



## KDADS Grant Request for Application (RFA)

Kansas Prevention Collaborative-Community Initiative (KPCCI)  
FY2017

Behavioral Health Services Commission

Release Date: June 9, 2016

RFP Submission Deadline: July 15, 2016

[prevprogramreports@kdads.ks.gov](mailto:prevprogramreports@kdads.ks.gov).

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## **Overview**

The Kansas Department for Aging and Disability Services (KDADS), Behavioral Health Services Commission, announces the release of a Request for Applications (RFA) for planning grants that will allow eligible applicants to engage in comprehensive community-based strategic planning that will result in community driven plans to reduce underage drinking and/or youth marijuana use, shared risk and protective factors and produce sustainable systems change.

The Kansas Prevention Collaborative-Community Initiative (KPCCI) is intended to reduce and prevent substance abuse in identified communities and enrich prevention efforts across the state through the implementation and sustainability of effective, culturally competent prevention strategies. Through the advancement of technological supports, learning processes, technical assistance, direct consultation, and other resources, grantees will be supported through each of the five steps of the SPF.

## **Request for Proposal Timeline**

Release of Request for Proposal	June 9, 2016
Letter of Intent Due	June 16, 2016
Written Questions from Potential Bidders due by 5:00 p.m.	June 20, 2016
Q&A Emailed & Posted by KDADS	June 24, 2016
Applications Due	July 15, 2016 by 5:00 P.M. CST
Notification of Award(s)	August 15, 2016
Grant Start-Up	September 1, 2016

If you have questions regarding this RFP please contact: Mende Barnett or Chris Bush  
[prevprogramreports@kdads.ks.gov](mailto:prevprogramreports@kdads.ks.gov).

## **I. Introduction and Summary**

The mission of the Behavioral Health Services Commission is: partnering to promote prevention, treatment, and recovery to ensure Kansans with behavioral health needs live safe, healthy, successful and self-determined lives in their communities. The agency's vision is that Kansas communities support prevention and recovery throughout the lifespan.

In 2015, KDADS recognized an opportunity to expand prevention efforts to be more inclusive of mental health promotion, suicide prevention, and problem gambling education and awareness. Multiple factors in the state and nation influenced this change, with two primary goals:

1. Integrate behavioral health prevention efforts
2. Allocate greater resources to local level, community-driven prevention efforts

This resulted in the formation and development of the Kansas Prevention Collaborative, with a focus on connecting communities through behavioral health promotion, education, awareness, and advocacy across the continuum of care. With these changes in mind, the priority of the SABG and the KPC-FY2017 has a primary objective to help plan, implement, and evaluate activities that prevent and treat substance abuse. Integration of other identified priority behavioral health areas is encouraged when possible to supplement substance abuse prevention.

This initiative will utilize the five steps of the SAMHSA Strategic Prevention Framework. The Strategic Prevention Framework (SPF) is a community-based approach to substance abuse prevention that cuts across existing programs and systems. SPF executes a data-driven, five-step process known to promote youth development, reduce risk-taking behaviors, build assets and resilience, and prevent problem behaviors across the life span. The SPF was initiated by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP). The five steps of the SPF are designed to help states and communities build prevention competencies and infrastructure necessary to implement and sustain effective prevention policies, practices, and programs. An outline of the five step process of the Strategic Prevention Framework follows.



**Step 1: ASSESSMENT**--*Profile population needs, resources, and readiness to address needs and gaps.* Assessment involves the collection of data to define problems within a geographic area. Assessment also involves mobilizing key stakeholders to collect the needed data and foster the SPF process. Part of this mobilization, is the creation of an assessment workgroup. A coalition's assessment workgroup may spearhead the data collection process and be responsible for defining the problems and the underlying factors that will be addressed in Step 4 of the full SPF process: Implementation. Assessing resources includes assessing cultural competence, identifying service gaps, and identifying the existing prevention infrastructure in the State and/or community.

Step 1 also involves an assessment of readiness and leadership to implement policies, programs, and practices.

**Step 2: CAPACITY BUILDING**--*Mobilize and/or build capacity to address needs.*

Building capacity involves the mobilization of resources within a community. A key aspect of capacity building is convening key stakeholders, coalitions, and service providers to plan and implement sustainable prevention efforts in Steps 3-4 of the SPF. The mobilization of resources includes both financial and organizational resources as well as the creation of partnerships. Readiness, cultural competence, and leadership capacity are addressed and strengthened through education and training. Additionally, capacity building should include a focus on sustainability as well as evaluation capacity.

