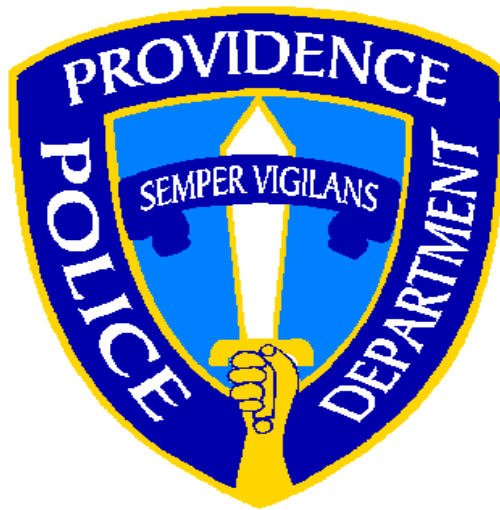# FISCAL YEAR 2020
EDWARD BYRNE MEMORIAL
JUSTICE ASSISTANCE GRANT APPLICATION
SUBMITTED BY THE
PROVIDENCE POLICE DEPARTMENT

Hugh T. Clements, Jr.
Chief of Police

Steven M. Paré
Commissioner of Public Safety

Jorge O. Elorza
Mayor

Providence Police Department
325 Washington Street
Providence, Rhode Island 02903
"Building Pride in Providence"

Program Narrative

The City of Providence is the state capital of Rhode Island and is the third largest city in New England. Since its founding in 1636, the City of Providence has been the economic, industrial, and cultural center of Rhode Island. According to 2018 estimated data, Providence has a population of 179,509 and an urban population density of 9,676 people per square mile.

Providence is one of the poorest cities in the Northeast. Approximately 26.9% of the city's 179,509 residents have incomes below the federal poverty level with a median household income of $37,501 compared to $65,226 statewide. Within Rhode Island there are eight distressed communities. The City of Providence has four of those communities with over 130,770 people receiving assistance of some kind. Unemployment and underemployment are significant challenges that contribute to community and household instability.

Providence is home to a diverse community, with a population that is 16.3% Black, 36.4% Hispanic or Latino, 36.7% White, 6.8% Asian, 2.5% Native American or American Indian and 1.4% Other. Over 29.8% of Providence residents speak a language other than English as compared to just 21% of residents statewide.

Providence is bound by major roadways and interstate highways that afford easy access into and out of the city. Consequently, this makes Providence a popular distribution center for drugs, weapons, and a vulnerable target for gang infiltration and violent crime. The challenging local and regional economy further spurs these challenges. The chance of becoming a victim of either violent or property crime in Providence is 1 in 26, based on FBI crime data.

The drug problem is particularly acute in Providence. According to data from SAMHSA, Rhode Island has the highest percentage in the nation of residents 12 and older who use illicit drugs and the highest rate of illicit drug dependence or abuse amongst 18-25 year olds.

Additionally, Rhode Island has the highest percentages of cocaine and marijuana use in the nation, as well as the highest alcohol use rate. The state also has the highest percentage of persons aged 12 and older needing but not receiving treatment for illicit drug use problems. Providence is home too much of the state's drug trade and experiences significant drug use both from residents and others who come to the city to purchase and use drugs.

Crime trends within the City Providence have fluctuated over the past few years with certain metrics demonstrating promising improvements while others have shown regressions. The following table compares NIBRS data from the City of Providence for the 2018 and 2019 calendar years:

Providence Police Department Crime Trend Comparison 2018 vs 2019			
Category	**2018**	**2019**	**% change**
Homicide	11	14	27%
Sexual Offenses, Forcible	238	216	-9%
Robbery	292	266	-9%
Aggravated Assault	512	561	10%
Burglary	997	766	-23%
MV Theft	583	526	-10%
Larceny	4,560	4,578	0%
Total	7193	6927	-4%

While overall Crime was down by 4% from 2018, most categories showed improvement with only homicides and aggravated assaults going up. While homicides and aggravated assaults were both up, the use of a firearm in the commission of a violent crime saw downward trends. Only four of the city's fourteen homicides were by firearm. There was a 22% decrease in use of firearm in commission of a robbery and aggravated assault with a firearm dropped by 10%. As a result of this, there were only 35 shooting victims in 2019; a drop of 39% and the lowest number of shooting victims in at least two decades. In 2019, Providence Police seized 13 firearms.

