



**Chatham County Partnership for Children  
Direct Services Provider  
Revision or Amendment Request Form  
Contracting Request Form**



**Section I. Basic Information**

Direct Services Provider: Chatham County Public Health Department Contract #: 3452040003  
 Activity (name): Child Care Health Consultant Amendment #: \_\_\_\_\_  
 (purpose svc code - ID#): 3414 Revision #: 1

**Section II. Change Requested**

- Add new activity
- Change existing activity description
- Revise budget for an activity
- Terminate activity
- Amend budget for an activity
- Initiate Contract
- Other Changes (dates, provisions, etc.) \_\_\_\_\_


\*\*Requested effective date: 7/11/2016

**\*\*Note your local partnership dating policy here. Date requested unless different in V below.**

**Section III. Justification** (If additional space is needed attach a separate sheet.)

Chatham County employees received an across the board 3% salary increase effective 7/11/2016, there was an increase in the cost of health insurance and an increase in the general retirement contribution. The Public Health Educator II position requires 2 years of experience to fully qualify for the position. In 2014 the employee in this position was hired as a trainee due to the lack experience needed to fully qualify for the position, therefore hired at a lower salary. Effective July 28, the employee will meet these requirements and a 2% salary increase will be implemented. This increase will bring her to the salary of a fully qualified Public Health Educator II. We are requesting additional funding to cover this expense for the full time (100%) Public Health Educator II/Child Care Health Consultant position.


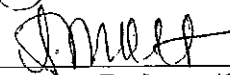
**Section IV. DSP Authorizing Signature(s)**

 \_\_\_\_\_ 7-18-16  
 Signature of Contract Administrator, Direct Services Provider Date  
 \_\_\_\_\_  
 Second Authorized Signature (if required), Direct Services Provider Date


**Section V. Chatham County Partnership for Children Approval/Denial/Acceptance**

The contract/budget revision/amendment is approved as submitted effective \_\_\_\_\_.  
 The contract/budget revision/amendment is denied for the reason(s) stated below:

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

 \_\_\_\_\_ 7/22/16  
 Executive Director Date  
 \_\_\_\_\_ 7.25.16  
 Program Evaluator/Coordinator Date

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Agency Name: Chatham County Public Health Dept.		Fiscal Year: 2016-2017				
Activity Title: Child Care Health Consultant		Purpose/Service Code: 3414				
Agency Name: Chatham County Public H	BUDGET NARRATIVE (line item descriptions/details)	CURRENT BUDGET	REQUESTED BUDGET	OTHER FUNDS (cash match)	OTHER RESOURCES (inkind match)	TOTAL BUDGET
1) Personnel	Child Care Health Consultant 1 FTE - 3% cost of living salary increase effective 7/11, 2% salary increase effective 7/28-end of work against status; additional Hea Ins cost-\$1,296. FICA-7.65% of annual sal, Retirement-7.25% increased from 6.75%, 401K-4.5%)	\$56,959.00	\$3,248.00			\$60,207.00
2) Contracted Professional Services						
<b>1) Total Personnel/Contracted Services</b>		<b>\$ 56,959.00</b>	<b>\$ 3,248.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,207.00</b>
1) Office Supplies and Materials		\$550.00				\$550.00
2) Service Related Supplies		\$250.00				\$250.00
<b>1) Total Supplies &amp; Materials</b>		<b>\$800.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800.00</b>
2) Travel		\$700.00				\$700.00
3) Communications & Postage		\$950.00				\$950.00
3) Utilities						\$0.00
3) Printing and Binding						\$0.00
1) Repair and Maintenance						\$0.00
2) Meeting/Conference Expense		\$400.00				\$400.00
3) Employee Training (no travel)		\$350.00				\$350.00
4) Advertising						
5) In-State Board Meeting Expense						
<b>3) Total Non-Fixed Operating Expenses</b>		<b>\$2,400.00</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,400.00</b>
2) Office Rent (Land, Buildings, etc.)						
3) Furniture Rental						
3) Equipment Rental (Phone, Computer, etc.)						
3) Vehicle Rental						
1) Dues and Subscriptions						
2) Insurance & Bonding						
3) Books / Library Reference Materials						
1) Mortgage Principal, Interest and Bank Fees						
3) Other Expenses						
<b>3) Total Fixed Charges &amp; Other Expenses</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
2) Buildings & Improvements						
3) Leasehold Improvements						
3) Furniture/Non-computer Eqpt., \$500+ per item						
3) Computer Equipment/Printers, \$500+ per item						
1) Furniture/Eqpt., under \$500 per item						
<b>2) Total Property and Equipment Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
3) Purchase of Services						
4) Contracts with Service Providers						
5) Stipends/Scholarships/Bonuses						
3) Cash Grants and Awards						
7) Non-Cash Grants and Awards						
<b>8) Total Services/Contracts/Grants</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>0) Total Budgeted Expenditures</b>		<b>\$ 60,159.00</b>	<b>\$ 3,248.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,407.00</b>