

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Christine C. Quinn
Speaker of the Council

Hon. Elizabeth Crowley
Chair, Committee on Fire and Criminal Justice Services



Hearing on the Fiscal 2014 Preliminary Budget & the Fiscal 2013 Preliminary Mayor's Management Report

Department of Probation

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Department of Probation

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems to meaningful education, employment, health services, family engagement and civic participation. The Department is required to supply information and recommendations to the courts on both adult and juvenile cases. DOP completes Pre-Sentence Investigations of all convicted adults to aid in sentencing. Investigations and Recommendations Reports are prepared for the Family Court to aid in the decision making on delinquency, custody, visitation, neglect and adoption cases. The Department provides intake services and investigations for more than 27,000 adults and 14,000 juveniles each year, and supervises approximately 24,000 adults and 1,800 juveniles on any given day.

Fiscal 2014 Preliminary Budget Highlights

781 – Department of Probation					
	2012	2013	2013	2014	*Difference
<i>Dollars in Thousands</i>	Actual	Adopted	Jan. Plan	Jan. Plan	2014 - 2013
Personal Services	\$63,136	\$65,065	\$64,315	\$63,354	(\$1,712)
Other Than Personal Services	16,543	17,609	20,718	17,045	(563)
Agency Total	\$79,679	\$82,674	\$85,032	\$80,399	(\$2,275)

**The difference of Fiscal 2013 Adopted compared to Fiscal 2014 January Plan funding.*

The Department of Probation’s Fiscal 2014 Preliminary Budget of \$80.4 million is approximately \$2.3 million less than its Fiscal 2013 Adopted Budget of \$82.7 million. The \$2.3 million decrease is due to a \$1.7 million drop in the Personal Services (PS) budget and a \$563,000 decrease in the Other Than Personal Services (OTPS) budget.

In June 2012, DOP’s projected Fiscal 2014 budget was \$80.4 million, and it remains relatively the same. All of the budget actions introduced since last June combined have decreased the Fiscal 2014 budget by only \$40,000. These changes include new needs of \$73,000, other adjustments of \$2.2 million, and Programs to Eliminate the Gap (PEGs) totaling \$2.3 million. Since adoption, the Fiscal 2013 budget has increased by \$2.3 million bringing the total to \$85 million. These changes include new needs of \$27,000, other adjustments of \$5 million, and PEGs totaling \$2.7 million.

(See Appendix A for a list of all of the changes to the Fiscal 2013 and Fiscal 2014 Budgets since Adoption.) Highlights of the Fiscal 2014 Budget are listed below.

- **Adult Operations and Juvenile Operations Vacancy Reductions.** The November Plan proposed budget reductions of \$2.2 million in Fiscal 2014 associated with the elimination of 32 vacant operational positions. (See page 5)
- **CEO Funding Adjustment.** The Preliminary Budget adds one-time funding of \$1.6 million to DOP’s budget in Fiscal 2014 to fund the Justice Scholars and Justice Community program. These programs were introduced as part of the Mayor’s CEO initiative (Center for Economic Opportunity) and are also part of the Administration’s Young Men’s Initiative (See page 6)
- **Super Storm Sandy Expenses.** The Fiscal 2014 Preliminary Budget includes approximately \$126,000 in Federal Emergency Management Agency (FEMA) funds to support PS and OTPS expenditures incurred by DOP as a result of Hurricane Sandy. The budget includes \$34,273 in funding to support overtime expenditures for 42 probation staff and \$92,000 to support OTPS expenditures. (See page 6 and 11)

