

6. Business (Cost) Application

d) Budget Narrative

The budget narrative below is listed in the order of the information presented on ANNEX 1 Detail Budget excel document.

INTERNATIONAL STAFF \$1,052,850

Expatriate Staff

Our experience in operating similar multi-million dollar programs that are federally funded has allowed us to become experts in being extremely efficient with the personnel needed in administration so we can ensure the majority of our staff is directly involved in performing the activities of the program. We have systems for the collection and flow of information that utilize our 10 years of experience in being paperless and working remotely with employees, vendors and partners that allow us to use a small group of team members. Our operations weren't halted during the COVID pandemic as a result of our experience. The positions below have been identified as the positions necessary to handle the administration of the program and the implementation of the program.

Finance Staff : Team members with positions responsible for the internal controls and management of the funds, including all revenue, disbursements and payroll.

Finance Officer \$102,000 annual salary x .3 FTE = \$30, 600

Bookkeeper \$62,500 annual salary x .5 FTE = \$31,250

Logistics Staff : Team members with positions responsible for the specific management of internal controls and management of the entire procurement process.

Procurement Officer \$62,500 annual salary x .2 FTE = \$12,500

Procurement Assistant \$62,500 annual salary x .2 FTE = \$12,500

Logistics Officer \$62,500 annual salary x .2 FTE = \$12,500

Admin Staff : Team members with positions responsible for the overall business operations and communication.

Office Manager \$62,500 annual salary x .5 FTE = \$31,250

Human Resource Manager \$62,500 annual salary x .5 FTE = \$31,250

Information System Officer \$62,500 annual salary x .5 FTE = \$31,250

Receptionist \$62,500 annual salary x .5 FTE = \$31,250

Translator/ Interpreter \$62,500 annual salary x .8 FTE = \$50,000

GQ Head Office International Headquarters : Team members with positions responsible for the direct implementation of the program including, key personnel, teacher and leader training personnel and supporting roles. These team members will spend the majority of their time in the Dominican Republic.

CEO Emeritus \$250,000 x .4 FTE - \$100,000 Non Federal Match

GQ Chief Party \$101,000 annual salary x 1 FTE = \$101,000

GQ Implementation Director \$80,000 annual salary x 1 FTE = \$80,000

GQ Communication Director	\$80,000 annual salary x 1 FTE = \$80,000
GQ Training Director	\$80,000 annual salary x 1 FTE = \$80,000
Implementation Assistant	\$62,500 annual salary x 1 FTE = \$62,500
Communication Assistant	\$62,500 annual salary x 1 FTE = \$62,500
Expert Teacher Leader	\$62,500 annual salary x 10 FTE = \$312,500

Translators, drivers and security personnel will be provided through vendor contracts.
Please see "Other Direct Costs"

Allowable – All of the personnel salaries for the positions listed represent compensation for services of employees rendered during the period of performance under this program in accordance with the federal guidelines under 200.430 of the CFR.

Reasonable – All the personnel salaries for the positions listed are consistent with the salaries of similar positions of our agency that are not a part of this program in accordance with the federal guidelines under 200.430 of the CFR.

Allocable – All the personnel salaries for the positions listed are incurred specifically for the purpose of implementing this program as a direct cost and are an allocable expense based in accordance with the guidelines in 200.405 of the CFR.

Sustainable – *These roles are necessary to empower the teachers and leaders in the Dominican Republic with the information and training to continue the program without outside assistance. The existing leaders and teachers embedded in the DR will have the capacity to continue and duplicate the program without continued assistance.*

FRINGE BENEFITS \$136,871

Pooled Benefits – Expatriates and HQ Staff : All fringe benefits include US federal tax liabilities for social security and Medicare (FICA), Texas state unemployment tax Liabilities (SUI), workmen's compensation (WC) insurance and health insurance. A rate of 13.32% is applied to the total salary amount to cover all these benefits. Some fringe benefits aren't in the form of a percentage so we used the average YES salary of \$62,500 to identify a percentage for the benefit. See the detailed breakdown and explanation of the rate below:

Rate Breakdown:

Fringe Rate: FICA 7.65% + SUI .9% + WC .93% + Health Ins + 3.84% = 13.32%

Rate explanation:

- Federal Tax Liabilities for Social Security and Medicare (FICA)
7.65% is the standard FICA rate

- State Unemployment Tax Liabilities (SUI) : Texas state unemployment tax rate is applied up to \$9,000 of an employee's salary per year. We calculated a percentage to represent how this is applied.

\$9,000 taxable income x 6.23% SUI tax rate = \$560.00

\$560 is .9% of \$62,500 the average YES salary

.9% is the calculated SUI rate.

-Workmen's Compensation (WC) : An optional insurance to provide coverage of the agency for work related injury claims. The workmen's comp rate is applied to every \$100 of an employee's salary. We calculated a percentage to represent how this is applied.

