

INTRODUCED: July 24, 2023

AN ORDINANCE No. 2023-217

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$54,340.00 from the Virginia Department of Criminal Justice Services, and to appropriate the increase to the Fiscal Year 2023-2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Police’s Department of Criminal Justice Services Special Fund by \$54,340.00, for the purpose of supporting the operation of RVA League for Safer Streets.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: SEPT 11 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is authorized to accept funds in the amount of \$54,340.00 from the Virginia Department of Criminal Justice Services for the purpose of supporting the operation of RVA League for Safer Streets.

§ 2. That the funds received from the Virginia Department of Criminal Justice Services are hereby appropriated to the Special Fund Budget for the fiscal year commencing July

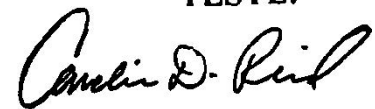
AYES:            8            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    SEP 11 2023    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

1, 2023, and ending June 30, 2024, by increasing estimated revenues by \$54,340.00, increasing the amount appropriated for expenditures by \$54,340.00, and allotting to the Department of Police's Department of Criminal Justice Services Special Fund the sum of \$54,340.00, for the purpose of supporting the operation of RVA League for Safer Streets .

§ 3. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Amber D. Reed". The signature is written in a cursive, flowing style.

**City Clerk**



# City of Richmond

900 East Broad Street  
2nd Floor of City Hall  
Richmond, VA 23219  
www.rva.gov

## Master

**File Number: Admin-2023-0379**

**File ID:** Admin-2023-0379      **Type:** Request for Ordinance or Resolution      **Status:** Regular Agenda

**Version:** 2      **Reference:**      **In Control:** City Clerk Waiting Room

**Department:**      **Cost:**      **File Created:** 05/22/2023

**Subject:**      **Final Action:**

**Title:**

**Internal Notes:**

**Code Sections:**

**Agenda Date:** 07/24/2023

**Indexes:**

**Agenda Number:**

**Patron(s):**

**Enactment Date:**

**Attachments:** 2023-0379\_RVA League for Safer Streets\_Project Summary.pdf, 2023-S-00071 - SOGA\_RVALeague\_506195-Richmond City.pdf, 2023-0379\_RichmondCity\_PSN\_BudgetNarrative.pdf, 2023-0379\_FINAL\_Budget and Budget Narrative\_5.31.23.XLSM

**Enactment Number:**

**Contact:**

**Introduction Date:**

**Drafter:** GiTanya.Parker@rva.gov

**Effective Date:**

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
2	1		Matthew Pearnot - FYI		
2	2		Albert Stokes - FYI		
2	3	6/2/2023	Richard Edwards	Approve	6/2/2023
2	4	6/2/2023	Jason May	Delegated	
<b>Notes:</b> Delegated: Out Of Office					
2	5	6/2/2023	Meghan Brown	Approve	6/6/2023
2	6	6/2/2023	Sheila White	Approve	6/6/2023
2	7	6/2/2023	Sabrina Joy-Hogg	Approve	6/6/2023
2	8	6/9/2023	Caitlin Sedano	Approve	6/6/2023
2	9	7/7/2023	Lincoln Saunders	Approve	6/20/2023
2	10	7/19/2023	Mayor Stoney	Approve	7/25/2023

### History of Legislative File

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Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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**Text of Legislative File Admin-2023-0379**

O&R REQUEST

DATE: May 15, 2023

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg, DCAO Finance and Administration

THROUGH: Sheila D. White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

FROM: Richard G. Edwards, Acting Chief of Police

RE: Acceptance of grant funds to support RVA League for Safer Street

ORD. OR RES. No.

PURPOSE: To authorize the Chief Administrative Officer (CAO) to accept \$54,340.00 from the Virginia Department of Criminal Justice Services (DCJS) and appropriate the same to the FY 2024 Special Funds Budget to support RVA League for Safer Streets.

REASON: An increase in the Department of Criminal Justice Services is necessary to support this project.

RECOMMENDATION: This funding is recommended to be accepted and appropriated to the Richmond Police Department FY 2024 Special Fund Budget under the Virginia Department of Criminal Justice Services line item.

BACKGROUND: RVA League models the Midnight Basketball League Program founded by G. Van Standifer. The initiative, which intersects basketball, competitiveness, and resources, is aimed at curbing violent crime and gang violence in the City of Richmond. Paul Taylor and the late Jawad Abdul are the visionaries behind RVA League, which started in 2017. Both Paul and Jawad served over 20 years in prison and vowed to make a difference when they returned to the Richmond community.

According to RPD Crime Analysts, the basketball league captures the attention of 17 to 24-year-old African-American men, a demographic that reportedly commits crimes at the highest rate. Many of the players have a checkered past. But in participating in the league, the players can get back on track. There are over 200 men playing basketball two to three times a week from 6:00 pm - 10:00 pm. Two leagues are held annually. Early on, players created teams within the boundaries of their communities. Over time and due to the game's competitive nature, basketball teams include players from combined communities that otherwise would not play on the same team. Surprisingly, players have also played with law enforcement and the fire department, which reflects the goal of reducing social distancing between law enforcement and program participants.

The Richmond Police Department will use this grant to fund league supplies, equipment, counseling

services, game referees, bookkeepers, scorekeepers, team uniforms, and facility rentals.

FISCAL IMPACT / COST: These funds will increase the FY24 Special Funds Budget.

FISCAL IMPLICATIONS: The addition of these funds (\$53,340.00) will allow the Richmond Police Department an opportunity to support the RVA League for Safer Streets financially.

BUDGET AMENDMENT NECESSARY: Yes. This request amends the FY24 Special Fund Budget.