Department of Probation Financial Summary

<i>Dollars in Thousands</i>	2012 Actual	2013 Adopted	2013 Jan. Plan	2014 Jan. Plan	*Difference 2014 - 2013
Budget by Program Area					
Executive Management	\$7,142	\$7,135	\$7,155	\$7,135	\$0
Probation Services	72,538	75,538	77,878	73,263	(2,275)
TOTAL	\$79,679	\$82,674	\$85,032	\$80,399	(\$2,275)
Funding					
City Funds	NA	\$61,588	\$59,917	\$59,603	(\$1,985)
State	NA	14,896	15,125	14,864	(33)
Federal - Other	NA	258	493	0	(258)
Federal – Other (FEMA)	NA	0	126	0	
Intra City	NA	5,932	9,370	5932	0
TOTAL	\$79,679	\$82,674	\$85,032	\$80,399	(\$2,275)
Positions					
Executive Management	89	104	104	104	0
Probation Services	887	930	911	897	(33)
TOTAL	976	1,034	1,015	1,001	(33)

**The difference of Fiscal 2013 Adopted compared to Fiscal 2014 February Plan funding.*

The Department of Probation’s Budget has only two program areas. Each includes a unit of appropriation for Personal Services (PS) and Other Than Personal Services (OTPS). The Financial Plan Summary table provides an overview of spending by program area, funding source and headcount.

The Financial Plan shows a decrease of approximately \$2.3 million in spending and a headcount reduction of 33 positions for Probation Services from Fiscal 2013 to Fiscal 2014. The decrease in spending and the reduction in headcount are primarily attributable to vacancy reduction PEG that removed 32 positions and \$2.2 million from the budget.

Council Initiatives and Funding

- Anti-Gun Violence.** Funded at \$647,000 in Fiscal 2013 the Justice Community program will serve court-involved young adults, between the ages of 16-24, living in the five target neighborhoods identified by the Anti-Gun Violence Task Force. The program will engage participants in community benefit projects, in one or more of the designated communities and provide educational, work, team and civic engagement experiences, as well as youth leadership, peer mentorship, life skills and case management.
- Vera Adolescent Portable Therapy Program.** Funded at \$250,000 in Fiscal 2013, this initiative is intended to provide home-based substance abuse treatment for justice-involved youth city-wide. The program lasts four months, and during that time the therapist visits the family’s home at least weekly, providing a combination of individual and family counseling sessions tailored to the young person’s needs.

FY 2013 Council Initiatives	
<i>Dollars in Thousands</i>	
Anti-Gun Violence Initiative	
Center for Court Innovation	\$129,000
Man Up, Inc.	129,000
New York City Mission Society	129,000
Osborne Association, Inc.,	129,000
Research Foundation of the City University of New York	129,000
Sub- Total	\$647,000
Vera Institute of Justice	\$250,000
Total	\$897,000

Program Areas

Probation Services

Probation Services carries out investigations of most adult and juvenile offenders before sentencing and supervises those sentenced to probation in adult and family courts. Probation Services also operates several related supervision programs for adult probationers and alternative-to-placement program for juvenile probationers.

	2012	2013	2013	2014	*Difference
<i>Dollars in Thousands</i>	Actual	Adopted	Jan. Plan	Jan. Plan	2014 - 2013
Spending					
Personal Services					
Full-Time Salaried – Civilian	\$51,690	\$55,098	\$54,228	\$53,406	(\$1,692)
Additional Gross Pay	4,164	3,540	3,531	3,540	0
Overtime - Civilian	159	516	530	516	0
Other Salaried and Unsalaries	34	2	97	2	0
Amounts to be Scheduled	0	(1,470)	(1,470)	(1,470)	0
Fringe Benefits	0	369	369	349	(20)
Subtotal PS	\$56,047	\$58,055	\$57,286	\$56,344	(\$1,712)
Other Than Personal Services					
Contractual Services	\$8,309	\$13,528	\$16,550	\$12,950	(\$577)
Fixed and Misc. Charges	161	1	233	1	0
Other Services and Charges	6,568	2,310	2,329	2,236	(74)
Property and Equipment	677	529	657	574	44
Supplies and Materials	776	1,115	823	1,159	44
Subtotal OTPS	\$16,490	\$17,483	\$20,592	\$16,920	(\$563)
TOTAL		\$75,538	\$77,878	\$73,263	(\$2,275)
Funding					
City Funds	NA	\$54,513	\$52,842	\$52,528	(\$1,985)
State	NA	14,836	15,065	14,804	(33)
Federal - Other	NA	258	493	0	(258)
Federal – Other (FEMA)	NA	0	107	0	0
Intra City	NA	5,932	9,370	5,932	0
TOTAL		\$75,538	\$77,878	\$73,263	(\$2,275)
Positions					
Probation Services	887	930	911	897	(33)
TOTAL	887	930	911	897	(33)