**Step 3: STRATEGIC PLANNING**--*Develop a comprehensive strategic plan.*

Planning involves the development of a strategic plan that includes policies, programs, and practices that create a logical, data-driven plan to address the problems identified in Step 1 of the SPF. The planning process produces strategic goals, objectives, and performance targets as well as logic models and preliminary action plans. In addition to the strategic goals, objectives, and performance targets, Step 3 also involves the identification and selection of evidence-based strategies.

**Step 4: IMPLEMENTATION**--*Implement evidence-based prevention programs, policies, and practices.* Implementation involves taking action guided by the strategic plan created in Step 3 of the SPF. If action planning, or the selection of specific policies, programs, and practices, was not completed in full during the planning process in Step 3, it should occur in Step 4. Step 4 also includes the creation of an evaluation plan, the collection of process measure data, and the ongoing monitoring of implementation fidelity.

**Step 5: EVALUATION**--*Monitor, evaluate, sustain, and improve or replace those that fail.*

Evaluation involves measuring the impact of the SPF and the implemented programs, policies, and practices. An important part of the ongoing process is identifying areas for improvement and course correction. Step 5 also emphasizes sustainability since it involves measuring the impact of the implemented policies, programs, and practices. Evaluation also includes reviewing the effectiveness, efficiency, and fidelity of implementation in relation to the strategic plan, action plans, and desired outcome measures.

Department for Aging and Disability Services (KDADS) views KPCCI community grant applicants and grantees as learning partners; while specific guidance, consultation, and deliverables have been identified by federal and state partners, much will be learned as community leaders engage in building sustainable capacity within targeted populations to infuse a prevention mindset into multiple disciplines which have a direct impact on attitudes, beliefs, and actions related to substance abuse prevention. The KDADS Project Team and Kansas Prevention Collaborative are committed to work collaboratively with community coalitions to provide clarity through communications and support services, as needed. As part of its commitment to lead and foster learning, KDADS will strive to create an environment in which the expertise of community stakeholders is honored and supported through competent supports in both face-to-face and virtual settings. In this way, the Kansas Prevention Collaborative and community coalitions can contribute to existing statewide efforts to reduce substance abuse.

Successful grantees will be required to engage a multidisciplinary partnership committed to collaboratively work through each of the five steps of the SPF process identified community. To ensure diverse representation within SPF community coalitions, KDADS has elected to align the SPF award process with the 12 key community sectors required through the national Drug-Free Communities Support Program. This approach ensures the involvement of representatives from key community organizations and institutions who provide varying perspectives and interests in substance abuse prevention and related consequences. Alignment with federal grant program requirements is hoped to position Kansas communities for additional resources to support and sustain local efforts. The 12 sector representatives required as member participants in each community coalition funded through the KPC-FY2017 are provided in Figure 1.

**Purpose of the Grant**

The KPC-FY2017 is intended to reduce and prevent substance abuse in identified communities and enrich prevention efforts across the state through the implementation and sustainability of effective, culturally competent prevention strategies. Through the advancement of technological supports, learning processes, technical assistance, direct consultation, and other resources, grantees will be supported through each of the five steps of the SPF.

Community coalitions that are awarded Planning Grants will be better prepared to apply for, and secure, other state and national resources to support the implementation and evaluation of their comprehensive prevention plans. KDADS and the Kansas Prevention Collaborative will provide communities with support to make the best use and future application of their efforts throughout the Planning Grant phase, to include capacity building and sustainability planning.

Utilizing KPC-FY2017 funding and technical assistance, community coalitions will analyze local conditions that are contributing to substance abuse, within their identified geographic area. Resources and technical assistance supports will be provided to develop a local assessment profile, logic model, and action plan to address these issues using the five-step SPF process (i.e., assessment, capacity building, planning, implementation, and evaluation). This will also include plans for sustainability, cultural competence, and evaluation.

