

**Washington Association of  
Sheriffs & Police Chiefs**

**Mental Health Field Response Team  
Program Face Sheet**

- 1. **Contractor's Name & Address:** City of Olympia  
601 4th Avenue East  
Olympia, WA 98501
- 2. **Tax Identification No.:** 91-6001261
- 3. **Contract No.:** MHFRT-2020-001-009
- 4. **Contractor's Point of Contact:**  
**Name:** Anne Larsen  
**Title:** Outreach Services Coordinator  
**Telephone:** 360-790-0387  
**Email:** alarsen@ci.olympia.wa.us
- 5. **Contract Period:** July 1, 2020 - June 30, 2021
- 6. **Funding Authority:** Washington State Criminal Justice Training Commission  
and Washington Association of Sheriffs & Police Chiefs
- 7. **Service Area:** City of Olympia
- 8. **Requests for Reimbursement under this CONTRACT are capped at:** \$100,000.00

IN WITNESS WHEREOF, the Washington Association of Sheriffs & Police Chiefs (WASPC) and the City of Olympia (CONTRACTOR) acknowledge and accept the terms of this CONTRACT and the attachments hereto, and in witness where of have executed this CONTRACT as of the date and year last written below. The rights and obligations of both parties to this CONTRACT are governed by the information on this CONTRACT Face Sheet and other documents incorporated herein by reference: Contract Specific Terms and Conditions; and the Project Narrative and Budget Worksheet which constitute the Statement of Work.

**FOR WASPC:**

**FOR CONTRACTOR:**


\_\_\_\_\_  
Steve Strachan, Executive Director  
Washington Association of Sheriffs &  
Police Chiefs

\_\_\_\_\_  
Steven J. Burney, City Manager  
City of Olympia

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved as to Form:

  
\_\_\_\_\_  
Deputy City Attorney

**CONTRACT SPECIFIC TERMS AND CONDITIONS  
WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS  
MENTAL HEALTH FIELD RESPONSE TEAMS GRANT PROGRAM**

This AGREEMENT is entered into by and between the WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS (hereinafter referred to as WASPC); and the CITY OF OLYMPIA (hereinafter referred to as the CONTRACTOR).

NOW, THEREFORE, in consideration of the covenants, performances, and promises contained herein, the parties hereto agree as follows:

**FUNDING SOURCE**

Funding for this CONTRACT is provided to WASPC by the Washington State Legislature, through the Washington State Criminal Justice Training Commission, through the 2019-2021 Operating Budget (funding period of July 1, 2020 through June 30, 2021).

**SCOPE OF SERVICES**

The CONTRACTOR shall use the state funds awarded hereunder solely for salary and benefits, costs and contracted services, goods and services, and travel and other essential costs to support the further defined by the STATEMENT OF WORK.

**SCOPE OF WORK**

The CONTRACTOR shall seek to implement the activities and to achieve the goals and objectives of the Mental Health Field Response Teams Program, as set forth in the STATEMENT OF WORK.

**SCOPE OF WORK REVISIONS**

The CONTRACTOR shall submit to WASPC a written request to effect any significant change to the SCOPE OF WORK as expressed in the STATEMENT OF WORK. Such requests shall be accompanied by a revised STATEMENT OF WORK or other supporting documents, and shall be accepted by WASPC before the activities supporting the revised SCOPE OF WORK qualify as part of the SCOPE OF SERVICES.

**BUDGET REVISIONS**

The CONTRACTOR shall submit to WASPC a written request to effect any change(s) in the project budget which reflect a cumulative transfer of greater than ten (10) percent in the aggregate among budget line items as indicated on the

CONTRACT Face Sheet. WASPC may approve or deny the request at its sole discretion.

### **PERFORMANCE STANDARDS**

The CONTRACTOR shall perform the services as defined in the STATEMENT OF WORK incorporated herein; in accordance with the budget and estimated expenditure plan, as stated on the CONTRACT Face Sheet and in accordance with the Mental Health Field Response Teams Program, as well as other policies and procedures issued by WASPC.

### **PERIOD OF OBLIGATION**

The CONTRACT period during which financial assistance may be provided is indicated on Line 5 of the CONTRACT Face Sheet. The effective date of this CONTRACT shall be the date the last party signs this CONTRACT.