The Personal Services budget for Probation Services drops by \$1.7 million from Fiscal 2013 to Fiscal 2014 and by \$769,000 when compared to the current modified budget for Fiscal 2013. The \$1.7 million drop is attributable to a Program to Eliminate the GAP (PEG) that reduced the head

count by 33 positions. Changes in the Current Modified budget are attributable to \$107,000 in federal revenue associated with Hurricane Sandy related expenses as well as other adjustments.

Programs to Elimination the Gap (PEGs)

The Preliminary Budget for Fiscal 2014 includes PEGs totaling \$2.3 million, which were introduced in the November Plan.

- **Adult Operations and Juvenile Operations Vacancy Reductions.** The November Plan proposed budget reductions for Fiscal 2013 and Fiscal 2014 associated with the elimination of 31 vacant positions. In Fiscal 2015 and the outyears the Department will remove only 20 positions for a savings of approximately \$1.3 million annually. According to the agency, no service impact is anticipated because the responsibilities of these positions will be absorbed by the existing staff.
- **Telecommunication Savings.** The November Plan recognized that the Department would reduce its telecommunications spending by \$25,000 annually beginning in Fiscal 2013 by leveraging existing technological resources within the agency. According to DOP, “cost savings will be achieved through the identification of underutilized phone lines and by leveraging citywide telecommunication contracting efficiencies.”
- **Security Contract Reduction.** The Department will achieve savings of \$38,000 in Fiscal 2013 and \$75,000 annually beginning in Fiscal 2014 by reducing the contractual expenses for security services. DOP Plans to assign three probation officers in training to these services.
- **Lease Surplus Reduction.** The November Plan recognized one-time savings of \$415,000 in 2013 and annual savings of \$21,000 beginning in Fiscal 2014 by reducing lease costs from space consolidation. According to OMB, in Fiscal 2013 the Department will achieve savings by canceling a parking lease. In Fiscal 2014 and the outyears savings will be achieved by a variety of leased spaces.

New Needs

- **Security and Cleaning.** The November Plan includes funding of \$27,000 in Fiscal 2013 and \$73,000 annually beginning in Fiscal 2014 to support security and cleaning services. According to OMB, these services are for two of the Departments five NEONS.

Other Adjustments

- **State Supervision and Treatment Services for Juveniles Program (STSJP).** The November 2012 Plan recognized \$3.2 million in State funding that the Department of Probation will receive through the Administration of Children Services for its STSJ program in Fiscal 2013. The STSJ programs are intended to reduce the reliance on both secure and non-secure detention by providing low-risk, justice-involved youth with wrap-around

services that are close to home. The services include, but are not limited to literacy programs, counseling, after school programs, and shelter/respite beds for youth within the community that do not have a safe home to return to.

- **CEO Funding Adjustment for Justice Scholars/Justice Community.** The January Plan added \$1.6 million to DOP's budget in Fiscal 2014 to support the Justice Scholars and Justice Community programs which are intended to expand education and career exploration opportunities for court-involved young adults.
- **Super Storm Sandy Expenses.** The Fiscal 2014 Preliminary Budget recognizes the receipt of \$106,000 in federal revenue from FEMA for costs associated with Hurricane Sandy. According to DOP, "Personal Service costs were connected to staff relocations necessitated by the storm, restoration and maintenance of the agency's IT systems and staffing the youth storm restoration assistance project. OTPS costs involved the replacement of damaged equipment/supplies and a vehicle, and other costs (including additional computer and networking equipment) in connection with our temporary office relocations." Funding of \$14,772 supports overtime expenditures for 27 Probation Services staff and \$90,000 supports OTPS expenditures.

