**Coronavirus Emergency Supplemental Fund**

**Local Government, Tribes and Non-Profit Organizations**

**Competitive Application**

March 1, 2021 – January 31, 2023

(22-month period)

Due February 12, 2021



Administered by the Office of Crime Victims Advocacy

Department of Commerce

P.O. Box 42525

Olympia, Washington 98504-2525

**Office of Crime Victims Advocacy (OCVA)**

**Bill Johnston, Application Coordinator**

**Criminal Justice Section Manager**

[**bill.johnston@commerce.wa.gov**](mailto:bill.johnston@commerce.wa.gov)

**Application Due: February 12, 2021 at 5:00 p.m.**

NO LATE APPLICATIONS WILL BE ACCEPTED.

This application and all of the applicable forms are available in PDF, Word and/or Excel format on the OCVA web page at: [www.ocva.wa.gov](http://www.commerce.wa.gov/serving-communities/crime-victims-public-safety/office-of-crime-victims-advocacy/ocva-grants-and-funding/).

**Submit applications electronically.**

Email application as a single PDF attachment to: [bill.johnston@commerce.wa.gov](mailto:bill.johnston@commerce.wa.gov)

Subject Line: CESF Local Government, Tribes and Non-Profit Application

COMMERCE cannot receive zipped files. They cannot be used for submission of applications.

.

# Contents

[Introduction 1](#_Toc44497917)

[Background 1](#_Toc44497918)

[Coronavirus Aid, Relief, and Economic Security Act](#_Toc44497919) 1

[Commerce Allocation Plan 1](#_Toc44497920)

[Purpose of Application 2](#_Toc44497923)

[Funding Available 2](#_Toc44497924)

[Period of Performance 2](#_Toc44497925)

[Americans with Disabilities Act (ADA) 3](#_Toc44497926)

[Eligibility 3](#_Toc44497927)

[Eligible Applicants 3](#_Toc44497928)

[Eligible Services and Expenses 3](#_Toc44497929)

[Non-eligible Services and Expenses 4](#_Toc44497931)

[Service and Staff Training and Experience Requirements 6](#_Toc44497932)

[Responsiveness 6](#_Toc44497933)

[Funding Requirements 7](#_Toc44497934)

[Audit and Insurance Requirements 7](#_Toc44497935)

[Background Checks 7](#_Toc44497936)

[Confidentiality 7](#_Toc44497938)

[Data Collection and Reporting Requirements](#_Toc44497939) 7

[Internal Revenue Service 501(c)(3) Determination Letter 8](#_Toc44497940)

[Mandatory Reporting 8](#_Toc44497941)

[Position Descriptions for CESF Funded Staff and Volunteer(s) 8](#_Toc44497942)

[Match Requirement 8](#_Toc44497944)

[Prohibited Discrimination 8](#_Toc44497946)

[Ban](#_Toc44497946) on Administrative Costs and Mangement Fees 9

[Budget Line Items and Guidance 9](#_Toc44497949)

[Salaries 9](#_Toc44497950)

[Benefits 11](#_Toc44497951)

[Subcontracted Services and Consultant Fees 11](#_Toc44497952)

[Goods and Services 11](#_Toc44497953)

[Indirect Costs 13](#_Toc44497954)

[Budget Notes: 14](#_Toc44497955)

[Budget Justification 15](#_Toc44497956)

[Revisions to the Application 15](#_Toc44497957)

[No Obligation to Grant 16](#_Toc44497958)

[Complaint Process 16](#_Toc44497959)

[Evaluation](#_Toc44497960) of Applicants 16

[Estimated Schedule of Procurement Activities 18](#_Toc44497961)

[Debriefing](#_Toc44497962) of Unsuccessful Applicants 18

[Protest](#_Toc44497963) Procedure 19

[Application](#_Toc44497964) Questions 20

[Bidder’s](#_Toc44497965) Conference 21

[Letter](#_Toc44497965) of Intent 21

[Submission](#_Toc44497966) of Proposals and Due Date 21

[Application Summary 22](#_Toc44497967)

[Application Checklist 24](#_Toc44497968)

**Attachments**

Attachment A: Applicant Information Form 25

Attachment B: Subcontractor Information Form 26

Attachment C: Proposal Narrative 27

Attachment D: Proposed Services Form 28

Attachment E: Budget Detail Worksheets 29

Attachment F: Modified Total Direct Cost (MTDC) Verification 35

Attachment G: Federally Approved Indirect Cost Rate 36

Attachment H: Insurance Requirements 37

Attachment I: Federal Eligibility Requirements 39

Attachment J: Contract Templates 40

# Introduction

## Background

### Coronavirus Aid, Relief, and Economic Security Act (CARES)

This opportunity is possible as the CARES Act authorized the Coronavirus Emergency Supplemental Funding (CESF) grant program.