### **ALLOWABLE COSTS**

Allowable costs shall include costs incurred by the CONTRACTOR from the first date of the CONTRACT period, until the CONTRACT is terminated or expires as provided herein, but in no event shall allowable costs exceed the maximum stated amount of the CONTRACT as provided on Line 8 of the CONTRACT Face Sheet. Costs allowable under this CONTRACT are based on a budget approved by WASPC.

WASPC shall pay to the CONTRACTOR all allowable costs incurred from the first date of the CONTRACT period until this CONTRACT is terminated or expires evidenced by proper expenditure reconciliation report, submitted to WASPC on a timely basis, insofar as those allowable costs do not exceed the amount appropriated or otherwise available for such purposes as stated on the CONTRACT Face Sheet.

### **NON-SUPPLANTING**

The CONTRACTOR shall not use the state funds specified by this CONTRACT to supplant local, federal, or other state funds. The CONTRACTOR shall not use these state funds to replace funding which would otherwise be made available to the CONTRACTOR had the state funds provided by this CONTRACT not been provided.

## **GRANT ADMINISTRATION**

The WASPC Grant Administrator shall be responsible for monitoring the performance of this CONTRACT, including approval and acceptance of reports provided by the CONTRACTOR. The WASPC Grant Administrator shall provide and facilitate assistance and guidance to the CONTRACTOR as necessary.

## **PROGRAM ADMINISTRATION**

The CONTRACTOR shall notify WASPC of the local program administrator who shall be responsible for the performance of this CONTRACT. The CONTRACTOR shall provide WASPC with the program administrator's name, address, telephone number(s), and any subsequent changes.

## **DATA COLLECTION**

The CONTRACTOR shall utilize the data collection tool provided by WASPC, hereinafter referred to as the WASPC Data Collection Tool, which is the OpenLattice Application. The CONTRACTOR must provide sufficient resources to establish the administrative permissions necessary for the WASPC Data Collection Tool to be fully operational at the time field response begins at the agency. The CONTRACTOR, if not already done so, shall execute the OpenLattice App Use Agreement, which will be separately executed between WASPC, the CONTRACTOR and OpenLattice.

## **REPORTING REQUIREMENTS**

The CONTRACTOR shall submit required reports by the date using required forms according to procedures issued by WASPC.

## **REPORT DUE DATES**

1. Monthly Progress Report. The 10th of the month following the previous month in which funded activities were performed.
2. Semi-annual Assessment Report. The 10th of the month following the six month period in which funded activities were performed.

The CONTRACTOR shall be obligated to submit required reports after the close of the CONTRACT period, during the transfer of obligations to another CONTRACT, or upon termination of the CONTRACT for any reason.

## **PAYMENT PROVISIONS**

WASPC shall award state funds to the CONTRACTOR in the amount provided on Line 8 of the CONTRACT Face Sheet. Upon receipt of a fully executed Agreement, WASPC will allow reimbursement of allowable expenditures made by the CONTRACTOR. The CONTRACTOR is required to complete and submit to WASPC an A19-1A Form along with documentation for the expenditures.

The CONTRACTOR is required to complete and submit to WASPC quarterly reconciliation statements to account for the expenditure of the state funds.

## **EVALUATION AND MONITORING**

The CONTRACTOR shall cooperate with and freely participate in any monitoring or evaluation activities conducted by WASPC that are pertinent to this CONTRACT. WASPC, the State Auditor, or any of their representatives shall have full access to and the right to examine during normal business hours and as often as WASPC, or the State Auditor may deem necessary, all of the CONTRACTOR'S records with respect to all matters covered in this CONTRACT. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all CONTRACTS, invoices, materials, payroll, and records of matters covered by this CONTRACT. Such rights extend for three years from the date final reconciliation is made hereunder.

## **ACKNOWLEDGEMENT OF STATE FUNDS**

The CONTRACTOR and its SUBCONTRACTORS shall comply with the special conditions listed below:

1. Applicability of Part 200 Uniform Requirements The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this award.
2. The CONTRACTOR understands and agrees that WASPC may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of awards.
3. CONTRACTOR understands and agrees that is cannot use any state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express written approval of WASPC.