Probation Supervision

DOP, according to the Preliminary Mayor's Management Report (PMMR) provides two main services to aid in the improvement and outcomes of the probationers that are served. The first is to improve public safety by motivating clients using evidence-based principles and practice and the second is to assist all probationers in minimizing contact with the criminal justice system.

Adult Supervision

The Department of Probation provides intake services and investigations to more than 27,000 adults and provides active supervision to approximately 24,000. Adults sentenced to probation receive terms that can range from one to three years for most misdemeanors and five years for most felonies. Clients convicted of sex offenses, and certain drug offenses may receive longer probation sentences.

Probation supervision is intended to encourage individuals to become law-abiding citizens and to reduce the rate of recidivism among probationers. Probation Officers provide probationers with the resources they need to move out of the criminal justice system through the attainment of education, employment, health services, family engagement and participation in community improvement projects.

Adult probation clients fall into four different supervision categories. The chart below provides data on adult supervision caseload per case bearing probation officer disaggregated by level of supervision with a description of each category for calendar years 2007-2012.

Adult Supervision Caseload Per Case Bearing Officer						
Calendar Year	2007	2008	2009	2010	2011	2012
Intensive Supervision Program	23	23	25	27	31	26
Special Offender	49	56	50	48	45	47
High Risk	55	59	59	56	42	50
Reporting Track (No community Supervision)	473	469	474	465	494	405

Source: Department of Probation

- Intensive Supervision.** Probationers in this category are individuals convicted of felony offenses, who would otherwise have received a period of incarceration of one to three years in state prison. They receive comprehensive alternative to incarceration plans. ISP is the highest level of probation and includes the highest number of contacts between probation officers and clients.
- Special Offender.** Probationers in this category meet one of the following criteria: sex offender, including those registered under the Sex Offender Registration Act (SORA); child abusers; domestic violence offenders; or they are confirmed as a major drug dealer or known to have a major gang affiliation or involvement; or they are known to both State and Federal witness protection programs.
- High Risk.** These probation clients are at a high risk of recidivating according to DOP’s risk assessment instrument.
- Reporting.** These probation clients are not considered a high risk for committing crimes or a threat to public safety. Probationers in the Reporting Track report monthly to a kiosk, but also have a probation officer.

PMMR - Adult Monitoring and Enforcement Performance Measures

DOP collects data on the number of individuals served and on an annual basis reports the data in the PMMR. The following chart is from the PMMR which provides performance statistics for adult probationers followed by a description of year over year changes. The chart shows actual data for Fiscal Years 2010-2012, target data where applicable for Fiscal 2013 and 2014, and 4-month actual data for Fiscal 2012 and 2013.

Adult Probationer Performance Statistics	Actual			Target		4-Month Actual	
	FY10	FY11	FY12	FY13	FY14	FY12	FY13
Average monthly violation rate for adult probationers (%)	1.6%	1.0%	0.9%	*	*	1.0%	0.9%
Adult probationer re-arrest rate (monthly average) (%)	3.0%	3.1%	3.0%	3.0%	3.0%	2.9%	3.3%
Adult probationers arrested citywide as a percentage of the NYPD arrest report (monthly average)	2.7%	2.6%	2.6%	2.6%	2.6%	2.6%	2.9%
Adult probationer early discharge rate (%)	6%	19%	17%	*	*	15%	13%

Source: Fiscal 2013 Preliminary Mayor’s Management Report

- The average monthly violation rate for adult probationers was 0.9 percent in the first four months of Fiscal 2013, representing a 10 percent decrease compared to the same period last year. According to the PMMR, “DOP continues to utilize a graduated response protocol

to intervene before misconduct is referred to court, and more proactively reaches out to probationers in jeopardy of a violation.”