REVENUE TO CITY: The City of Richmond will add \$53,340.00 to the FY24 Special Funds Budget.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: July 24, 2023

CITY COUNCIL PUBLIC HEARING DATE: August 7, 2023

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Public Safety

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None.

AFFECTED AGENCIES: Department of Finance, Department of Budget and Strategic Planning, and the Richmond Police Department

RELATIONSHIP TO EXISTING ORD. OR RES.: This amends the FY 2024 Special Funds Budget.

REQUIRED CHANGES TO WORK PROGRAM(S): None.

ATTACHMENTS: Grant Award, Special Fund Agency Detail, Special Fund Description by Agency

STAFF:

Richard G. Edwards, Acting Chief of Police, [Richard.Edwards@rva.gov](mailto:Richard.Edwards@rva.gov) <mailto:Richard.Edwards@rva.gov>

Victoria N. Pearson, Civilian Deputy Chief, [Victoria.Pearson@rva.gov](mailto:Victoria.Pearson@rva.gov) <mailto:Victoria.Pearson@rva.gov>

Albert B. Stokes, Jr., Civilian Deputy Chief, [Albert.Stokes@rva.gov](mailto:Albert.Stokes@rva.gov) <mailto:Albert.Stokes@rva.gov>

Matthew E. Peanort, III. Deputy Director, [Matthew.Peanort@rva.gov](mailto:Matthew.Peanort@rva.gov) <mailto:Matthew.Peanort@rva.gov>

GiTonya L. Parker, Grants Manager, [GiTonya.Parker@rva.gov](mailto:GiTonya.Parker@rva.gov) <mailto:GiTonya.Parker@rva.gov>



**CITY OF RICHMOND**  
POLICE DEPARTMENT  
A/CHIEF RICHARD G. EDWARDS  
INTERIM CHIEF OF POLICE

“Grant funding supports RVA League for Safer Streets by providing a positive outlet for individuals, primarily African-American males, to play basketball, participate in workshops, and be productive in communities where violent crime and gun violence are present.”

~ Officer Carol Adams

The Richmond Police Department (RPD), the legal recipient of the award, has partnered with RVA League for Safer Streets (RVA League) to address gang and gun violence in Richmond’s target areas, such as the Big Six Public Housing Communities and adjacent neighborhoods. RVA League models the Midnight Basketball League Program founded by G. Van Standifer. The initiative, which intersects basketball, competitiveness, and resources, is aimed at curbing violent crime and gang violence in the City of Richmond. Paul Taylor and the late Jawad Abdul are the visionaries behind RVA League, which started in 2017. Both Paul and Jawad served over 20 years in prison and vowed to make a difference when they returned to the Richmond community.

According to RPD Crime Analysts, the basketball league captures the attention of 17 to 24-year-old African-American men, a demographic that reportedly commits crimes at the highest rate. Many of the players have a checkered past. But in participating in the league, the players can get back on track. There are over 200 men playing basketball two to three times a week from 6:00 pm – 10:00 pm. Two leagues are held annually. Early on, players created teams within the boundaries of their communities. Over time and due to the game’s competitive nature, teams include players from combined communities that otherwise would not play on the same team. Surprisingly, players have also played with law enforcement and the fire department, reflecting the goal of reducing social distancing between law enforcement and program participants.

Under the motto, “No workshop, no jump shot,” players must participate in workshops before playing basketball. The basketball league and workshops contribute to reducing crime during the league. The Office of Community Wealth Building and Virginia Commonwealth University facilitate workshops such as conflict resolution, critical thinking, character development, voter registration, life skills, employment, and training opportunities. To add to workshop facilitation, the United States Attorney’s Office, Eastern District of Virginia, has spoken to participants about topics that generally revolve around decision-making and conflict resolution. Over the past five years, the program shifted from generic workshop topics to more specific ones based on the participants’ applications that ask for topics of interest. The following issues have been added: GED classes, family resources, continued education, fatherhood, successful marriages, careers, etc.



**CITY OF RICHMOND**  
POLICE DEPARTMENT  
A/CHIEF RICHARD G. EDWARDS  
INTERIM CHIEF OF POLICE

RPD invests about \$14,000 in stipends to support Paul Taylor and Robert Morris, Program Coordinators, who play an instrumental role in recruiting players/teams, workshop facilitation, and mentorship. There was an 8 percent drop in gun violence when the program started and a 90 percent drop in crime on nights (6:00 pm – 8:00 pm) when the league was in session. As of August 17, 2022, only four players were lost due to criminal activity. With over 200 African-American males committing to the league’s schedule and program requirements, it is safe to state that RVA League for Safer Streets is successful.

**Highlights:**

- Reduction in crime in the Gilpin Court and Highland Park area
- Reduce the social distance between law enforcement and program participants
- Increase community participation in sports-based activities
- Promote a sense of community amongst youth and young adults
- 8% drop in gun violence
- 90% drop in crime from 6:00 pm – 8:00 pm
- Decades-long feuds between public housing communities erased

**Additional resources:**

- <https://thephiladelphiacitizen.org/taylor-paul-rva-league-for-safer-streets/>
- [https://www.lifteconomy.com/blog/taylor-paul#:~:text=In%201994%2C%20Paul%20Taylor%20\(now,being%20granted%20parole%20in%202017.](https://www.lifteconomy.com/blog/taylor-paul#:~:text=In%201994%2C%20Paul%20Taylor%20(now,being%20granted%20parole%20in%202017.)





# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

The Honorable Jackson H. Miller  
Director

Tracy Louise Winn Banks, Esq.  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

January 12, 2023

Lincoln Saunders  
Chief Administrative Officer  
City of Richmond Chief Administrative Office  
900 E. Broad Street  
Richmond, Virginia 23219

RE: FY21 Project Safe Neighborhoods

Dear Lincoln Saunders:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **506195** and was approved for a total award of **\$54,340**, funded through Award Number **15PBJA-21-GG-02277-GUNP**. The project period is **1/1/2023** through **12/31/2023**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and will be posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> within the next two weeks.

In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances. If there are any, please submit documents related to your Encumbrances via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>. If you have not previously done so, you must register in order to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov). If you have questions, contact your DCJS Grant Monitor **Natasha Winfree** at **804-659-7593** or via email at [natasha.winfree@dcjs.virginia.gov](mailto:natasha.winfree@dcjs.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Miller".

Jackson Miller

## STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

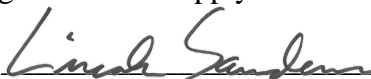
<b>FY21 Project Safe Neighborhoods</b>
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Subgrantee:	Richmond City		
DCJS Grant Number:	506195	UEI Number:	EG4LF5GYLK81
Grant Start Date:	1/1/2023	Grant End Date:	12/31/2023
Federal Grant Number:	15PBJA-21-GG-02277-GUNP		
Federal Awardee:	OJP		
Federal Catalog Number:	16.609		
Project Description:	Develop a strategic approach that brings more "science" into criminal justice operations.		
Federal Start Date:	10/1/2021		

Federal Funds:	<b>\$54,340</b>		
Local Match:	<b>\$0</b>		
Total Budget:	<b>\$54,340</b>		
		Indirect Cost Rate: _____%	*If applicable

Project Director	Project Administrator	Finance Officer
Rick Edwards Acting Chief of Police Richmond Police Department 200 W. Grace Street Richmond, Virginia 23220 804-646-6700 re-richmondpolice@rva.gov	Lincoln Saunders Chief Administrative Officer City of Richmond Chief Administrative Office 900 E. Broad Street Richmond, Virginia 23220 804-646-7978 CAO-OFFICE@rva.gov	Sheila White Director of Finance City of Richmond Finance & Administration Office 900 E. Broad Street Richmond, Virginia 23219 804-646-5667 Sheila.White@rva.gov

**\*Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature:   
Authorized Official (Project Administrator)

Title: Chief Administrative Officer

Date: 2/8/23



**CITY OF RICHMOND**  
POLICE DEPARTMENT  
CHIEF GERALD M. SMITH  
CHIEF OF POLICE

**PROJECT SAFE NEIGHBORHOODS GRANT SOLICITATION**

*Project Title: Richmond City – RVA League for Safer Streets*

**Budget Narrative – Supplies and Other Expenses**

1. Facility Rental: Fees directly associated with renting the facility and additional space needed for workshops and healing circles.
2. Officiating Organization: Funding will support game referees.
3. Team Uniforms: Funding will support the purchase of team jerseys and shorts.
4. Workshop Facilitators: Funding will support a licensed clinical therapist, preparation, supplies, and additional support needed for participants.
5. First Aid Stations – Funding will support first aid stations equipped with first aid supplies to serve program participants if someone is hurt or experience a minor injury.
6. Laundry Detergent – Funding will support the purchase of laundry detergent used to wash uniforms bi-weekly or as needed.
7. Laundry Washing – Funding will support costs associated with washing team uniforms.
8. Score and Book Keepers – Funding will support game score and bookkeepers.
9. Identification Support – Funding will support costs associated with securing birth certificates, driver's licenses, transcripts, social security cards, and various forms of identification. Program participants are challenged with obtaining forms of identification for housing, driving, employment, etc.

# Budget Detail Worksheet

OMB Approval NO.: 1121-0329

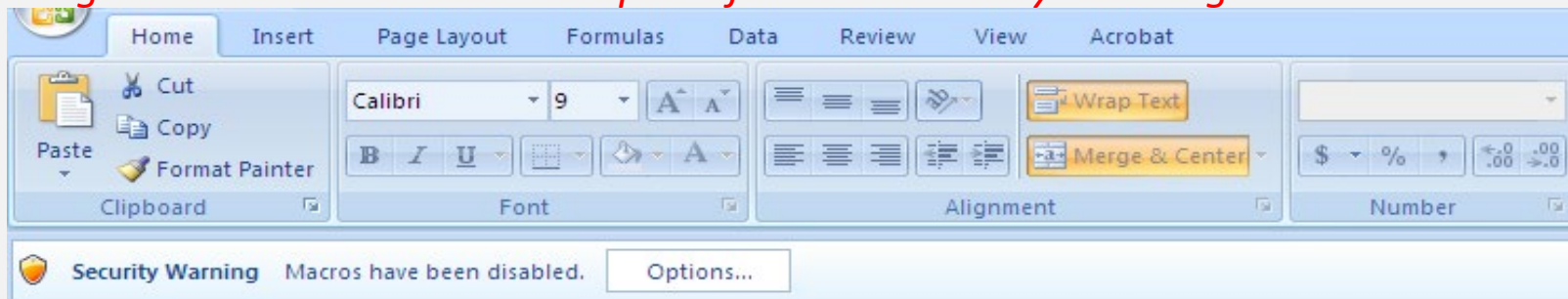
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