**Figure 1  
12 Key Community Sectors as identified in the Drug-Free Communities Support Program**

- 1) Youth (18 or younger)
- 2) Parents
- 3) Business
- 4) Media
- 5) School
- 6) Youth-serving organizations
- 7) Law-enforcement agencies
- 8) Religious or Fraternal Organizations
- 9) Healthcare Professionals (i.e. doctors, nurses, substance abuse treatment providers)
- 10) State, Local, or Tribal Government Entities
- 11) Civic or Volunteer groups
- 12) Other organizations involved in reducing substance abuse

### **Overview of Grant Awards**

During the planning phase (September 1, 2016) it is anticipated that planning grant awards will average \$65,000 per community to fund up to 15 communities. Amounts for planning grants will vary based on actual travel expenses (mileage, lodging, and per diem) from the target community to required state training events.

Grantees awarded a planning grant, who successfully complete all deliverables and a strategic plan will be eligible to apply for an implementation award. Implementation funding will allow communities to implement strategies identified in their plans and evaluate outcomes.

Implementation grants will begin in (FY 2018) July 1, 2017, and will be renewable annually through June 30, 2020. Grants will be renewed contingent upon community's progress and compliance with grant terms and conditions.

### **Kansas Prevention Collaborative Supports**

Each grantee coalition will be able to utilize guidance, training, and technical assistance in all phases of the planning process and expedited review and approval of community plans. The Kansas Prevention Collaborative is comprised of content area experts, instructional designers, prevention consultants, and other resources which will be available throughout each of the five steps of the Strategic Prevention Framework.

PreventionWorKS is a statewide prevention coalition lead by members of local community coalitions. One of the goals of PreventionWorKS is to connect coalitions across the state in a way that allows them to be resources and supports to each other. Participation in PreventionWorKS is strongly encouraged. This statewide coalition provides an opportunity for local coalitions to connect, share successes and lessons learned resources and strengthen statewide efforts.

Community coalitions applying for grant awards must demonstrate an ability and willingness to participate in all training and technical assistance opportunities provided by the KS Prevention Collaborative. Training may be offered virtually or face to face.

### **Overview of the 10-Month Planning Grant Process**

This section is provided as a brief overview of the Planning Grant phase and is intended for information purposes only. **Applicants are not required at this time to respond to any conditions outlined in this section—only to be aware of the next steps should your community coalition be identified as an Kansas Prevention Collaborative Community Initiative Grant recipient.** Once grant awards are announced in late summer, the KPC Project Team will work closely with each of the grantees to initiate the community planning process. Community mobilizers will be required to participate in centralized learning events with other grantees and the KPC project team. In addition, technical assistance will be provided throughout the process. Community plans and supporting planning products will be expected to be completed and approved by the KPC project team. The table on the following page identifies required milestones and key deliverables for each of the Strategic Prevention Framework steps that will occur during this planning grant phase of the SPF process.

**Grant Deliverables/Key Products:**

SPF Step	Milestone/Key Product	Supports
Step 1: Assessment	<ul style="list-style-type: none"> <li>• Completion of community needs assessment               <ul style="list-style-type: none"> <li>○ data will be provided by KPC</li> <li>○ local community data (optional)</li> <li>○ other data sources (optional)</li> </ul> </li> <li>• Cultural competence assessment (tool to be provided)</li> <li>• Components of logic model (standard template will be provided; full Logic Model to be finalized in Step 3)               <ul style="list-style-type: none"> <li>○ Data-driven problem statements addressing gaps or areas of need</li> <li>○ Measures of success/need (what risk factors are driving this and how do we measure that?)</li> <li>○ Evaluation plan (not a full plan but preparing for accountability)</li> </ul> </li> <li>• Identify target area “community” and target populations</li> </ul>	<ul style="list-style-type: none"> <li>• Data</li> <li>• Technical Assistance</li> <li>• Learning Events</li> </ul>
Step 2: Capacity	<ul style="list-style-type: none"> <li>• Assess Coalition and Describe Readiness and Capacity; tools to do this will be provided by KPC</li> <li>• Demonstrate participation of 12 key sectors and/or plan for recruiting representatives. (template provided by KPC)</li> <li>• Mission and Vision Statement (template provided by KPC)</li> <li>• Clear organizational structure with formalized leadership (template provided by KPC)</li> <li>• Build capacity for evaluation</li> </ul>	
Step 3: Planning	<ul style="list-style-type: none"> <li>• Memoranda of understanding with school districts for KCTC participation</li> <li>• Complete strategic plan (including logic model, strategic goals, objectives, and performance targets). Templates provided by KPC</li> <li>• Selection of evidence based strategies tied to identified needs</li> </ul>	
Step 5: Evaluation (plan development)	<ul style="list-style-type: none"> <li>• Timeline for evaluation (template provided by KPC)</li> <li>• Monthly use of community checkbox to document steps of planning (process evaluation)</li> </ul>	