The department continues to see great progress in our focus on gun crime with reductions in homicides and actual shootings. There were significant reductions in burglaries and stolen motor vehicles throughout the city; however, we continue to be challenged with the availability of firearms with an uptick in the category of assault with firearms. Through the decentralized District approach, the officers remain very connected to our respective neighborhoods through the attendance at community meetings on a weekly basis. This constant improved networking has fostered a greater communication and has allowed for stronger bonds with each of our neighborhood groups. With our Community Oriented Policing Model, the department continues to advance with positive results statistically and with greater relationships with the community.

The Task Force Crime Reduction Unit monitors the activities of the highly organized, violent gangs operating in the City. These gangs all operate within a very condensed geographic area, which acts as a catalyst for turf wars and inter-gang rivalries. These gang activities and the frictions associated with them are key contributors to violence within the City of Providence as patrol officer observations have noted that a disproportionate share of violent crimes can be directly attributed to the City's gangs. In order to counteract this, department has historically attempted to deploying officers to areas that have been identified as gang hot-spots. Given the complexity of the interplay within the diverse gang environment of the City of Providence, the Police Department expends a large amount of man-power and technical resources on understanding the causes of gang violence within the City. However, difficulties regarding interagency collaboration and collaborative information collection have served as limiting factors the Department's ability to map out inter-gang feuds and predict future gang violence flare-ups.

From a strategic perspective, the Department continues to deploy targeted enforcement patrols in known "hot spot" areas and in high crime neighborhoods. The Investigative Division

continues to conduct short-and-long-term investigations of gun, gang, robbery, drug-related, and property crimes. The Investigative Division takes a targeted approach: focusing on nighttime hours and on weekends. To implement the efficiencies of the Task Force Crime Reduction Unit, the department proposes to purchase three Police Interceptor Utility Vehicles for the Unit. These vehicles will have lights and sirens and be outfitted with a mobile data terminal. The estimated cost per vehicle with the upfits is $47,500 each for a total cost of $142,500.

Goals and Objectives

The goals and objectives of the Providence Police Department's FY20 JAG Program are as follows:

Goal 1: Reduce violent crime in the City of Providence.

Objectives

- Conduct short and long-term investigations into gun, gang, robbery, burglary, and drug-related crimes.
- Combine targeted enforcement strategies with community outreach efforts to enlist the citizen's help in making their neighborhoods feel secure and safe.
- Target violent offenders and known drug dealers who defy neighborhood and community efforts to improve the quality of life within a neighborhood.
- Continue to build upon our alliances within the community and neighborhood groups that promote partnerships, problem-solving, mediation, mentoring and creating alternatives to violence.
- Enhance community, civic, and law enforcement partnerships by maximizing attendance at police/neighborhood meetings.
- Utilize the services of a part-time bilingual police liaison to respond to calls requiring immediate crisis intervention, assessing the basic and immediate needs of individuals and families in crisis and providing advocacy and follow-up services as needed.

Goal 2: Enhance enforcement and investigative efforts by assessing officer deployment strategies based on crime statistics, crime trends, place-based policing coupled with "hot spot" maps that track gun, gang, robbery, burglary, and drug-related crime activity.

Objectives

- Produce custom reports and map that track violent, property, and other crime for each district by week, by previous 28-day period, and year-to-date.
- Improve department productivity by tracking district performance through data supplemented with crime maps and reports.
- Review crime statistics, crime trends, and field interview reports to assess current crime-fighting strategy and modify as necessary.

Objectives

- Increase police visibility.
- Conduct intelligence-based patrols in known "hotspots," high crime neighborhoods, areas of high density populations.

Community Partnerships and Coordinated Efforts

As part of its crime-fighting strategy, the Department continues to embrace the community policing philosophy with a special emphasis on its three foundations of: partnership, prevention, and problem solving. Based on these foundations, the Department plans to continue its existing partnerships and innovative programs geared toward crime prevention and community problem solving. These agencies include: the U.S. Attorney's Office, the Federal Bureau of Investigation, the Bureau of Alcohol, Tobacco and Firearms, the Rhode Island State Police, the Department of Corrections Parole and Probation Office, and the Department of the Attorney General.

The FY 20 Byrne grant will specifically continue a longstanding partnership with a social service and community-based organization Family Service of Rhode Island through a Memorandum or Agreement of $39,262 for a bilingual community outreach liaison.