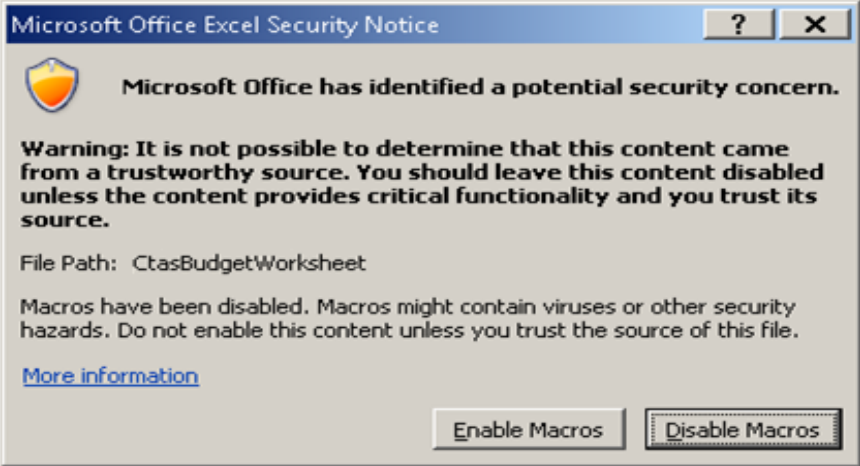
## Worksheet Instructions

*Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.*



*If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,*

## Budget Sheet Instructions



please close the document and reopen it with macros enabled.

**Purpose:**  
 The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

**How to use this Workbook:**  
 The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

- Step by Step Usage:**
1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
  2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
  3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
  4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
  5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

<b>Budget Point of Contact Information:</b>					
<b>Contact Name:</b>	<b>Last:</b>		<b>First:</b>		<b>Middle:</b>
<b>Contact Phone:</b>		<b>Contact Fax:</b>		<b>Contact Email:</b>	

## Budget Sheet Instructions

<b>Worksheet Index:</b>	
<b>Tab</b>	
<a href="#">Budget Detail - Year 1</a>	
<a href="#">Budget Detail - Year 2</a>	
<a href="#">Budget Detail - Year 3</a>	
<a href="#">Budget Detail - Year 4</a>	
<a href="#">Budget Detail - Year 5</a>	
<a href="#">Budget Summary</a>	
<a href="#">Example - Budget Detail Sheet</a>	
<a href="#">Definitions</a>	
<b>Budget Category Descriptions:</b>	
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. <b>Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.</b>
<i>Equipment</i>	List non-expendable items that are to be purchased ( <b>Note:</b> Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. <b>Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.</b> In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

## Budget Sheet Instructions

<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	<b>Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.</b>
<i>Subawards (Subgrants), Procurement Contracts, &amp; Consultant Fees</i>	<p><b>Subawards (see "Subaward" definition at 2 CFR 200.92):</b> Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label "(subaward)" with each subaward entry.</p> <p><b>Procurement contracts (see "Contract" definition at 2 CFR 200.22):</b> Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p><b>Consultant Fees:</b> For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component's maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<i>Other Costs</i>	List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

## Budget Sheet Instructions

<i>Indirect Costs</i>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>
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# Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

No

## A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Narrative

Purpose Area #4

<b>B. Fringe Benefits</b>						
<b>Name</b>		<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
		<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			N/A					\$0		\$0
<b>Total(s)</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>										

Purpose Area #4

<b>D. Equipment</b>					
<b>Item</b>	<b>Computation</b>				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>					

Purpose Area #4

<b>E. Supplies</b>					
<b>Supply Items</b>		<b>Computation</b>			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Laundry Supplies	20	\$35.00	\$700	\$0	\$700
<b>Total(s)</b>			<b>\$700</b>	<b>\$0</b>	<b>\$700</b>
<b>Narrative</b>					
<p>Laundry Detergent: Funding supports the purchase of laundry detergent and Lysol Laundry Sanitizer to wash approximately 20 (detergent and sanitizer) x \$35/each. Uniforms are washed weekly.</p>					

Purpose Area #4

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>								
<b>Description</b> <i>Provide a description of the activities to be carried out by subrecipients.</i>		<b>Purpose</b> <i>Describe the purpose of the subaward (subgrant)</i>		<b>Consultant?</b> <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>				
				<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>		
						\$0		
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Consultant Travel (if necessary)</b>								
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
			<b>Total</b>			\$0	\$0	\$0
<b>Narrative</b>								
<b>H. Procurement Contracts</b>								
<b>Description</b>		<b>Purpose</b>		<b>Consultant?</b>				

Purpose Area #4

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.						
			Total Cost	Non-Federal Contribution	Federal Request			
Workshop Facilitators	Funding supports workshop facilitators, preparation, supplies, and the coordination of resources needed for players	No	\$9,100	\$0	\$9,100			
Officiating Organization	Funding supports the costs for game referees, book keepers, and score keepers	No	\$26,220	\$0	\$26,220			
			<b>Total(s)</b>	<b>\$35,320</b>	<b>\$0</b>	<b>\$35,320</b>		
<b>Consultant Travel (if necessary)</b>								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
			<b>Total</b>			\$0	\$0	\$0
Narrative								
<p>Workshop Facilitators: Funding supports licensed clinical therapists/counselors, content experts, preparation, supplies, and the coordination of resources needed for players. 2 Healing sessions weekly x 2 hours/week x 14 weeks(league) x 2 (leagues) x \$81.25/hour = \$9,100; Officiating Organization to include referees, bookkeeper, and scorekeeper. Referees: \$25/hour x 3 referees x 114 games x 2 seasons = 17,100; Scorekeeper: \$20/hour x 1 scorekeeper x 114 games x 2 seasons = \$4,560; and Bookkeeper: \$20/hour x 1 bookkeeper x 114 games x 2 seasons = \$4,560</p>								
<b>I. Other Costs</b>								
Description	Computation							