4. The CONTRACTOR agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of state funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events.
5. The CONTRACTOR agrees that if it currently has an open award of state funds or if it receives an award of state funds other than this award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing, the WASPC grant administrator for this award, and, if so requested by WASPC, seek a budget modification or change of project scope to eliminate any inappropriate duplication of funding.
6. The CONTRACTOR understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
7. The CONTRACTOR understands and agrees that, (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
8. The CONTRACTOR must collect, maintain, and provide to WASPC, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by WASPC. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.
9. The CONTRACTOR agrees to cooperate with any assessments, state evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
10. The CONTRACTOR agrees to comply with WASPC grant monitoring guidelines, protocols, and procedures, and to cooperate with WASPC on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to WASPC all documentation necessary to complete monitoring

tasks. Further, the recipient agrees to abide by reasonable deadlines set by WASPC for providing the requested documents. Failure to cooperate with WASPC's grant monitoring activities may result in sanctions affecting the recipient's awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the State Auditor for audit review; or termination of an award(s).

11. The CONTRACTOR acknowledges that sub-awards are not authorized.
12. The CONTRACTOR agrees to submit to WASPC for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date.
13. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
14. CONTRACTOR agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
15. CONTRACTOR agrees to comply with all confidentiality requirements of 42 U.S.C. section 37899 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. CONTRACTOR further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
16. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day.
17. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with 2 C.F.R. Part 200 and State and local law.

## **ENTIRE AGREEMENT**

This CONTRACT contains the entire agreement of the parties and may not be modified or amended except as provided herein. The CONTRACTOR shall perform in accordance with the specific and general terms and conditions of this CONTRACT. No other understanding, oral or written, regarding the subject matter of this CONTRACT shall be deemed to exist or to bind any of the parties hereto. The CONTRACTOR shall comply with all applicable laws, ordinances, codes, regulations and policies of local, state, and state governments. This CONTRACT consists of the following documents:

1. MHFRT 2020-001 CONTRACT Face Sheet
2. Contract Specific Terms and Conditions

## **ORDER OF PRECEDENCE**

In the event of any inconsistency in this CONTRACT, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and regulations
2. Applicable state statutes and regulations
3. MHFRT 2020-001 CONTRACT Face Sheet
4. CONTRACT Specific Terms and Conditions

**###**



## **OPD WASPC Mental Health Field Response Grant Narrative -2020/2021**

The Olympia Police Department (OPD) is proud to work alongside Catholic Community Services (CCS) and recognizes the benefits the Familiar Faces Peers have on the lives of the clients they serve. In meeting the WASPC Mental Health Field Response grant criteria, the Familiar Faces program will consist of a Mental Health Professional (MHP) and two Familiar Faces Peer Navigators. The MHP will assist the Familiar Faces Peers in treatment planning, referrals, and responding to crisis calls. While the clients in the Familiar Faces Program suffer from chronic behavioral health conditions, there are also times of acute crisis where the experience and education of an MHP will be deployed.

The Peer Navigators will provide connections to supports and services that are desired by each individual Familiar Faces participants based on their client-driven service plan. They will also provide peer support counseling services with an emphasis on housing retention, providing advocacy, teaching symptom-management techniques and coordinating services with other behavioral health, substance use and medical providers. Skill teaching, ongoing assessment, coaching towards healthy relationships and other peer support services will be provided.

Services provided by the Peer Navigators will be an intensive, flexible community-based that provides mental health and substance use disorder treatment integrated with primary health care and life skills development. This comprehensive approach will center the participants' self-determination and individual recovery goals. The Peer Navigators will also provide ongoing coordination with criminal justice system partners in order to support reentry and reduce incarceration and crisis system utilization. The following evidence-based and best practices will be used in this service delivery:

- Motivational Interviewing
- Permanent Supportive Housing from a Housing First Approach
- Assertive Outreach/Engagement
- Trauma-Informed Care
- Harm Reduction
- Integrated Care and Care Coordination
- Culturally Responsive Services

Familiar Faces participants will be referred into the program by the Program Manager. Variables, including contact with OPD Walking Patrol, prosecutors/court staff and pro-social referrals from the community.

