 F. OTHER

PURPOSE:
 (x) BUDGET PREPARATION
 () MODIFICATION BUDGET
 () EXPENDITURE REPORT

BUDGET CATEGORY		1	2	3	4	5	6	7	8	9	10	11	12
F. OTHER	BASIS FOR ALLOCATION	TOTAL		Connecting Resource Families		NJFCS / Outreach	Division X ETV Funds	PACES Region 2	PACES Region 3	OFV Youth Council	embrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
LINE ITEM													
Travel - Meetings, Conferences	Direct	\$ 54,958		\$ 27,257		\$ 4,500		\$ 11,009	\$ 8,842			\$ 3,000	\$ 350
Annual Brunch for Resource Parents and Scholars	Direct	\$ 11,000		\$ 8,000		\$ 2,000							\$ 1,000
NJFCS Outreach Events	Direct	\$ 5,000				\$ 5,000							
Dues & Subscriptions Annual subscriptions	Direct	\$ 21,670		\$ 18,970		\$ 1,700							\$ 1,000
Development & Registration Staff trainings and Course copyrights	Direct	\$ 3,850		\$ 3,000		\$ -		\$ -	\$ -				\$ 850
		\$ -											
		\$ -											
		\$ -											
BUDGET CATEGORY F. TOTAL		\$ 96,478	##	\$ 57,227	\$ -	\$ 13,200	\$ -	\$ 11,009	\$ 8,842	\$ -	\$ -	\$ 3,000	\$ 3,200

AGENCY: embrella
 CONTRACT: 22CZMC

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B
 SCHEDULE 2 - REVENUE

PURPOSE:
 BUDGET PREPARATION
 MODIFICATION BUDGET
 EXPENDITURE REPORT
 PERIOD COVERED 7/1/21 TO 6/30/22

	1	2	3	4	5	6	7	8	9	10	11	12
DESCRIPTION	TOTAL		Connecting Resource Families		NJFCS	Division X ETV Funds	PACES Region 2	PACES Region 3	OFV Youth Council	embrella Unobligated Funds	Unallowable Costs	General & Administrative Costs
embrella Unrestricted Funds	\$ 559,308									\$ 355,374	\$ 203,934	
	\$ -											
TOTAL K. REVENUE	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