*Focus on Strategic Prevention Framework Steps 1, 2, 3, & 5*

Although all five steps of the Strategic Prevention Framework will be implemented, grantees will not be expected to place emphasis on Step Four: Implementation during the planning process. The planning grant will involve a local needs assessment using state and local data (Step One), building capacity through identification and recruiting new participants to the planning process (Step Two), the planning process itself (Step Three), and planning for participation in the statewide evaluation process (Step Five).

### *Community Plan*

At the conclusion of the planning process each community will submit a comprehensive plan to address underage drinking and shared risk protective factors in their targeted community.

Each community's plan will be required to contain at a minimum the following components:

- Needs Assessment a compressive plan that emphasizes policies and practices (if the "community" is a subdivision of a county, the needs assessment will need to provide data that is community specific); i.e. identification of risk factors, and influencing factors underlying underage drinking and/or marijuana use.
- Demographics
- Staffing patterns/Organizing Structures
- Logic model to address underage drinking
- Action Plan
- Sustainability
- Cultural competency assessment and integration in to action plan
- Evaluation plan
- Capacity development plan

### **Training/Technical Assistance Supports**

Each community coalition will receive substantial support to be successful. A member of KDADS team will act as liaison to the grantee. DCCCA will be available to provide technical assistance. KDADS will provide an orientation and two statewide meetings during the planning phase in order to give coalitions an opportunity for training and exchange with other coalitions as well as meeting with the project team. A number of online tools are in development and a KPC website will be available to provide assistance with the completion of project milestones and work products.

### **Allowable Uses of Funds**

This funding is for prevention services which are intended to prevent or reduce the incidence of targeted problem behaviors (e.g. underage drinking or marijuana use).

Funding may not be utilized to:

- Purchase food
- Fund political advertisements or costs associated with lobbying
- Solely promote an agency, coalition, and/or community
- Fund the enforcement of alcohol, tobacco, or drug laws

## **II. Terms of the Grant**

The award is for a 10 month planning phase. Grantees successfully completing the planning grant phase will be eligible to apply for additional funding support and implementation phase.

### **III. Eligibility**

KDADS invites applications from private, nonprofit and/or community organizations.

Eligible applicants and fiscal agents represent community coalitions and may include local government agencies, schools, public universities and colleges, private and/or not-for-profit 501(c)(3) organizations based in the targeted community. Community coalitions shall be defined as a multiple sector partnership, mobilized at the local level to make their communities safer, healthier, and drug-free. Effective community coalitions possess a stable and effective organizational structure with clearly defined roles, responsibilities, and community coalitions may include multiple geographic areas or school district boundaries that are efficiently and effectively able to work together (e.g., a rural, multi-county partnership).

Selected applicants shall sign a Notice of Grant Award, an agreement that KDADS will provide. The application submitted to KDADS shall become part of the Notice of Grant Award.

Applicants are required to have a DUNS number at time of submission of funding proposal. This number is a unique nine-digit identification number provided by Dun & Bradstreet. It may be obtained at no cost at the following website: [www.fedgov.dnb.com/webform](http://www.fedgov.dnb.com/webform) or by calling 866-705-5711. Verification of the DUNS number must be submitted as part of the funding proposal.

A “Tax Clearance” is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

#### **To obtain a Tax Clearance Certificate, you must:**

- Go to <http://www.ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your signed renewal document
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

### **IV. Outcomes/Goal(s)**

Reduce and prevent substance abuse in identified communities and enrich prevention efforts across the state through the implementation and sustainability of effective, culturally competent prevention strategies.

### **V. Services to be Provided**

Grantee shall create a comprehensive strategic plan utilizing the strategic prevention framework. Emphasis will be placed on SPF steps, one two, three and five

The planning grant will involve a local needs assessment using state and local data (Step One), building capacity through identification and recruiting new participants to the planning process (Step Two), the planning process itself (Step Three), and planning for participation in the statewide evaluation process (Step Five).