The provisions of the Coronavirus Emergency Supplemental Funding allows for a very wide range of applications provided they are focused on preventing, preparing for, or responding to the coronavirus.

CESF funds were allocated to each State by the U.S. Department of Justice, Office for Justice Programs using Justice Assistance Grant (JAG) Allocation procedures. Other JAG specific rules do not apply, however grant rules published by the Office of the Chief Finance Officer in ‘DOJ Grants Financial Guide’ do apply to all grants and sub-grants utilizing these funds.

### Commerce’s Allocation Plan

Commerce’s Allocation Plan includes funding for up to six projects made in response to this competitive proposal.

Funding has been set aside specifically for programs operated by unit of local government, tribes and non-profit organizations. The intent is to provide funding to prepare for, prevent the spread of, and respond to the coronavirus.

Proposals are not limited to procurement of Personal Protective Equipment. Eligible proposals may include addressing backlog of cases caused by the pandemic, replacement of budgeted funds reduced/eliminated due to the pandemic, and other activities to address the coronavirus and its effects.

**Commerce encourages applicants to use language that best describes the services and reflects the community you work with.**

If you are uncertain whether your organization meets the criteria of this application, please do not hesitate to ask the [Application Coordinator](#_Application_Questions_1) for clarification.

# Purpose of Application

The purpose of this application is to develop and enhance culturally and community specific services for individuals and communities. Services and activities must be provided by organizations that are operated by and for the community to be served. Marginalized communities may include ethnic and racial minorities, immigrants and refugees, individuals who are lesbian, gay, bisexual, and transgender, individuals with disabilities or who are deaf, and Native Americans.

At the core of their programs, these agencies embody the central cultural values of the community to be served.

Federal CESF funds support, extend and enhance services to marginalized communities as they address issues and needs in response to the coronavirus. Expenditures previously budgeted for other funds are not eligible for CESF funds due to restrictions of the supplanting rule. However, costs that address problems caused by or increased by the coronavirus, or for which the intended source funding has been reduced without regard to the availability of this grants potential availability, and which shortfall is directly related to the pandemic, are legitimate expenses.

Please see the [Eligible Services and Expenses](#_Eligible_Services_and) section of the application for additional details.

# Funding Available

COMMERCE has budgeted an amount not to exceed $1,345,269 for this program. Five projects will be selected for funding with $250,000 each, and one project for the balance of the available funds. Proposals in excess of $250,000 will be considered non-responsive and will not be evaluated.

*CESF Local Government, Tribes and Non-Profit* funding is competitive. See the [Evaluation of Applicants](#_Evaluation_of_Applications) section for more information regarding the competitive review process.

# Period of Performance

Applicants may select their project’s duration for an award period of ten to twenty-four months. The award period must start on the March 1, 2021 will for the basic award period will end on January 31, 2022. If the award is extended it must end prior to January 31, 2023.

# Americans with Disabilities Act (ADA)

OCVA complies with the Americans with Disabilities Act (ADA). Applicants may contact the [Application Coordinator](#_Application_Questions_1) to receive this application in Braille or on tape.

# Eligibility

## Eligible Applicants

Any public agency, Tribe, or nonprofit organization with a primary mission and history of serving a specific marginalized community is encouraged to apply for this funding to provide culturally and community specific services.

Services and activities must be provided by organizations that are operated by and for the community to be served. For the purposes of the application, marginalized communities may include ethnic and racial communities; immigrants and refugees; lesbian, gay, bisexual, transgender and queer communities; individuals with disabilities or who are deaf; and Native American communities. “Crime Victims” and “Accused Individuals” are not considered a marginalized population for the purposes of this application.

Eligible applicants are those that:

1. Are operated by a public agency or a nonprofit organization (including tribes).
2. Provide services to a marginalized community.
3. Can demonstrate a documented history of providing effective services the marginalized community to be served under this application.
4. Have financial support from other sources.
5. Can demonstrate the organizational capacity to provide the proposed services.