The Family Service of Rhode Island bilingual community outreach liaison, Carla Cuellar, BA, works out of the Providence Police substations throughout the city of Providence. Her services include crisis intervention and support, interpretation and translation, family mediation,

information and referral, advocacy, basic needs/financial assistance, FSRI Intake into services, assistance with filing Wayward Petitions, school support and advocacy. This partnership has been in existence for over fifteen years providing assistance to hundreds of children and families.

The Department is committed to working in partnership with the community to make Providence a safer and better place for all. The Department will link the initiatives funded under this grant to those funded with operating funds and other external funding sources.

Program Evaluation

The Providence Police Department will collect and analyze the following performance measures:

- Number of arrests by crime category,

- Number, caliber, and type of guns seized,

- Number of homicides, aggravated assaults, and robberies committed with a firearm,

- Number of gang investigations conducted and number of arrests,

- Number of drug arrests and amount seized.

The Department will conduct periodic analyses of these performance measures and make the necessary adjustments to ensure optimal effectiveness of officer deployments and its crime-fighting strategies.

Organizational Capacity

This grant will be overseen by Police Chief Hugh Clements, Jr., who has over 30 years' experience in the Department. He is responsible for developing the Department's goals and overseeing the Department's day-to-day operations. Chief Clements is a big proponent of working in partnership with law enforcement and social and community-based agencies to create innovative public safety and community-based programs. The grant's financial and progress

reporting will be handled by Mrs. Elaine Richards the Department of Public Safety's Deputy Commissioner. Mrs. Richards has over 35 years in the public finance arena. Mrs. Richards is responsible for the administration, budgeting, and fiscal oversight of the Department's $75 million operating budget.

In closing, the Providence Police Department looks forward to a favorable response concerning this application so it can continue to make Providence a safer place for those who live, work, and visit.

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

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	$142,575	$0	$0	$0	$0	$0	$0	$0	$142,575
E. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
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	$0	$0	$0	$0	$9,815	$0	$29,446	$0	$0	$0	$39,261
I. Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Direct Costs	$0	$0	$142,575	$0	$9,815	$0	$29,446	$0	$0	$0	$181,836
J. Indirect Costs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Project Costs	$0	$0	$142,575	$0	$9,815	$0	$29,446	$0	$0	$0	$181,836
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N								No			

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)

A. Personnel

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

Narrative	

B. Fringe Benefits

Name	Computation				
List each grant-supported position receiving fringe benefits.	Show the basis for computation.				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

C. Travel

| Purpose of Travel

Indicate the purpose of each trip or type of trip (training, advisory group meeting) | Location

Indicate the travel destination. | Type of Expense

Lodging, Meals, Etc. | Basis

Per day, mile, trip, Etc. | Computation

Compute the cost of each type of expense X the number of people traveling. | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Cost | Quantity | # of Staff | # of Trips | Total Cost | Non-Federal Contribution | Federal Request | |
| | | | N/A | | | | | $0 | | $0 | |
| | | | | | | | Total(s) | $0 | $0 | $0 | |

Narrative	

D. Equipment

Item List and describe each item of equipment that will be purchased	Computation Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
	# of Items	**Unit Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
Total(s)			$0	$0	$0

Narrative	

E. Supplies

Supply Items	Computation

Provide a list of the types of items to be purchased with grant funds.	*Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**
Narrative					

F. Construction

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

G. Subawards (Subgrants)

Description	Purpose	Consultant?			
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*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*
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$0

Narrative

H. Procurement Contracts

Description	Purpose	Consultant?			
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**
					$0
		Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	**Duration or Distance**	**# of Staff**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description 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).	Computation Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0

Narrative	

J. Indirect Costs

Description	Computation				
Describe what the approved rate is and how it is applied.	*Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	**Indirect Cost Rate**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

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

Narrative	

B. Fringe Benefits

Name List each grant-supported position receiving fringe benefits.	Computation Show the basis for computation.				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

C. Travel

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

D. Equipment

Item *List and describe each item of equipment that will be purchased*	Computation *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	**Unit Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
Ford Police Interceptor Utility Vehicle with upfitting	3	$43,000.00	$129,000		$129,000
Mobile Data Terminal	3	$4,525.00	$13,575		$13,575
		Total(s)	**$142,575**	**$0**	**$142,575**

Narrative	

Purchase of three Ford Police Interceptor Utility Vehicles with upfitting of emergency lights, sirens, containment systems and related accessories for emergency response. Vehicle per unit price (3 @ $43,000 = $129,000). Purchase of three mobile data terminals for to obtain real time response data in the vehicles while on patrol. (3 @ $4,525 = $13,575).