## **VI. Deliverables and Reporting**

- Grantees will be required to collect and report relevant National Outcome Measures (NOMs).
- To facilitate the State's compliance with federal and community level evaluation requirements, grantees will participate in the Kansas Communities That Care (KCTC) Student Survey and achieve a 60% participation rate
- Community coalitions will be expected to execute a Memorandum of Understanding with the school district in the area to be served, demonstrating an agreed upon plan for administration of the KCTC Student Survey
- Grantees will also participate in evaluation, as directed, through documentation in the Community Checkbox system
- Grantees will be required to submit regular program and budget reports as specified in the Notification of Award
- Community coalitions applying for grant awards must demonstrate an ability and willingness to participate in all training and technical assistance opportunities provided by the Kansas Prevention Collaborative. Training may be offered virtually or face to face.

## **VII. Proposal Process**

### ***How to Apply***

Applications shall be electronically delivered by 5:00 p.m. CST on July 15, 2016. Applicants are required to submit one electronic copy to [prevprogramreports@kdads.ks.gov](mailto:prevprogramreports@kdads.ks.gov).

The application must be arranged in the order indicated in the "Application Checklist."

Applications must include all the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the review of the application.

### ***Applicant Information & Required Documentation (5 points)***

Complete the Applicant Information Page (Attachment A). This is a standard form used for submission of proposals and related information. The Application page (attachment A) must be signed by an official authorized to sign. Applicant should also submit 501(c)(3) Verification as appropriate and a list of board members

### ***Program Narrative Application (Attachment B) (80 points)***

The program narrative must include the following sections:

- Community Description (20 points)
- Community Capacity for Collaboration and Planning (20 points)
- Cultural Competency (20 points)
- Organizational Description (20 points)

### ***Budget Detail Worksheet (Attachment C) and Budget Narrative/Justification (15 points)***

Applicants must submit a Budget Detail Worksheet and Budget Narrative outlining how grant funds will be used to support and implement the program.

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond

with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.

### **VIII. Review and Selection Process**

Applications will be evaluated according to the demonstrable capacity of the community coalition to create and implement a plan that produces community change. The community coalition must articulate its understanding of the challenges posed in addressing community-level factors related to underage drinking and/or marijuana use as well as shared risk and protective factors. The quality and strength of the application narrative will also be considered. Grant applications will be reviewed based upon the following criteria.

<b>APPLICATION COMPONENT</b>	<b><i>Points Possible</i></b>
<b>Narrative</b>	<b>80</b>
<i>Community Description</i>	20
<i>Community Capacity for Collaboration and Planning</i>	20
<i>Cultural Competency</i>	20
<i>Organizational Description</i>	20
<b>Budget &amp; Budget Narrative</b>	<b>15</b>
<b>Applicant Information &amp; Required Documentation</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• 501(c)(3) Verification as appropriate</li> <li>• List of Board Members and a Board Member Conflict of Interest Statement if a 501(c)(3)</li> </ul>	
<b>TOTAL</b>	<b>100</b>

#### **Proposal Checklist**

The following sections must be submitted in this order:

- \_\_\_ Applicant Information (Attachment A)
- \_\_\_ Project Narrative Application (Attachment B)
- \_\_\_ Budget Sheet (Attachment C)
- \_\_\_ Budget Narrative
- \_\_\_ 501(c)(3) verification as appropriate
- \_\_\_ List of Board Members
- \_\_\_ Tax Clearance Certificate

# Attachment A – Applicant Information

## A. Applicant Agency

Name:		
Address:		
City, ST Zip:		
Telephone:		Email:

B. Type of Agency Public Private Non-Profit Private Profit

## C. Official Authorized to Sign Application

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:
Signature:		

## D. Project Director

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

## E. Financial Officer

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

F. Type of Application New Revision Continuation of Grant # \_\_\_\_\_

G. Title of Project:

## H. Geographic Area to be Served and Target Population

Area:	
Population	

I. Federal Identification Number (FEIN):

J. DUNS Number:

## K. Applicant's Fiscal Year:

Grant Funds Requested:	\$
Local Funds/Cash Match	\$
In-Kind	\$
Total Cost	\$

## **Attachment B-Program Narrative Application**

**Instructions-** The narrative should describe the target community and the coalition's capability to engage in comprehensive community-based strategic planning that will result in a plan to reduce underage drinking and/or youth marijuana use, shared risk and protective factors and produce sustainable systems change. *Please type in the text boxes that are provided, the boxes will expand.*

### **1) Community Description**

- Describe and define the community that will be targeted by the efforts of this planning process.
- Describe the challenges that underage drinking and/or marijuana youth use presents in your community.
- Describe what efforts, if any, have been made to address underage drinking and/or youth marijuana use in the past.