- ☑ The average monthly re-arrest rate for adult probationers was 3.3 percent in the first four months of Fiscal 2013, compared to 2.9 percent during same period last year. According to the PMMR, “the increase is consistent with higher arrest totals in the city during the first four months of Fiscal 2013 compared to the same period last year. When viewed as a percentage of all NYPD arrests, adult re-arrests increased to 2.9 percent, up from 2.6 percent during Fiscal 2012.”
- ☑ Early discharges represented 13 percent of all probation supervision case closings in the first four months of Fiscal 2013, compared to 15 percent during the same period last year. According to the PMMR, “The decline was caused by a reduction in the number of eligible probationers due to an increased focus on discharging qualified candidates during Fiscal Years 2011 and 2012.”

Juvenile Supervision

The Department of Probation provides intake services and investigations to more than 14,000 Juveniles and provides active supervision to approximately 1,800. In New York State, Juveniles are defined as individuals between seven and 16 years of age. Juvenile delinquents are of the same age however they have committed an act which would be a crime if he or she were an adult.

According to DOP’s website, “The Court can place a young person on supervision for up to two years. Probation Officers help young [people] avoid further crimes by providing support, practical advice and life coaching. The Probation Officers also connect clients to community-based services that can address his or her needs and capitalize on personal interests.”

PMMR - Juvenile Home Placement Programs – Alternatives-to-Placement

The Department of Probation operates two alternative-to-placement programs for juveniles. The programs provide intensive levels of community supervision for juveniles in lieu of placement within State Office of Children and Family Services (OCFS) facilities.

Esperanza is a contracted organization that provides community-based services to youth offering intensive family-centered supervision for four to six months. Youth serving probation terms remain on probation for months after completion of the Esperanza program. Since its inception Esperanza has saved the City’s Department of Juvenile Justice millions of dollars in placement costs that would otherwise have been paid to the New York State Office of Children and Family Services (OCFS). The Adopted Fiscal 2013 Budget included a one year contract in the amount of \$3.31 million in to support services provided by Esperanza.

The Enhanced Supervision Program, created in 2005 and run by the Department, targets the most serious juvenile offenders. It is structured to promote the accountability and responsibility of

justice-involved youth in addition to increasing their self-esteem. The program provides intense supervision and services include, but are not limited to: frequent contact with probation officers, unannounced home visits, community service, and work with the family on identifying problem areas impacting the juvenile. Since the program’s inception, many youth have been diverted from State placement, again, saving the City millions of dollars. The Fiscal 2014 budget for ESP includes approximately \$2 million. Of that amount, approximately \$1.9 million supports PS costs for 34 positions and \$85,500 is for OTPS.

Juvenile Monitoring and Enforcement Performance Measures

The chart below provides data on juvenile delinquent supervision caseload per probation officer for calendar years 2007-2012 followed by data from the PMMR.

<i>Juvenile Delinquent Supervision Per Case bearing Officer</i>						
Fiscal Year	2007	2008	2009	2010	2011	2012
	42	39	38	38	35	37

Source: Department of Probation

As mentioned above, DOP collects data on the number of individuals served and on an annual basis reports the data in PMMR. The following chart is from the PMMR which provides performance statistics for Juvenile probationers followed by a description of year over year changes. The chart shows actual data for Fiscal Years 2010-2012, target data where applicable for Fiscal 2013 and 2014, and 4-month actual data for Fiscal 2012 and 2013.