### **Step: 1**

#### **Welcome, Engage, and Assess**

- Dialogue with clients and relate personal experience that will assist in relationship and trust building

- Assess and review the client’s ability to communicate their own position and preferences
- Reassure and communicate hopefulness “that they are not alone”
- **Stabilizing Interventions:** Housing assistance, detoxification services, medical care and mental health treatment

## **Step: 2**

### **Individualized Case Management**

- Assist client in assessing options
- Reach agreement with clients about activities that will contribute to healing and support and communicate that to others
- Provide a range of supportive/helpful interventions and activities as agreed to with the participant and documented in their case management plan
- Adapt activities and interventions to enhance focus on strengths, needs and creativity without changing the basic nature of the case management plan
- Assist participants in analyzing progress toward vision and goals and encourage feedback
- Communicate ideas by using own life as a learning and teaching tool
- Communicate progress and concerns to Familiar Faces Partner Group
- **Prosocial Interventions:** Addiction treatment, reduce delinquent peer affiliations, develop prosocial regimen and structure, and address criminal thinking and adaptive problem-solving skills

## **Step: 3**

### **Transitioning Services**

- Negotiate and facilitate transitioning to other services and natural support systems, working closely with participant each step of the way
- **Maintenance Needs:** Vocational or educational counseling, life skills training, relapse prevention therapy, long-term recovery services, relapse prevention therapy

In additional to the Familiar Faces Peer services listed, the MHP will assist adults in the City of Olympia with complex behavioral health and/or substance use symptoms. Familiar Faces often possess significant problems with psychological and social functioning and the MHP will provide supervision and support to homeless and formerly homeless clients with clinical needs. The MHP will work as part of a team with Familiar Faces Peers, the Olympia Police Department and local social service agencies in providing outreach and engagement services to engender trust and instill a sense of hope. This is a professional position that will also provide

therapeutic interventions including intake evaluation and assessment to determine medical necessity, alcohol/drug screening and brief intervention, brief intervention treatment, family treatment, group treatment services, individual treatment services counseling and case management. It is anticipated that many of the duties of this position will be to provide skilled assessments of those seeking assistance.

### **Familiar Faces MHP Major Duties and Responsibilities**

#### **Clinical Responsibilities**

1. Case Supervision
  - Review and discuss cases and assesses the effectiveness of treatment options.
  - Provide ethical and legal directives based on clinical assessment
2. Crisis Response
  - Respond to crisis calls for the Familiar Faces Program, Olympia Municipal Jail and Crisis Response Unit regarding self-harm harm to others, psychological instability and medication management difficulties needing safety assessment or referral to another provider.
  - Provide mental health referrals.
  - Provide and/or arrange necessary crisis response and stabilization services.
  - Consult and provide ongoing clinical trainings to the clinical team for mentoring, and development of skills around specific interventions.
  - Provide clinical orientation and training.
  - Be available for clinical consultation.
  - Provide oversight to Peers
  - Monitor and direct work of Peers

#### **Staff Supervision/Leadership**

1. Promote on-going training and support, and ensure attendance at all CCS/CHS mandatory and relevant trainings for site employees.
2. Facilitate regular staff meetings.
3. Attend external trainings as appropriate that relate to funding requirements or improved trends.
4. Responsible for oversight of community partners delivering services on-site for chemical dependency, mental health, counseling and veteran specific services.
5. Build relationships and partnerships with local providers and resources such as chemical dependency, employment, housing and veteran specific services.
6. Responsible for developing and safekeeping a workplace that values and supports a culturally and ethnically diverse work environment.
7. The MHP will set up a client directed service plan for the Peers to follow

### **Clinical Intake Evaluations**

1. The MHP will provide an evaluation that is culturally and age relevant and direct the client to appropriate ongoing services
2. Assess for immediate safety and stabilization needs.
3. The MHP will assist to ensure that routine services are initiated

### **The skilled clinician will demonstrate the ability to:**

- a. Provide non-judgmental, unconditional support to the consumer.
- b. Meet and engage the consumer communicating compassion, support, respect and enthusiasm for them and your role as a helper.
- c. Listen to the consumer's story and, with them, identify strengths, needs, preferences and goals.
- d. Connect the consumer to appropriate ongoing behavioral health supports.
- e. Maintain a focus on strengths, needs and creative solutions and inspire others to follow this format in problem solving.
- f. Collaborate with the consumer in order to assist them in utilizing the resources offered by formal and informal sources within their community.

The Familiar Faces Program deploys a cross-system approach allowing the team to remove barriers to effective interventions by deploying purposeful interventions facilitated by CCS Peer Navigators and the clinical expertise of the CCS Mental Health Professional.