A provider can demonstrate a record of effective services and support from other sources when, for example, it demonstrates the support and approval of its services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from other sources. This should be addressed in the Proposal Narrative (Attachment D).

## Eligible Services and Expenses

The services, activities, and costs eligible with CESF funding include but are not limited to:

* **Services and Expenses** that includeadvocacy and emotional support, such as:
  + Working with individuals and communities to address issues that have been impacted by the coronavirus
  + Identification of individual’s and community needs
  + Case management
  + Management of practical problems created impacted by the coronavirus
  + Identification of resources available to the individual or community
  + Provision of information, referrals, advocacy, services and follow-up contact for continued services, as needed
* Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)
* **Services and Expenses** that includemental health counseling and care such as out-patient therapy and counseling or out-patient substance-abuse treatment.
  + The treatment must be provided by a person who meets professional standards to provide these services. These services should be one component of a comprehensive array of services provided.
* **Services** that include peer-support, such as:
  + Sharing experiences, and providing self-help, information, and emotional support
* **Services and Expenses** connected to the facilitation of participation in the civil and criminal justice systems and other public proceedings arising from crime, such as:
  + Advocacy on behalf of individuals
  + Emphasis patrols or community education regarding police initiatives
  + Accompanying individuals to offices and court
  + Interpreting for individuals who are deaf or hard of hearing, or with limited English proficiency[[1]](#footnote-2)
  + Notification to impacted community members regarding key event dates
  + Assistance with Impact Statements
  + Assistance with restitution advocacy for individuals and the community
  + Providing childcare and respite care to enable an individuals who is a caregiver
* **Expenses** for transportation of individuals to receive services that address the impacts of the coronavirus.
* This may include certain automobile expenses for a client, such as the costs to repair a vehicle when necessary for health and safety of the client.
* **Expenses** for an agencyautomobile, such as:
  + Lease and/or repair a vehicle that is essential to the agency’s delivery of services.
* **Expenses** for public awareness and education presentations, such as:
  + The development of presentation materials, brochures, newspaper notices, and public service announcements in schools, community centers, and other public forums that are designed to inform individuals and the community of specific rights and services, and provide them with (or refer them to) services and assistance.
* **Expenses** for Housing Support
* Travel, reasonable moving expenses, rental assistance, security deposits, utilities, and other costs incidental to the relocation of housing, including

costs to keep someone in their home (in emergent situations).

* Prior to covering these expenses, applicants must submit, and have approved, a plan that includes applicable policies and procedures for providing relocation and housing support services.
* Need for relocation and housing expense assistance must be reasonably connected to the victimization.
* **Services and Expenses** for the coordination of system partners
  + This is defined as the development of working relationships and agreements (formal and informal) among programs and services with the goal of improving service delivery to individuals within the community.

## Non-eligible Services and Expenses

The following services, activities, and costs, although not exhaustive, cannot be supported with this grant funding:

* Administration and Management Fees for Non-Profit Organizations
* Administration and Management Fees (for Non-Profit Organizations)
* Active investigation and prosecution of criminal activities
* Compensation for crime victims
* Emergency Financial Assistance
* Food/beverages for trainings, meetings and conferences
* Fundraising activities
* Lobbying and administrative advocacy
* Most medical costs (this does not exclude coronavirus testing)
* Property loss
* Research and studies, including project evaluation
* Transitional Housing units or facilities owned or operated by the applicant organization
* Vehicle purchase for clients
* Vehicle purchase for organizations (leasing is allowable)
* Provision/support of explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, as part of the programs or services funded with this grant funding. Neither may organizations, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice (see 28 CFR §38.5).
* CESF funding cannot be used to maintain or establish a computer network unless such networks block the viewing, downloading, and exchanging of pornography.

## Service and Staff Training and Experience Requirements

Service and educational standards required under applicable state and federal regulations apply.

# Responsiveness

All proposals will be reviewed to determine the applicants meet the criteria to apply, and are an eligible organization. Proposals that fail to comply will be considered non- responsive and withdrawn from consideration.

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

# Funding Requirements

The *CESF Local Government, Tribes and Non-Profit* grants are comprised solely of federal Coronavirus Emergency Supplemental Funding (CESF) funds. COMMERCE encourages applicants to consider all Funding Requirements when deciding to apply for funding:

## Audit and Insurance Requirements

Please see Indirect and Audit Costs on pages 13 and 14 for audit requirements of successful bidders.