\$62,500 total salaries/ \$100 = \$625 towards WC rate x \$0.93 WC rate = \$581.25

\$581.25 is .93% of \$62,500 total salaries

.93% is the calculated WC rate

-Health Insurance: Health Insurance is an optional insurance benefit to employees for their health care needs. Our current policy allows a contribution of \$200 per month allowed to each employee. We calculated a percentage to represent how this is applied.

\$200 per month x 12 months = \$2,400 per employee

\$2,400 is **3.84%** of \$62,500.

3.84% is the calculated health insurance rate

Allowable– All of the fringe costs are an allowable expense that falls within all the guidelines stated in 200.403 of the CFR.

Reasonable – All the fringe costs are reasonable based on the guidelines in 200.404 of the CFR. The employer taxes are based on the mandated federal rates and state rates. The workmen's compensation insurance is based on the best rates negotiated and the health insurance amount is the amount offered to employees that are not a part of this program.

Allocable – All the fringe costs are an allocable expense based on the guidelines in 200.405 of the CFR. The positions that these fringe costs are included for are all positions that are a direct cost expense for this project and necessary for the overall operation of the project.

International Travel: \$413,386

The narrative for travel is in the order of the travel listed on the travel table of ANNEX 1: Detail Budget Excel. The letters match the purpose noted next to each purpose in the table.

- a. Program implementation requires our trained staff to travel from the United States to the Dominican Republic throughout the year. Multiple groups of team members will rotate their time spent in the DR so that we have team members present for

program implementation at all times. Team members will spend a total of 231 days in the Dominican Republic spread over 11 trips.

$\$700 \text{ round trip airfare} + (\$346 \text{ per diem} \times 2 \text{ travel days} = \$692) = \$1,392 \text{ per trip}$
 $\$1,392 \times 11 \text{ trips} = \$15,312 \text{ total costs per person} \times 5 \text{ people on each trip} = \$76,560$

- a. Additional team members that have experience in conducting our annual SLI and IEP training will travel from the United States to the Dominican Republic to provide support for these events when they happen.

$\$700 \text{ round trip airfare} + (\$346 \text{ per diem} \times 7 \text{ days} = \$2,422) = \$3,122 \text{ per trip}$
 $\$3,122 \times 1 \text{ trip} = \$3,122 \text{ total costs per person} \times 5 \text{ people on each trip} = \$15,610$

- b. Key personnel team members will travel from the United States to the Dominican Republic as the leaders of the program operations. They will remain in the Dominican Republic for at least 56 days at a time before returning to the United States for a short time and then they will return to the Dominican Republic again for the next cycle .

$\$700 \text{ round trip airfare} + (\$346 \text{ per diem} \times 56 \text{ days} = \$19,376) = \$20,076 \text{ per trip}$
 $\$20,076 \times 4 \text{ trips} = \$80,304 \text{ total costs per person} \times 4 \text{ people on each trip} = \$321,216$

Allowable - The travel listed is necessary for the program in accordance with the guidelines under 200.475 of the CFR for travel cost.

Reasonable - All travel cost listed are based on the federal rates posted and consistent with the amounts allowed by our agency's rates for travel that is not a part of this program in accordance with the guidelines under 200.475 of the CFR for travel cost.

Allocable- All the travel costs are a direct cost expense for this project and necessary for the overall operation of the project.

Sustainable – These costs won't be necessary for sustainability of the program because local staff will be trained to be experts like our team that will be leading them during the implementation of the program.

Local and Domestic Travel: \$142,500

The narrative for travel is in the order of the travel listed on the travel table of ANNEX 1: Detail Budget Excel. The letters match the purpose noted next to each purpose in the table.

Our staff will travel throughout the Dominican Republic to different schools to implement the program. The travel planned is based on our team being able to operate from a central head office in each of the four regions identified as the "origin" in the table and travel to the different locations from that point. The different locations are

shown listed below with it's origin region. After the team arrives in the Dominican Republic for their cycle of training they will travel to their designated region and continue on to specific destinations every day based on the scheduled locations.

Regional Districts (a) : travel from Barahona to the different schools in the region.

57 days of travel to the different schools x \$125 per diem = \$7,125 x 5 people = \$35,625

Destinations:

- Pedernales district school campuses
- Enriquillo district school campuses
- Barahona district school campuses
- Cabral district school campuses
- Vicente Noble district school campuses

Regional Districts (b): travel from Barahona to the different schools in the region.

57 days of travel to the different schools x \$125 per diem = \$7,125 x 5 people = \$35,625

Destinations:

- Comendador district school campuses
- Pedro Santana district school campuses
- Las Matas De Farfan district school campuses
- El Cercado district school campuses
- San Juan Este district school campuses
- San Juan Oeste district school campuses
- Hondo Valle district school campuses

Regional Districts (c): travel from Barahona to the different schools in the region.