Purpose Area #4

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Identification Support	2	\$1.00	\$300.00	1	\$600	\$0	\$600
Laundry Washing	2	\$1.00	\$350.00	1	\$700	\$0	\$700
First Aid Stations	2	\$1.00	\$130.00	2	\$520	\$0	\$520
Team Uniforms	100	\$1.00	\$25.00	2	\$5,000	\$0	\$5,000
Facility Rental	2	\$1.00	\$5,750.00	1	\$11,500	\$0	\$11,500
				<b>Total(s)</b>	<b>\$18,320</b>	<b>\$0</b>	<b>\$18,320</b>
<b>Narrative</b>							
<p>Facility Rental: Fees include multiple basketball courts, meeting space (workshops, healing circles), custodial fees, etc. Two sessions are held annually (2 sessions x \$5,750). Team Uniforms: Funding supports the purchase of team jerseys and shorts (10 players/team x \$25 each x 10 teams x 2 sessions). Due to covid, new/replacement uniforms are needed per session. First Aid Stations: Funding supports fully equipped first aid kits to serve players in the event someone is hurt or experience a minor injury during the league (2 first aid kits x 2 sessions x \$130 each). Laundry Washing: Funding supports the cost to wash uniforms bi-weekly. RVA League's Program Coordinator washes the uniforms at the laundromat. Average costs to wash a load of laundry range from \$2.00 to \$5.00 per load. The cost of drying a load of laundry range from \$2.00 to \$5.00 per load. Two sessions x \$25/visit x 14 weeks. Identification Support: Funding supports the costs associated with securing birth certificates, driver's licenses, academic transcripts, social security cards, and picture ids. Items are needed for housing, driving, employment, etc. Program participants are challenged with paying for the costs.</p>							

Purpose Area #4

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0		\$0
<i>Total(s)</i>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

## Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
<b>Total(s)</b>						<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>B. Fringe Benefits</b>			
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>	<b>Computation</b> <i>Show the basis for computation.</i>		
	<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>C. Travel</b>								
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>
			N/A					\$0
							<b>Total(s)</b>	<b>\$0</b>
<b>Narrative</b>								

Purpose Area #4

<b>D. Equipment</b>			
<b>Item</b>	<b>Computation</b>		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>E. Supplies</b>			
<b>Supply Items</b>		<b>Computation</b>	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>F. Construction</b>				
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
				\$0
<b>Total(s)</b>				<b>\$0</b>
<b>Narrative</b>				



Purpose Area #4

<b>G. Subawards (Subgrants)</b>			
<b>Description</b> <i>Provide a description of the activities to be carried out by subrecipients.</i>	<b>Purpose</b> <i>Describe the purpose of the subaward (subgrant)</i>	<b>Consultant?</b> <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	
			<b>Total Cost</b>
<b>Total(s)</b>			<b>\$0</b>
<b>Consultant Travel (if necessary)</b>			
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the</i>
<b>Total</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

**H. Procurement Contracts**

Description	Purpose	Consultant?	
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
			<b>Total Cost</b>
<b>Total(s)</b>			<b>\$0</b>

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation			
<p><i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i></p>	<p><i>Indicate the travel destination.</i></p>	<p><i>Hotel, airfare, per diem</i></p>	<p><i>Compute the cost of each type of expense X the</i></p>			
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>

Purpose Area #4

						\$0
<b>Total</b>						\$0

**Narrative**

**I. Other Costs**

<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>				
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>
					\$0
<b>Total(s)</b>					<b>\$0</b>

**Narrative**

Purpose Area #4

<b>J. Indirect Costs</b>			
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such</i>		
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

n.	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>r of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	



Purpose Area #4

<i>based X the cost per item.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>er item)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>
<i>number of people traveling.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
\$0	\$0

Purpose Area #4

<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>

Purpose Area #4

	\$0
\$0	\$0
<i><b>Non-Federal Contribution</b></i>	<i><b>Federal Request</b></i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

## Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
<b>Total(s)</b>						<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>B. Fringe Benefits</b>			
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>		<b>Computation</b> <i>Show the basis for computation.</i>	
		<b>Base</b>	<b>Rate</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			



Purpose Area #4

<b>C. Travel</b>								
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>
			N/A					\$0
							<b>Total(s)</b>	<b>\$0</b>
<b>Narrative</b>								

Purpose Area #4

<b>D. Equipment</b>			
<b>Item</b>	<b>Computation</b>		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>E. Supplies</b>			
<b>Supply Items</b>		<b>Computation</b>	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>F. Construction</b>				
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
				\$0
<b>Total(s)</b>				<b>\$0</b>
<b>Narrative</b>				

Purpose Area #4

<b>G. Subawards (Subgrants)</b>								
<b>Description</b> <i>Provide a description of the activities to be carried out by subrecipients.</i>		<b>Purpose</b> <i>Describe the purpose of the subaward (subgrant)</i>			<b>Consultant?</b> <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
							<b>Total Cost</b>	
<b>Total(s)</b>							<b>\$0</b>	
<b>Consultant Travel (if necessary)</b>								
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>		<b>Computation</b> <i>Compute the cost of each type of expense X the</i>			
					<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>
								\$0
<b>Total</b>							<b>\$0</b>	
<b>Narrative</b>								

Purpose Area #4

**H. Procurement Contracts**

Description	Purpose	Consultant?	
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
			<b>Total Cost</b>
<b>Total(s)</b>			<b>\$0</b>

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation			
<p><i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i></p>	<p><i>Indicate the travel destination.</i></p>	<p><i>Hotel, airfare, per diem</i></p>	<p><i>Compute the cost of each type of expense X the</i></p>			
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>

Purpose Area #4

						\$0
<b>Total</b>						\$0

**Narrative**

**I. Other Costs**

<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>				
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>
					\$0
<b>Total(s)</b>					<b>\$0</b>

**Narrative**

Purpose Area #4

<b>J. Indirect Costs</b>			
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such</i>		
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			