E. Supplies

Supply Items	Computation				
Provide a list of the types of items to be purchased with grant funds.	Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

F. Construction

Purpose	Description of Work	Computation

Provide the purpose of the construction	*Describe the construction project(s)*	*Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	**Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
				$0		$0
			Total(s)	**$0**	**$0**	**$0**

Narrative	

G. Subawards (Subgrants)

Description	**Purpose**	**Consultant?**	
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*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**
						$0
			Total(s)	**$0**	**$0**	**$0**

Consultant Travel (if necessary)

Purpose of Travel	**Location**	**Type of Expense**	**Computation**
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*
			Duration

			Cost	or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	Purpose	Consultant?	
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
					$0
		Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation

Indicate the purpose of each trip or type of trip (training, advisory group meeting)		Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.					
				Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
							$0		$0
						Total	$0	$0	$0
Narrative									

I. Other Costs								
Description 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).		Computation Show the basis for computation						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total(s)	**$0**	**$0**	**$0**
Narrative								

J. Indirect Costs

Description	Computation				
Describe what the approved rate is and how it is applied.	*Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	**Indirect Cost Rate**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
		Total(s)	$0	$0	$0

Narrative

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)](DOJ Financial Guide, Section 3.10)

A. Personnel

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

Narrative	

B. Fringe Benefits

Name	Computation				
List each grant-supported position receiving fringe benefits.	Show the basis for computation.				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.

				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					$0		$0
							Total(s)	$0	$0	$0

Narrative	

D. Equipment

Item	Computation				
List and describe each item of equipment that will be purchased	Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
	# of Items	**Unit Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

E. Supplies

Supply Items	Computation

Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
		# of Items	**Unit Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

F. Construction

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

G. Subawards (Subgrants)

Description	Purpose	Consultant?	
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*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
					$0
			Total(s)	$0	$0	$0

			Total Cost	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*			

			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total	$0	$0	$0

Narrative | |

H. Procurement Contracts

Description	Purpose	Consultant?			
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**
Family Services of Rhode Island	Bilingual Police Liason to assist in crisis intervention.		$9,815		$9,815
		Total(s)	**$9,815**	**$0**	**$9,815**

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	**Duration or Distance**	**# of Staff**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
						$0		$0
					Total	$0	$0	$0

Narrative	
The Providence Police Department will contract with Family Service of Rhode Island for the services of a part-time Bilingual Police Liaison. The Bilingual Police Liaison will ride 5 nights a week with police officers while on active duty patrols and is available to assist and counsel children and families in crisis. She will be assigned to the " Police Go Team" and assist the Program Director with providing crisis intervention, serve as an interpreter, interview potential clients and recommend appropriate program assignments. The contract shall begin on July 1, 2022 and end on June 30, 2023, and breaks down as follows: part-time salary for the Police Liaison $24,440 ($23.50/per hour x 20 hours per week x 52 week per year); fringe benefits $7,332 ($24,440 x 30%); cell phone $276 ($23/per month x 12); on call beeper $240 ($20 per month x 12); agency voice mail $420 ($35 per month x 12); program and office supplies $175; e-learning training $50; and professional liability allocation $60. The contract also includes a management allocation of $6,212 (Total Expenses of $32,696 x 19% Federal Indirect Cost Rate) to cover financial, data, and quality assurance support services. Total cost for one year is $39,262/ 4 quarters = $9,815 per quarter. The first billing cycle will fall in quarter four of Year 3, the remaining billing cycles will be in Year 4.	