Please see Attachment H of Insurance requirement of successful bidders.

## Background Checks

All successful applicants providing direct services to vulnerable individuals must do criminal history background checks for all employees, volunteers and other persons who may have access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check is completed and the documentation is in the organization files.

## Confidentiality

## 

Applicants seeking to utilize CESF funds to support a program or activity subject to confidentiality requirements must apply those requirements to CESF supported activities unless specifically exempted by the Application Coordinator.

## Data Collection and Reporting Requirements

Grantees/contractors must report service and activity data on a quarterly basis. Data reports will include the number of individuals served, the number of individuals funded in part or in whole with CESF funds, and a narrative summary of the activity/services provided. A brief narrative summary of achievements and goal accomplishments will also be included in each quarterly report.

Should the Department of Justice add additional reporting requirements, successful applicants will be advised of the revisions, and such requirements will be added to the quarterly reports.

## Internal Revenue Service 501(c)(3) Determination Letter

Nonprofit organizations must verify their nonprofit status by providing a copy of their Internal Revenue Service (IRS) 501(c)(3) determination letter.

## Mandatory Reporting

## Successful applicants are required to report within 30 days a summary of any of the following:

* Fraud, waste or abuse of grant funds
* Findings of civil rights violations against the applicant organization
* Allegations of conflict of interest on the part of the applicant organization or members of its executive board

## Position Descriptions for CESF Funded Staff and Volunteer(s)

Successful grantees/contractors are required to provide position descriptions for staff being paid with these CESF funds and position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement. Successful bidders will be required to submit staff and volunteer position descriptions with the grant for funding. If more than one grant -funded staff has the same job position, only one position description is needed.

## Match Requirement

There is no match requirement.

## Prohibited Discrimination

Grantees shall comply with guidance issued by the Office of Civil Rights within the office of Justice Programs. Cited laws collectively prohibit discrimination based on race, color, national origin, disability, religion, sex, gender, gender identity, and sexual orientation in both the delivery of services and employment practices. The Age Act also prohibits discrimination on the basis of age in the delivery of services or benefits. The Equal Treatment Regulation prohibits recipients from using federal financial assistance to engage in explicitly religious activities.

Additionally, eligibility for direct services is not dependent on the victim’s immigration status.

## Ban on Administrative Cost/Management Fees

Non-Profit Organizations must forego administrative costs or management fees related to the grant activity. Supervisory and support costs essential to the activity undertaken with grant funds may be authorized to the extent that it supports grant funded activity, and for which there is no slack in existing funds or resources to provide the required support.

# Budget Line Items and Guidance

The budget is divided into five line items. Below are definitions for the different line items on the Budget Detail Worksheets (Attachment F). Under each section, provide a breakdown within the line item that specifies the individual cost per item.

For example, within "Salaries" list the names of staff members assigned to this project, their position title, the percentage of their salary that this grant will fund, and the total amount you are requesting for their salary. Within “Subcontracted Services and Consultant Fees” list all subcontractors that will receive funding and the total amount you are requesting for each subcontractor.

Applicants are required to provide your best estimate for the portion of the total budget that will support each program type. (See Attachment F, Budget Detail Worksheet, Budget Summary page)

## Salaries

The cost of paying staff salaries to:

* Provide direct services to clients,
* Supervise employees who are providing direct services
* Provide programmatic support services, such as a bookkeeper or receptionist

List each position to be paid with these grant funds by name of employee and title, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant.

Per the intent of the Commerce Implementation Plan, there is an expectation that successful applicants will provide adequate compensation and FTE for staff providing proposed services in order to promote staff recruitment and retention and to promote the provision of quality services.

**Calculating Full Time Equivalent (FTE)**

FTE Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

* 1.0 FTE calculation:
  + 40 hrs./week x 52 weeks = 2080 hours
  + 2080 ÷ 2080 = 1.0 FTE
* 0.50 FTE calculation:
  + 20 hrs./week x 52 weeks = 1040 hours
  + 1040 ÷ 2080 = 0.50 FTE
* 0.25 FTE calculation:
  + 10 hrs./week x 52 weeks = 520 hours
  + 520 ÷ 2080 = 0.25 FTE

If your agency’s full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals 0.87 FTE, not 1.0 FTE.