57 days of travel to the different schools x \$125 per diem = \$7,125 x 5 people = \$35,625

Destinations:

- Monte Cristi district school campuses
- Guayubin district school campuses
- Villa Vasquez district school campuses
- Dajabon district school campuses
- Loma De Cabrera district school campuses
- Restauracion district school campuses
- Hondo Valle district school campuses

Regional Districts (d): travel from Barahona to the different schools in the region.

57 days of travel to the different schools x \$125 per diem = \$7,125 x 5 people = \$35,625

Destinations:

- Neiba district school campuses
- Tamayo district school campuses
- Villa Jaragua district school campuses
- Jimani district school campuses
- Duverge district school campuses

Allowable - The travel listed is necessary for the program in accordance with the guidelines under 200.475 of the CFR for travel cost.

Reasonable - All travel cost listed are based on the federal rates posted and consistent with the amounts allowed by the lead entity's rates for travel that is not a part of this program in accordance with the guidelines under 200.475 of the CFR for travel cost.

Allocable- All the travel costs are a direct cost expense for this project and necessary for the overall operation of the project.

Sustainable – These costs won't be necessary for sustainability of the program because local staff will be trained to be experts like our team that will be leading them during the implementation of the program.

SUPPLIES

General Equipment (\$1 - \$4999) : \$30,000

Office supplies and materials needed to conduct business from the head office and communicate while in the Dominican Republic from the head office which will include non-consumable supplies for mobility and field operations such as laptops, tablets, other non-consumables such as printers and scanners and other supplies that are consumables. These items will be procured with the support of a vendor service agreement.

Allowable: The supplies and materials planned are necessary to carry out the program and allowable in accordance with the guidelines under 200.453 of the CFR, Materials and Supplies Cost.

Reasonable: Supplies and materials purchased will all be at market prices according to our geographic area in accordance with the guidelines under 200.404 of the CFR for Reasonable Cost.

Allocable: The cost for the supplies and materials are incurred specifically for the purpose of implementing this program as a direct program cost which lines up with the guidelines in 200.405 of the CFR for allocable cost.

CONTRACTUAL

PROGRAM ACTIVITIES

General Program Activities : \$180,000

The planned actives for after school, summer remedial and special education will be conducted by contracting with a vendor to provide these services.

015 - After school vendor service agreement.

1 x \$60,000 per year

016 - Summer remedial vendor service agreement.

1 x \$60,000 per year
017 - Special Education vendor service agreement.
1 x \$60,000 per year

CONSULTANTS

Design, Monitoring and Evaluation \$100,000

The duty of providing valuable information and feed-back on the effectiveness of the program will be contracted to a vendor service provider.

014 - Project evaluation service agreement.
1 x \$100,000 per year

Consultants – Program \$200,000

Expatriate Consultant

Some training will be contracted out to vendors. The amount of training needed from this contract will be reduced over the years as we build the sustainability of training in the existing teachers and leaders.

007 - Teacher training service agreement.
1 x \$100,000
008 - Leadership training service agreement.
1 x \$100,000

Consultants will provide services at a discounted rate to include a commitment to ensuring support during transition to sustained program by supporting teachers and teacher leaders in the final program years at no additional costs.
\$317,000 per year x 5 years non federal funds (match)

Allowable: Contractual services listed represent services by non-employees that are specific to that profession or skill in accordance with the guidelines under 200.459 of the CFR for professional services.

Reasonable: The cost for the services provided are within the customary fees charged for this service when not a part of this program in accordance with the guidelines under 200.459 of the CFR for professional services.

Allocable: The services are incurred specifically for the purpose of implementing this program as a direct program cost which lines up with the guidelines in 200.405 of the CFR for allocable cost.

OTHER DIRECT COSTS (minimal descriptions)

Branding and Marketing \$171,230

Our branding and marketing activities include several activities and related expenses to support the program by encouraging involvement through various outlets. Some of these activities will happen over multiple years and some are not necessary such as setting up the web-site. Please see "C " required certifications and assurances

Printing and Photocopying \$30,000

Printing and photocopy services to produce manuals, materials and other forms of written communication and documents
Estimated cost of \$30,000 for the year

Leadership Training Stipends \$17,200

\$40 per day x 5 days = \$200 per person x 86 school leaders

Teacher Training Stipends \$82,000

\$40 per day x 5 days = \$200 per person x 410 school teachers

Program Conference (Space, Stipends, Mentor Stipends) \$963,820

Annual SLI and IEP Conference for 410 teachers. The conference will be held in the Dominican Republic and the final plan will be determined to align with an approved training scheduled and location. The first two years have been planned to include per diem for traveling attendees to attend the conference at the same location. As the sustainability plan is implemented these costs can be eliminated by making the conference more localized as teacher leaders become experts in being able to host a training conference themselves for their school and neighboring schools.