Purpose Area #4

n.	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>r of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>er item)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>based X the cost per item.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>er item)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>
<i>number of people traveling.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>



Purpose Area #4

	\$0
\$0	\$0
<i><b>Non-Federal Contribution</b></i>	<i><b>Federal Request</b></i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
		\$0	
\$0		\$0	

## Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
<b>Total(s)</b>						<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>B. Fringe Benefits</b>			
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>		<b>Computation</b> <i>Show the basis for computation.</i>	
		<b>Base</b>	<b>Rate</b>
			\$0
			<b>Total(s)</b>
			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>C. Travel</b>								
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>
			N/A					\$0
							<b>Total(s)</b>	<b>\$0</b>
<b>Narrative</b>								

Purpose Area #4

<b>D. Equipment</b>			
<b>Item</b>	<b>Computation</b>		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>E. Supplies</b>			
<b>Supply Items</b>		<b>Computation</b>	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>F. Construction</b>				
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
				\$0
<b>Total(s)</b>				<b>\$0</b>
<b>Narrative</b>				



Purpose Area #4

<b>G. Subawards (Subgrants)</b>						
<b>Description</b> <i>Provide a description of the activities to be carried out by subrecipients.</i>		<b>Purpose</b> <i>Describe the purpose of the subaward (subgrant)</i>		<b>Consultant?</b> <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
						<b>Total Cost</b>
<b>Total(s)</b>						<b>\$0</b>
<b>Consultant Travel (if necessary)</b>						
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>		<b>Computation</b> <i>Compute the cost of each type of expense X the</i>	
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>
						\$0
<b>Total</b>						<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

**H. Procurement Contracts**

Description	Purpose	Consultant?	
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
			<b>Total Cost</b>
<b>Total(s)</b>			<b>\$0</b>

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation			
<p><i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i></p>	<p><i>Indicate the travel destination.</i></p>	<p><i>Hotel, airfare, per diem</i></p>	<p><i>Compute the cost of each type of expense X the</i></p>			
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>

Purpose Area #4

						\$0
<b>Total</b>						\$0

**Narrative**

**I. Other Costs**

<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>				
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>
					\$0
<b>Total(s)</b>					<b>\$0</b>

**Narrative**

Purpose Area #4

<b>J. Indirect Costs</b>			
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such</i>		
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>
			\$0
		<b>Total(s)</b>	<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

n.	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>r of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0			\$0



Purpose Area #4

<i>based X the cost per item.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>er item)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>
<i>number of people traveling.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>



Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

## Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/positio</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
						\$0
<b>Total(s)</b>						<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>B. Fringe Benefits</b>			
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>		<b>Computation</b> <i>Show the basis for computation.</i>	
		<b>Base</b>	<b>Rate</b>
			\$0
			<b>Total(s)</b>
			<b>\$0</b>
<b>Narrative</b>			



Purpose Area #4

<b>C. Travel</b>								
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>
			N/A					\$0
							<b>Total(s)</b>	<b>\$0</b>
<b>Narrative</b>								

Purpose Area #4

<b>D. Equipment</b>			
<b>Item</b>	<b>Computation</b>		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>E. Supplies</b>			
<b>Supply Items</b>		<b>Computation</b>	
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purch</i>	
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			

Purpose Area #4

<b>F. Construction</b>				
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>		
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
				\$0
<b>Total(s)</b>				<b>\$0</b>
<b>Narrative</b>				

Purpose Area #4

<b>G. Subawards (Subgrants)</b>						
<b>Description</b> <i>Provide a description of the activities to be carried out by subrecipients.</i>		<b>Purpose</b> <i>Describe the purpose of the subaward (subgrant)</i>		<b>Consultant?</b> <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
						<b>Total Cost</b>
<b>Total(s)</b>						<b>\$0</b>
<b>Consultant Travel (if necessary)</b>						
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>		<b>Computation</b> <i>Compute the cost of each type of expense X the</i>	
				<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>
						<b>Total Cost</b>
						\$0
<b>Total</b>						<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

**H. Procurement Contracts**

Description	Purpose	Consultant?	
<p><i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i></p>	<p><i>Describe the purpose of the contract</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
			<b>Total Cost</b>
<b>Total(s)</b>			<b>\$0</b>

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation			
<p><i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i></p>	<p><i>Indicate the travel destination.</i></p>	<p><i>Hotel, airfare, per diem</i></p>	<p><i>Compute the cost of each type of expense X the</i></p>			
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>

Purpose Area #4

						\$0
<b>Total</b>						\$0

**Narrative**

**I. Other Costs**

<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<b>Computation</b> <i>Show the basis for computation</i>				
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>
					\$0
<b>Total(s)</b>					<b>\$0</b>

**Narrative**

Purpose Area #4

<b>J. Indirect Costs</b>			
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such</i>		
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>
			\$0
<b>Total(s)</b>			<b>\$0</b>
<b>Narrative</b>			



Purpose Area #4

n.	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>r of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>er item)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>based X the cost per item.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>er item)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>
<i>number of people traveling.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
	\$0
\$0	\$0
<i>number of people traveling.</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>



Purpose Area #4

	\$0
\$0	\$0
<i><b>Non-Federal Contribution</b></i>	<i><b>Federal Request</b></i>
	\$0
<b>\$0</b>	<b>\$0</b>

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
			\$0
\$0		\$0	

Budget Summary

<b>Budget Summary</b>											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$35,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,320
I. Other	\$18,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,320
<b>Total Direct Costs</b>	\$54,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,340
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	\$54,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,340
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

# Budget Detail

## EXAMPLE

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

### A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>				
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost
John Smith	Executive Director	\$140,000	yearly	1	5%	\$7,000
Jane Doe	Project Manager	\$90,000	yearly	1	75%	\$67,500
Alex Jones	Program Assistant	\$22	hourly	1,040	100%	\$22,880
<b>Total(s)</b>						\$97,380

### Narrative

John Smith, Executive Director, will provide oversight on the entire award providing 5% of this time to the project.  
 Jane Doe, Project Manager, will manage the project, complete reports, and submit deliverables spending 75% of her time on the project.  
 Alex Jones, Program Assistant, will provide the project manager assistance where needed spending 1,040 hours on the project.