Juvenile Probationer Performance Statistics	Actual			Target		4-Month Actual	
	FY10	FY11	FY12	FY13	FY14	FY12	FY13
Average monthly violation rate for juvenile probationers (%)	2.7%	2.1%	2.8%	2.4%	2.4%	2.4%	2.4%
Juvenile probationer re-arrest rate (monthly average) (%)	3.0%	3.0%	2.9%	2.6%	2.6%	2.5%	2.6%
Juvenile probationers arrested citywide as a percentage of the NYPD arrest report (monthly average)	0.3%	0.3%	0.3%	*	*	0.2%	0.2%
Juvenile delinquency cases eligible for adjustment (%)	27.4%	40.0%	37.0%	37.0%	37.0%	36.0%	34.0%
Youth participating in Esperanza	79	77	85	*	*	93	92
Total probationers supervised in Enhanced Supervision Program (ESP)	1,290	1,287	1,158	*	*	790	709

Source: Fiscal 2013 Preliminary Mayor’s Management Report

- The average monthly violation rate for juveniles was 2.4 percent, unchanged compared to the same period in Fiscal 2012.
- The average monthly re-arrest rate for juvenile probationers increased to 2.6 percent during the first four months of Fiscal 2013, compared to 2.5 percent during the same period last year. The average monthly juvenile re-arrests as a percentage of NYPD arrests

remained unchanged at 0.2 percent. According to the PMMR, "DOP continues to focus its resources on individuals at highest risk of re-offending."

- ☑ The number of youth served by the Enhanced Supervision Program in the first four months of Fiscal 2013 was 709, a decrease of 10 percent compared to 790 during the same period last year. The average daily enrollment in Esperanza during the first four months of Fiscal 2013 was 92 youth was, compared to 93 youths during the same time period last year. According to the PMMR, "The overall number of juveniles supervised declined by 14 percent during the period."

Executive Management

The functions of DOP's Executive Management include: setting policies and developing short and long term plans and strategies; providing public information legal analysis; and coordinating with governmental oversight agencies. Under the supervision of the Deputy Commissioner of budget and administration, provides management of general support services.

	2012	2013	2013	2014	*Difference
<i>Dollars in Thousands</i>	Actual	Adopted	Jan. Plan	Jan. Plan	2014 - 2013
Spending					
Personal Services					
Full-Time Salaried – Civilian	\$6,716	\$6,788	\$6,788	\$6,788	\$0
Additional Gross Pay	334	200	206	200	0
Overtime - Civilian	26	18	32	18	0
Other Salaried and Unsalariated	11	4	4	4	0
P.S. Other	2	0	0	0	0
Subtotal PS	\$7,088	\$7,010	\$7,029	\$7,010	\$0
Other Than Personal Services					
Contractual Services	\$9	\$28	\$19	\$28	\$0
Fixed and Misc. Charges	6	2	2	2	0
Other Services and Charges	13	32	32	32	0
Property and Equipment	2	21	30	21	0
Supplies and Materials	24	42	42	42	0
Subtotal OTPS	\$53	\$126	\$126	\$126	\$0
TOTAL	\$7,142	\$7,135	\$7,155	\$7,135	\$0
Funding					
City Funds	NA	\$7,075	\$7,075	\$7,075	\$0
Federal – Other (FEMA)	NA	0	20	0	0
State	NA	60	60	60	0
TOTAL		\$7,135	\$7,155	\$7,135	\$0
Positions					
Executive Management	89	104	104	104	0
TOTAL	89	104	104	104	0

*The difference of Fiscal 2013 Adopted compared to Fiscal 2014 January Plan Funding.

The Executive Management unit of appropriation remains unchanged from Fiscal 2013 to Fiscal 2014, however, the Fiscal 2013 Current modified budget increases by \$19,500. The increase in funding represents the reimbursement of federal revenue for Hurricane Sandy expenses. According to DOP, "costs were connected to staff relocations necessitated by the storm, restoration and maintenance of the agency's IT systems and staffing the youth storm restoration assistance project." Funding supports overtime expenditures for 15 Executive Management staff.