I. Other Costs

Description	Computation						
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).	Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0
Narrative							

J. Indirect Costs

Description	Computation				
Describe what the approved rate is and how it is applied.	*Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	**Indirect Cost Rate**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

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

Narrative	

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	Computation *Show the basis for computation.*				
	Base	**Rate**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

C. Travel

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

D. Equipment

Item *List and describe each item of equipment that will be purchased*	Computation *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

E. Supplies

Supply Items	Computation

Provide a list of the types of items to be purchased with grant funds.		*Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
		# of Items	**Unit Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

F. Construction

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

G. Subawards (Subgrants)

Description	Purpose	Consultant?	
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*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*
						$0
			Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation				
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*				

			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$0

Narrative

H. Procurement Contracts

Description	Purpose	Consultant?				
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**
Family Services of Rhode Island	Bilingual Police Liason to assist in crisis intervention.			$29,446		$29,446
			Total(s)	**$29,446**	**$0**	**$29,446**

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	**Duration or Distance**	**# of Staff**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
						$0		$0
					Total	$0	$0	$0

Narrative	
The Providence Police Department will contract with Family Service of Rhode Island for the services of a part-time Bilingual Police Liaison. The Bilingual Police Liaison will ride 5 nights a week with police officers while on active duty patrols and is available to assist and counsel children and families in crisis. She will be assigned to the " Police Go Team" and assist the Program Director with providing crisis intervention, serve as an interpreter, interview potential clients and recommend appropriate program assignments. The contract shall begin on July 1, 2022 and end on June 30, 2023, and breaks down as follows: part-time salary for the Police Liaison $24,440 ($23.50/per hour x 20 hours per week x 52 week per year); fringe benefits $7,332 ($24,440 x 30%); cell phone $276 ($23/per month x 12); on call beeper $240 ($20 per month x 12); agency voice mail $420 ($35 per month x 12); program and office supplies $175; e-learning training $50; and professional liability allocation $60. The contract also includes a management allocation of $6,212 (Total Expenses of $32,696 x 19% Federal Indirect Cost Rate) to cover financial, data, and quality assurance support services. Total cost for one year is $39,262/ 4 quarters = $9,815 per quarter. The first billing cycle will fall in quarter four of Year 3, the remaining billing cycles will be in Year 4.	

I. Other Costs

Description 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).	Computation Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0
Narrative							

J. Indirect Costs

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

Narrative	

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

Narrative	

B. Fringe Benefits

Name	Computation				
List each grant-supported position receiving fringe benefits.	Show the basis for computation.				
	Base	**Rate**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

C. Travel

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

D. Equipment

Item *List and describe each item of equipment that will be purchased*	Computation *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

E. Supplies

Supply Items	Computation

Provide a list of the types of items to be purchased with grant funds.		*Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
		# of Items	**Unit Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

F. Construction

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

G. Subawards (Subgrants)

Description	Purpose	Consultant?	
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*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
						$0
			Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation			
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*			

			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total	$0	$0	$0

Narrative	

H. Procurement Contracts

Description	Purpose	Consultant?	
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
					$0
		Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					

			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total	$0	$0	$0

Narrative	

I. Other Costs

Description *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).*	Computation *Show the basis for computation*						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					$0		$0
				Total(s)	$0	$0	$0

Narrative	

J. Indirect Costs

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

Narrative

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 *List each name, if known.*	Position *List each position, if known.*	Computation *Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	*Rate*	*Time Worked* *(# of hours, days, months, years)*	*Percentage of Time*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
John Smith	Executive Director	$140,000	yearly	1	5%	$7,000	$0	$7,000
Jane Doe	Project Manager	$90,000	yearly	1	75%	$67,500	$0	$67,500
Alex Jones	Program Assistant	$22	hourly	1,040	100%	$22,880	$0	$22,880
					Total(s)	$97,380	$0	$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.

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	Computation *Show the basis for computation.*			
	Base	*Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*

John Smith	$7,000	25.00%	$1,750	$0	$1,750
Jane Doe	$67,500	25.00%	$16,875	$0	$16,875
Alex Jones	$22,880	25.00%	$5,720	$0	$5,720
		Total(s)	$24,345	$0	$24,345

Narrative	
Our fringe benefits rate is 25% and covers the following items: FICA (7.65%), Worker's comp (1.35%), Health Insurance (11%), Retirement (5%)	

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Project Manager Training	Reno, NV	Other	N/A	$50.00	1	1	1	$50	$0	$50
Project Manager Training	Reno, NV	Local Travel	N/A	$50.00	1	1	1	$50	$0	$50
Project Manager Training	Reno, NV	Transportation	Round-trip	$600.00	1	1	1	$600	$0	$600