Stipends : (\$100 per day x 5 days = \$500) x 410 teachers = \$205,000

Travel: (300 miles x \$0.24 per mile = \$72 mileage) + (\$346 Per Diem x 5 days) \$1,730 = \$1,802 per person x 410 teachers = \$738,820

Space: \$20,000 meeting space for 5 days

Mentor Stipend \$60,000 per year x 5 years federal funds

Stipend for mentors to individual teachers.

Teacher Leader Performance Pay \$2,016 per year x 5 years federal funds

Incentive pay for teacher leaders

\$9,000 annual salary x 10% = \$96 per teacher leader x 21 teacher leaders = \$2,016

Interpreters \$200,000 per year

Vendor service agreement for up to 10 interpreters non-Spanish speaking employees.
1 x \$300,000

001 - Driver Services \$200,000

Vendor service agreement for drivers to perform local travel services.
1 x \$200,000

002A - Real Estate Long Term \$108,000

Vendor service agreement to support long term real-estate needs for employees from the United States that while they're working in the Dominican Republic.

1 x \$108,000

002B – Real Estate Services \$60,000

Vendor service agreement to support real estate needs for training space other program needs for space.

1 x \$60,000

002B - Office Rent \$96,000 per year

Vendor service agreement to support office space needs for headquarters in the Dominican Republic.

1 x \$96,000

002B - Office Utilities \$24,000

Vendor service agreement to facilitate handling the utility needs for space used in the DR.

1 x \$24,000 per year

002B - Office Repairs and Maintenance \$12,000

Vendor service agreement to facilitate handling the repairs and maintenance needs of office space used in the DR.

1 x \$12,000

003 - Technology Supplies \$60,000

Vendor service agreement to acquire and provide technology supplies.

1 x \$60,000

004 - Teacher Supplies \$60,000 Yr1, \$30,000

Vendor service agreement to acquire and provide teacher supplies.

1 x \$60,000

006 - Curriculum Materials \$60,000

Vendor service agreement to acquire and provide curriculum materials.

1 x \$60,000

009 - Cleaning Services \$60,000

Vendor service agreement to provide cleaning services for facilities used in the DR.

1 x \$60,000

010 - General Communication Expense \$10,000

Vendor service agreement to acquire and provide communication items and services for team members, such as translation devices.

1 x \$10,000

010 - Mobile/Cellular Connections \$24,000 per year

Vendor service agreement acquire and provide communication items and services for team members to communicate while in the field.

1 x \$24,000

010 - Satellite Communications \$96,000 per year

Vendor service agreement acquire and provide communication items and services for team members to communicate while in the field with a reliable connection for safety.

1 x \$96,000

010 - Internet Communications \$110,000

Vendor service agreement acquire and provide communication items and services for team members to communicate using the internet, including hubs and other supplies.

1 x \$110,00

013 - Security Services \$325,000

Vendor service agreement to provide security services and training for staff while they're in the DR.

1 x \$325,000

INDIRECT COSTS \$508,687

Base \$5,086,873 x 10% Indirect Rate = \$508,687

We're proposing to use the indirect cost Method 3 – De minimis rate of 10% of the modified total direct costs. Costs are always directly charged to a program when possible. The following costs are costs that are normally charged as indirect costs :

Executive Officers salaries performing duties are not directly related to the program but are relevant in the day to day operations of the agency. These Executive officers include the Chief Executive Officer Emeritus, Chief Executive Officer and Chief Financial Officer.

Accounting and payroll salaries and expenses that aren't directly related to the program but are relevant in the day to day operations of the agency's financial responsibilities such as general ledger accounting, annual audit process, record keeping, reports to non-funding source entities such as the IRS and Texas Workforce Commission.

Other operating salaries and expenses that aren't directly related to the program but are relevant in the day to day operations of the agency facilities such as, depreciation expenses, utilities, building maintenance and repairs.

6. Business (Cost) Application

d) Budget Narrative (Non-Federal)

A separate tab was created to include the summary budget information for the non-federal funds. The narrative below is listed in the order of the information presented on ANNEX 1 Summary-Non-Federal

Expatriate Staff \$100,000

The time and effort of the YES CEO Emeritus toward directing the program.
CEO Emeritus \$250,000 salary x .4 FTE = \$100,000 non-federal Match

Pooled Benefits – Expatriates and HQ Staff \$136,871

CEO Emeritus \$100,000 non-federal match salary x 13% fringe rate = \$3,250

International Travel: \$50,000

YES will support soft partners with their travel expenses from the United States to the Dominican Republic up to \$50,000.

Consultants – Program \$317,000

Consultants will provide services at a discounted rate to include a commitment to ensuring support during transition to sustained program by supporting teachers and teacher leaders in the final program years at no additional costs.