Appendix A: Budget Actions in the November and Preliminary Plans

Dollars in Thousands	FY 2013			FY 2014		
	City	Non-City	Total	City	Non-City	Total
DOP Budget as of Fiscal 2013 Adoption	\$61,588	\$21,087	\$82,675	\$59,643	\$20,796	\$80,439
Program to Eliminate the Gap (PEGs)						
Lease Surplus Reduction	(\$416)	-	(416)	(\$21)	-	(\$21)
PS Accrual Savings	(1,184)	-	(1,184)	-	-	0
Security Contract Reduction	(38)	-	(38)	(75)	-	(75)
Telecommunications Savings	(25)	-	(25)	(25)	-	(25)
Vacancy Reduction	(1,042)	-	(1,042)	(2,204)	-	(2,204)
Total PEGs	(\$2,705)	\$0	(\$2,705)	(\$2,324)	\$0	(\$2,324)
New Needs						
Security and Cleaning	27	-	27	73	-	73
Total New Needs	\$27	\$0	\$27	\$73	\$0	73
Other Adjustments						
FY13 Intra City DOP Evening Intake	-	\$240	\$240	\$0	-	\$0
Supervision and Treatment Services Program for Juveniles (STSJP)	-	3,198	3,198	-	-	0
Fringe - PS Accruals PEG	84	-	84	-	-	0
Fringe - Vacancy Reduction PEG	275	-	275	611	-	611
CEO Funding Adjustment	-	-	0	1,600	-	1,600
Integrated Domestic Violence	-	106	106	-	-	0
Council Initiatives	647	-	647	-	-	0
Storm Sandy Costs FEMA CAT E and CAT B	-	126	126	-	-	0
Various Non-City Grants	-	359	359	-	-	0
Total Other Adjustments	\$1,007	\$4,030	\$5,036	\$2,211	\$0	\$2,211
Total All Changes	(\$1,671)	\$4,030	\$2,358	(\$40)	\$0	(\$40)
DOP Budget as of Fiscal 2014 Preliminary Budget	\$59,917	\$25,117	\$85,033	\$59,603	\$20,796	\$80,399

Appendix B: Contract Budget

The New York City Charter mandates the preparation of a Contract Budget to identify expenditures for contractual services, which are defined as any technical, consultant or personal service provided to the City by means of a contract. The Contract Budget is actually a subset of the Other Than Personal Services (OTPS) portion of the City's Expense Budget. The Administration prepares a Contract Budget twice each fiscal year. In January, it is prepared with the Departmental Estimates, and in late April it is submitted to the Council with the Executive Budget.

Department of Probation Fiscal 2014 Contract Budget			
Contract Category	Number	Budgeted	Pct of (DOP) Total
Contractual Services General	4	\$11,064,473	85.25%
Telecommunications Maintenance	1	2,500	0.02%
Maintenance & Repair, General	1	21,561	0.17%
Office Equipment Maintenance	2	125,447	0.97%
Data Processing Equipment	2	853,356	6.57%
Printing Contracts	1	20,000	0.15%
Security Services	1	490,312	3.78%
Temporary Services	1	13,000	0.10%
Cleaning Services	1	42,606	0.33%
Hospital Contracts	3	220,511	1.70%
Training Programs for City Employees	2	24,676	0.19%
Professional Services: Other	5	100,500	0.77%
Preliminary Budget	24	\$12,978,942	100.00%

Source: Preliminary Budget Fiscal 2014 Expense, Revenue and Contract book

Appendix C: Reconciliation of Program Areas to Units of Appropriation

<i>Dollars in Thousands</i>	Personal Services		Other Than Personal Services		Grand Total
	001	002	003	004	
Executive Management	\$7,009			\$126	\$7,135
Probation Services		56,344	16,919		73,263
Grand Total	\$7,009	\$126	\$56,344	\$16,919	\$80,398