Project Manager Training	Reno, NV	Mileage	Mile	$0.51	100	1	1	$51	$0	$51
Project Manager Training	Reno, NV	Meals	Day	$51.00	5.5	1	1	$281	$0	$281
Project Manager Training	Reno, NV	Lodging	Night	$94.00	5	1	1	$470	$0	$470
Project Manager Field Travel	Various	Mileage	Mile	$0.51	250	1	20	$2,550	$0	$2,550
Mandatory Orientation Training	Washington, DC	Local Travel	N/A	$25.00	1	3	1	$75	$0	$75
Mandatory Orientation Training	Washington, DC	Other	N/A	$50.00	1	3	1	$150	$0	$150
Mandatory Orientation Training	Washington, DC	Transportation	Round-trip	$500.00	1	3	1	$1,500	$0	$1,500
Mandatory Orientation Training	Washington, DC	Mileage	Mile	$0.51	100	1	1	$51	$0	$51
Mandatory Orientation Training	Washington, DC	Meals	Day	$71.00	3.5	3	1	$746	$0	$746
Mandatory Orientation Training	Washington, DC	Lodging	Night	$224.00	3	3	1	$2,016	$0	$2,016
							Total(s)	$8,590	$0	$8,590
Narrative										

Per award guidelines, key memebers must attend orientation training in Washington, DC. WE are following our own written travel policy. Lodging is for 3 nights and meals are budgeted at 3.5 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 $25 each way.

The project manager will attend trainin 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 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 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.

D. Equipment

Item List and describe each item of equipment that will be purchased	Computation Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
Dell Laptop Computer	1	$2,547	$2,547	$0	$2,547
Total(s)			$2,547	$0	$2,547

Narrative

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.

E. Supplies

Supply Items	Computation

Provide a list of the types of items to be purchased with grant funds.		*Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
		# of Items	**Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
Printer		1	$500.00	$500	$0	$500
Locking file cabinet		2	$1,000.00	$2,000	$0	$2,000
Flatbed scanner		1	$400.00	$400	$0	$400
General office supplies		12	$150.00	$1,800	$0	$1,800
			Total(s)	$4,700	$0	$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 collected in the field. General office supplies will be used bt all personnel on this project and include: pens, pencils, paper, binder clips, and other basic supplies. The office supplies are based on 12 months at $150 per month. This amount was determined based upon other projects of this size that we have completed in the past.

F. Construction		**As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.**				
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	**Cost**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
				$0		$0
			Total(s)	$0	$0	$0
Narrative						

G. Subawards (Subgrants)

Description *Provide a description of the activities to be carried out by subrecipients.*	Purpose *Describe the purpose of the subaward (subgrant)*	Consultant *Is the subaward for a consultant?*			
			Total Cost	*Non-Federal Contribution*	*Federal Request*
Conduct field activities in a remote area	Provide services and conduct field work in a remote area included in the project	No	$25,000	$0	$25,000
		Total(s)	$25,000	$0	$25,000

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	Location *Indicate the travel destination.*	Type of Expense *Hotel, airfare, per diem*	Computation *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$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 completed in the same area.

H. Procurement Contracts

Description	Purpose	Consultant			
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 contract for a consultant?*			
			Total Cost	**Non-Federal Contribution**	**Federal Request**
William Penn, CPA	Accounting Assistance	Yes	$9,400	$0	$9,400
ABC Company	Survey creation and data entry services from submitted surveys.	No	$40,000	$0	$40,000
		Total(s)	$49,400	$0	$49,400

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total	$0	$0	$0

Narrative

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 a hard copy survey will also 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 the data for the project 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 provide 200 hours of services.

I. Other Costs

Description 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).	Computation Show the basis for computation						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Rent	500	sq feet	2.51	12	$15,060	$0	$15,060
Telephone	1	monthly rate	50	12	$600	$0	$600
Reproduction	500	per copy	0.05	12	$300	$0	$300
Postage	1000	quarterly newsletter	0.5	4	$2,000	$0	$2,000
				Total(s)	$17,960	$0	$17,960

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 moths.
Postage for mailing a quarterly newsletter for 1,000 recipients.

J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*		**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*			
	Base	**Indirect Cost Rate**	**Total Cost**	**Non-Federal Contribution**	**Federal Request**
Indirect Costs	$121,725	12.54%	$15,265	$0	$15,265
Total(s)			$15,265	$0	$15,265
Narrative					

Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).

Definitions

Term	Definition
Match	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	Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.
Expendable	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.
Non-Expendable	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).
Renovations	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.
Federal Acquisition Regulations	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.
Sole Source	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.*

Arm-Length Transaction	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	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	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.
Cognizant Federal Agency	The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to t he 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.