Purpose Area #4

<b>B. Fringe Benefits</b>			
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>	<b>Computation</b> <i>Show the basis for computation.</i>		
	<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>
John Smith	\$7,000	25.00%	\$1,750
Jane Doe	\$67,500	25.00%	\$16,875
Alex Jones	\$22,880	25.00%	\$5,720
<b>Total(s)</b>			<b>\$24,345</b>
<b>Narrative</b>			
<p>Our fringe benefits rate is 25% and covers the following items: FICA (7.65%), Worker's comp (1.35%), Health Insurance (11%), Retirement (5%)</p>			

Purpose Area #4

<b>C. Travel</b>								
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>				
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number</i>				
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>
Project Manager Training	Reno, NV	Other	N/A	\$50.00	1	1	1	\$50
Project Manager Training	Reno, NV	Local Travel	N/A	\$50.00	1	1	1	\$50
Project Manager Training	Reno, NV	Transportation	Round-trip	\$600.00	1	1	1	\$600
Project Manager Training	Reno, NV	Mileage	Mile	\$0.51	100	1	1	\$51
Project Manager Training	Reno, NV	Meals	Day	\$51.00	5.5	1	1	\$281
Project Manager Training	Reno, NV	Lodging	Night	\$94.00	5	1	1	\$470
Project Manager Field Travel	Various	Mileage	Mile	\$0.51	250	1	20	\$2,550
Mandatory Orientation Training	Washington, DC	Local Travel	N/A	\$25.00	1	3	1	\$75
Mandatory Orientation Training	Washington, DC	Other	N/A	\$50.00	1	3	1	\$150

Purpose Area #4

Mandatory Orientation Training	Washington, DC	Transportation	Round-trip	\$500.00	1	3	1	\$1,500
Mandatory Orientation Training	Washington, DC	Mileage	Mile	\$0.51	100	1	1	\$51
Mandatory Orientation Training	Washington, DC	Meals	Day	\$71.00	3.5	3	1	\$746
Mandatory Orientation Training	Washington, DC	Lodging	Night	\$224.00	3	3	1	\$2,016
<b>Total(s)</b>								\$8,590

**Narrative**

Per award guidelines, key members must attend orientation training in Washington, DC. We are following our own written travel policy. Lodging is for 3 nights and days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also baggage fees of \$50 is \$2

The project manager will attend training in Reno, NV. We are following our own written travel policy. Lodging is for 5 nights and meals are budgeted at 5.5 days as computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also, baggage fees of \$50 is for \$25 each way.

The project manager will use her own vehicle to travel to complete field work with the average trip around 250 miles and an anticipated 20 trips.

Purpose Area #4

<b>D. Equipment</b>			
<b>Item</b>	<b>Computation</b>		
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>		
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
Dell Laptop Computer	1	\$2,547	\$2,547
<b>Total(s)</b>			\$2,547
<b>Narrative</b>			

The project manager will need a laptop computer while out in the field and while away at training. We are following our agency's capitalization policy.



Purpose Area #4

<b>E. Supplies</b>			
<b>Supply Items</b>	<b>Computation</b>		
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchase</i>		
	<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
Printer	1	\$500.00	\$500
Locking file cabinet	2	\$1,000.00	\$2,000
Flatbed scanner	1	\$400.00	\$400
General office supplies	12	\$150.00	\$1,800
<b>Total(s)</b>			\$4,700

**Narrative**

The project manager will need a printer to print reports. A locking file cabinet is needed to keep client information secure. A flatbed scanner is needed to scan various documents in the field. General office supplies will be used by all personnel on this project and include: pens, pencils, paper, binder clips, and other basic supplies. The office supplies are needed for 12 months at \$150 per month. This amount was determined based upon other projects of this size that we have completed in the past.

Purpose Area #4

<b>F. Construction</b>		<i>As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this c</i>		
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per it</i>		
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>
				\$0
<b>Total(s)</b>				\$0
<b>Narrative</b>				

Purpose Area #4

<b>G. Subawards (Subgrants)</b>			
<b>Description</b> <i>Provide a description of the activities to be carried out by subrecipients.</i>	<b>Purpose</b> <i>Describe the purpose of the subaward (subgrant)</i>	<b>Consultant</b> <i>Is the subaward for a consultant?</i>	
			<b>Total Cost</b>
Conduct field activities in a remote area	Provide services and conduct field work in a remote area included in the project	No	\$25,000
			<b>Total(s)</b> \$25,000

<b>Consultant Travel (if necessary)</b>						
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the</i>			
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>
						\$0
						<b>Total</b> \$0

**Narrative**

The agency will make a subaward to provide services and conduct field work in a remote area. The \$25,000 was calculated based upon a similar size project complete

Purpose Area #4

<b>H. Procurement Contracts</b>			
<b>Description</b> <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<b>Purpose</b> <i>Describe the purpose of the contract</i>	<b>Consultant</b> <i>Is the contract for a consultant?</i>	
			<b>Total Cost</b>
William Penn, CPA	Accounting Assistance	Yes	\$9,400
ABC Company	Survey creation and data entry services from submitted surveys.	No	\$40,000
			<b>Total(s)</b> \$49,400
<b>Consultant Travel (if necessary)</b>			
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the</i>
			<b>Cost</b> <b>Duration or Distance</b> <b># of Staff</b> <b>Total Cost</b>
			\$0
			<b>Total</b> \$0
<b>Narrative</b>			

#### Purpose Area #4

ABC Company will put together online an online survey at the direction of the project manager to reach out to the various sites to determine the needs. In addition be available for thos unable to use the online survey. ABC Company will key in the hard copy surveys. Once the surveys are completed, ABC Company will compile manager.