Working in collaboration with the OPD officers, CCS Peer Navigators and MHP the team will be able to address the specific and complex needs of the City's Familiar Faces such as:

- concrete supports (housing, employment, primary health care or legal services)
- connections to information and referrals to community resources that support health and wellness
- connections to recovery community supports, activities, and events

The partnership between OPD and CCS on this collaborative effort bridges the relationships and community knowledge of OPD officers with the outreach and mental health services of CCS. We know that such a program will not only benefit OPD officers, but make long-lasting steadfast benefits to Olympia's Familiar Faces community members. The goal of this grant application is to make Olympia a safe, healthy and vibrant community for all.



# Budget Worksheet

## **Budget Worksheet**

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

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and 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. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. (Note: Use whole numbers as the percentages of time, an example is 25.50% should be shown as 25.50)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
Example: James Wright	Officer	75,000.00	Year	66.67	2	100,005.00
MHP - Neil	MHP	59,378.00	1	51.00	1	30,283.00
Peer- Melissa McKee	Peer	43,013.00	1	50.00	1	21,506.00
Program Manager - Vacant	Program Manager	67,017.00	1	10.00	1	6,702.00
						-
				<b>TOTAL Personnel</b>		58,491.00

**Personnel Narrative**

12 months - 51% MHP (Neil), 50% Peer (Melissa), 10% CCS Program Manager (To be hired)

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs. List the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765)

Description	Computation		Cost
	Base	Rate	
Example: James Wright, Officer Fringe Benefits	100,005.00	0.2992	29,921.50
MHP - Neil	30,283.00	0.32	9,690.56
Peer- Melissa McKee	21,506.00	0.32	6,881.92
Program Manager - Vacant	6,702.00	0.32	2,144.64
<b>TOTAL Fringe Benefits</b>			<b>18,717.12</b>

**Fringe Benefits Narrative**

Our fringe benefit rate is 32% includes FICA, Worker's Compensation, Unemployment Compensation, Health Insurance, and Retirement

**C. Travel** - Itemize travel expense of staff and personnel by purpose (e.g., staff to training, advisory group meeting, field interviews, 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." Note: Travel expenses for consultants should be included in the "Contractual/Consultant" category.



Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		night	2	2	1	-
		Meals		day	4	2	1	-
		Mileage		mile	8	1	100	-
		Transportation:						
								-
		Local Travel						-
		Other						
								-
		Subtotal						-
<b>TOTAL Travel</b>								-

**Travel Narrative**

Local mileage

**D. Equipment** - List non-expendable items that are purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable 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. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used.

Item	Computation		Cost
	Quantity	Cost	
			-
<b>TOTAL Equipment</b>			-

**Equipment Narrative**

**E. Supplies** - List items by type (office supplies, postage, training materials, copy paper, and expendable equipment costs costing less than \$5,000, such as books, hand held recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the project.

Supply Item	Computation		Cost
	Quantity/ Duration	Cost	
General Office Supplies	12	500.00	6,000.00
General Office Supplies			-
Client supplies			-
			-
<b>TOTAL Supplies</b>			-

**Supplies Narrative**

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**G. Other Costs** - List items (e.g. rent, reproduction, telephone, janitorial, or security services) by major type and the basis of computation. For example, provide the square footage of the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc.

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
Example: Postage - Community Flyer	1,000	Quarterly	0.50	4	2,000.00
Rent	1	Annually	16228	12	16,228.00
Indirects	1	Monthly	547	12	6,564.00
<b>TOTAL Other Costs</b>					<b>22,792.00</b>

**Other Costs Narrative**

Total lease x .33% Indirects \$6564

**Budget Summary** - When you have completed the budget worksheet, the totals for each category will appear in the spaces below. Verify the category and total dollars requested.

<b>Budget Category</b>	<b>Amount Requested</b>
A. Personnel	58,491
B. Fringe Benefits	18,717
C. Travel	-
D. Equipment	-
E. Supplies	-
F. Consultants/Contracts	-
G. Other	22,792
<b>TOTAL PROJECT COSTS</b>	<b>100,000</b>
<b>Local Match (if applicable)</b>	
<b>TOTAL GRANT REQUEST</b>	<b>100,000</b>

**Local Match** - Describe any local match provided. List source and how the funds will be used to achieve project goals.