### **2) Community Capacity for Collaboration and Planning**

- Describe your community's experience in collaborating with other community resources to provide prevention programming. Identify which of the 12 key community sectors have participated.
- Identify previous prevention projects and their funding sources. Identify if your community has been or is involved with the Drug-Free Communities Support Program.
- Discuss your community coalition's experience using data to assess the need in your community and to guide prevention planning and program design.
- Describe your community coalition's experience in the development of a strategic prevention plan.
- Identify and describe any evidence-based policies, practices, or programs implemented in your community and discuss successes or barriers to implementation.
- Describe your community coalition's experience in evaluating coalition activities.
- Describe the participation of leaders/champions within your community coalition. Is there an intentional strategy in place to engage and support leaders/champions?

### 3) Cultural Competency

- Briefly describe the community's culture and its diversity.
- Describe how your community coalition represents the cultural groups in your community and what changes are needed in order to ensure cultural competence.
- Discuss the challenges and the opportunities that cultural diversity present in your community.

### 4) Organizational Description

- If the coalition is not the fiscal agency for this application please identify fiscal agent and their role in project.
- Describe how the community coalition intends to structure its staffing and resources to ensure completion of planning deliverables.
- Describe experience and capability in ensuring compliance with grant requirements including fiscal and progress reporting.

## **Attachment C - Budget Sheet**

### **Attachment C- Budget and Justification Worksheet**

<b>Applicant Name:</b>	
<b>Fiscal Agent Name:</b> (If Applicable)	

#### **A. Personnel:**

Position	Name	Annual Salary/Rate	Level of Effort	Cost
			TOTAL	

**JUSTIFICATION:** Describe the role and responsibilities of each position.

<b>Total Personnel Request:</b>	\$
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**B. Fringe Benefits:** List all components of fringe benefits and indicate rates.

Component	Rate	Wage	Cost
		TOTAL	

**JUSTIFICATION:**

<b>Total Fringe Benefits Request:</b>	\$
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**C. Travel:** Explain need for all travel.

Purpose of Travel	Location	Item	Rate	Cost
			TOTAL	

**JUSTIFICATION:** Describe the purpose of travel and how costs were determined.

<b>Total Travel Request:</b>	\$
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**D. Equipment:** an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit – federal definition.

**JUSTIFICATION:** Explain need for all equipment.

<b>Total Equipment Request:</b>	\$
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**E. Supplies:**

Item(s)	Rate	Cost
	TOTAL	

**JUSTIFICATION:** Describe need and include explanation of how costs were estimated.

<b>Total Supplies Request:</b>	\$
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**F. Contractual:** This includes all services secured to support implementation and can include consultants.

**(Consultant)**

Name	Service	Rate	Other	Cost
			TOTAL	

**JUSTIFICATION:** Explain the need for each agreement and how they relate to the overall project.

**(Contract)**

Entity	Product/Service	Cost
	TOTAL	

**JUSTIFICATION:** Explain the need for each agreement and how they relate to the overall project.

<b>Total Contractual Request:</b> (combine the total of consultant and contract)	\$
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**G. Other:** expenses not covered in any of the previous budget categories

Item	Rate	Cost
	TOTAL	

**JUSTIFICATION:** Breakdown costs into cost/unit: i.e. cost/square foot. Explain the use of each item requested.

<b>Total Other Request:</b>	\$
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**H. Direct Request (A-J)**

<b>Total Request:</b>	
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**I. Indirect Costs (10% Max)**

<b>Total Request:</b>	
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**JUSTIFICATION:** Provide rationale and indicate percentage of total award being expended on indirect costs.

**BUDGET SUMMARY:**

<b>Category</b>	<b>Request</b>
A. Personnel	
B. Fringe	
C. Travel	
D. Equipment	
E. Supplies	
F. Contractual	
G. Other	
H. Direct Request	
I. Indirect Costs ( <i>10% max</i> )	
<b>Total Project Costs</b>	