William Penn will assist in completing financial reports as well as tracking award expenditures. Mr. Penn's rate is \$47 per hour, and we estimate that Mr. Penn will services.

Purpose Area #4

<b>I. Other Costs</b>					
<b>Description</b>	<b>Computation</b>				
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>				
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>
Rent	500	sq feet	2.51	12	\$15,060
Telephone	1	monthly rate	50	12	\$600
Reproduction	500	per copy	0.05	12	\$300
Postage	1000	quarterly newsletter	0.5	4	\$2,000
<b>Total(s)</b>					<b>\$17,960</b>

**Narrative**

Rent is charged at \$2.51 per square foot per month.  
 Telephone is based upon \$50 per month for 12 months.  
 Reproduction is based on 500 copies per month for 12 months.  
 Postage for mailing a quarterly newsletter for 1,000 recipients.

Purpose Area #4

<b>J. Indirect Costs</b>			
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such co</i>	
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>
Indirect Costs	\$121,725	12.54%	\$15,265
<b>Total(s)</b>			\$15,265
<b>Narrative</b>			
<p>Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).</p>			

Purpose Area #4

<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
\$0	\$7,000
\$0	\$67,500
\$0	\$22,880
\$0	\$97,380



Purpose Area #4

<i><b>Non-Federal Contribution</b></i>	<i><b>Federal Request</b></i>
\$0	\$1,750
\$0	\$16,875
\$0	\$5,720
\$0	\$24,345

Purpose Area #4

er of people traveling.	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
\$0	\$50
\$0	\$50
\$0	\$600
\$0	\$51
\$0	\$281
\$0	\$470
\$0	\$2,550
\$0	\$75
\$0	\$150

Purpose Area #4

\$0	\$1,500
\$0	\$51
\$0	\$746
\$0	\$2,016
\$0	\$8,590

id meals are budgeted at 3.5  
25 each way.

he two travel days are

Purpose Area #4

<i>em)</i>	
<b><i>Non-Federal Contribution</i></b>	<b><i>Federal Request</i></b>
\$0	\$2,547
\$0	\$2,547

Purpose Area #4

<i>ed X the cost per item.</i>	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
\$0	\$500
\$0	\$2,000
\$0	\$400
\$0	\$1,800
\$0	\$4,700

ous documents collected in  
plies are based on 12

Purpose Area #4

<b>Category.</b>	
em)	
<b>Non-Federal Contribution</b>	<b>Federal Request</b>
	\$0
\$0	\$0

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$25,000
\$0	\$25,000

number of people traveling.

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0

eted in the same area.

Purpose Area #4

<i>Non-Federal Contribution</i>	<i>Federal Request</i>
\$0	\$9,400
\$0	\$40,000
\$0	\$49,400
<i>number of people traveling.</i>	
<i>Non-Federal Contribution</i>	<i>Federal Request</i>
	\$0
\$0	\$0



a hard copy survey will also  
the data for the project

provide 200 hours of

Purpose Area #4

<i><b>Non-Federal Contribution</b></i>	<i><b>Federal Request</b></i>
\$0	\$15,060
\$0	\$600
\$0	\$300
\$0	\$2,000
\$0	\$17,960

Purpose Area #4

<i>Non-Federal Contribution</i>		<i>Federal Request</i>	
\$0	\$15,265	\$0	\$15,265

# Definitions

Additional information can be found in [DOJ Financial Guide](#)

## Term

Match

Approved Negotiated Rate

Expendable

Non-Expendable

Renovations

Federal Acquisition Regulations

Sole Source

Arm-Length Transaction

Confidential Funds

Fully Executed Negotiated  
Agreement

Cognizant Federal Agency

**Definition**

Match is the recipient share of the project costs. Match may either be “in-kind” or “cash.” In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs).

Sample Non-Federal Match Calculation:

Match Calculation: If the match is 25%, the calculation is as follows:

Federal Request: **\$350,000**

Divided by .75 or 75%: **\$466,667**

Multiplied by match amount .25 or 25%

equal required match amount: **\$116,667**

Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.

An expendable item is any materials that are consumed during the course of the project such as office supplies, program supplies etc. Expendable items are usually considered to be consumed when issued and are not recorded as returnable inventory.

A non-expendable item is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000).

Costs incurred for ordinary rearrangements, alterations and restoration of facilities are considered allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the awarding agency.

The Federal Acquisition Regulations are established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR.

Procurement by noncompetitive proposals is procurement through the solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate.

Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:

1. *The item of service is available only from a single source.*
2. *The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.*
3. *After solicitation of a number of sources, competitions is considered inadequate.*

A transaction in which the buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self interest and are not subject to any pressure or duress from the other party.

Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. Directors or members).

Confidential funds are those monies allocated to:

**Purchase of Services (P/S).**

This category includes travel or transportation of a non- Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.

**Purchase of Evidence (P/E).**

This category is for P/E and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime.

**Purchase of Specific Information (P/I).**

This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.

Fully Executed Negotiated Agreement is a signed, approved indirect cost rate agreement which reflects an understanding reached between the grant recipient and the cognizant Federal agency.



The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register.