**FTE Example for a 35-Hour Workweek**

An **advocate** works 35 hours a week, and spends **25%** of their time providing a service funded through this initiative. They make **$40,000 annually.**

35 hrs./week x 0.25 = 8.75 hrs./week funded through *CESF Local Government, Tribes and Non-Profit Initiative*

8.75 hrs./week x 52 weeks/year = 455 hrs./year funded through *CESF Local Government, Tribes and Non-Profit Initiative*

455 hrs./year ÷ 2080 hrs./year = **0.22 FTE**

$40,000 x 0.25 = **$10,000 Annual Salaries Cost**

$10,000 x 1 years = **$10,000 Total Salaries Cost for the first grant year**

On the Budget Detail Worksheet (Attachment F):

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Position | Annual Salary | Annual Computation based on FTE | Cost for *CESF Local Government, Tribes and Non-Profit Initiative* |
| Jane Smith, Advocate | $40,000 | 25% (0.22 FTE)  $40,000 x 0.25 x 1 | $10,000 |

## 

## Benefits

The cost of paying payroll taxes, insurance, and other fringe benefits of staff listed in the salaries line.

Costs must only be for the personnel named in the salary line. Benefits should be based on actual known costs or an established formula. Benefits calculations should be consistent on all Commerce grants/contracts and should be allocated appropriately across programs and grants/contracts.

## Subcontracted Services and Consultant Fees

The cost to pay individuals and/or agencies to provide subcontracted services. Per federal guidelines, contracted services are to be paid at a rate no more than $81.25 per hour or $650 per day.

Include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, and speakers. Indicate why you propose to subcontract for the service.

## Goods and Services

The cost of providing services and activities. Examples of Goods and Services include supplies, utilities, rent, professional liability insurance, travel, and telephone. Emergency financial assistance for costs related to immediate health and safety is also allowable (such as emergency food, clothing, transportation, and shelter).

“Direct” Goods and Services costs are those that are specific to the *CESF Local Government, Tribes and Non-Profit Initiative* grant.

Travel

If staff travels to provide services or activities as part of this grant, the total cost of travel can be budgeted to this grant.

Travel expenses incurred or paid by the grantee/contractor shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at [http://www.ofm.wa.gov.](http://www.ofm.wa.gov)

“Shared” Goods and Services costs are those that benefit more than one program. There are many ways to allocate shared costs. One way is by using the percentage of Full-Time Equivalencies (FTEs) method.

**Shared Cost ~ Goods and Services Example**

One way to calculate shared Goods and Services costs is to use the percentage of staff FTEs.

The organization has two staff people, Mary and Anita, who are full time employees (1.0 FTE each) who will both spend 50% of their time providing services under the *CESF Local Government, Tribes and Non-Profit Initiative* grant.

2.0 FTE (*2 staff at 1.0 FTE*) x 0.50 FTE = 1.0 FTE

The agency has three other employees (who do not provide services under the *CESF Local Government, Tribes and Non-Profit Initiative grant*). Their combined FTE equals 3.0.

Mary and Anita *CESF Local Government, Tribes and Non-Profit Initiative* FTE = 1.0 FTE

Agency Total FTE = 5.0 FTE

The total agency FTE is 5.0 because you have 5 staff members that are each 1.0 FTE.

Expenses that are “shared,” such as rent and utilities, would be split based on the percentage of FTE for the *CESF Local Government, Tribes and Non-Profit Initiative* compared to the agency total FTE.

1.0 FTE (for Mary and Anita) / 5.0 FTE (total agency FTE) = 0.20 or 20%

Therefore, if the rent is $650 a month, multiply it by twelve (12) months (which is the length of the first year of the grant period) and then multiply it by 20%.

$650 a month x 12 months x 0.20 (percentage of FTE) = $1,560

$4,680 is the rent cost to the *CESF Local Government, Tribes and Non-Profits Initiative* for Year 1.

Calculate the telephone, utilities, and other “shared” costs the same way.

## Indirect Costs

Applicants who are Non-Profit Organizations are not eligible to receive indirect.

Grantees who are units of local government or tribal organizations may elect for one of two methods listed here. The method for recovering these costs should be consistent across the other COMMERCE grants/contracts held by the applicant.

1. Federally Negotiated Indirect Cost Rate (NICR)

If an organization has a NICR, and they wish to recover indirect costs, this is the rate that must be used (cannot use the 10% MTDC method).

**Applicants must attach a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their application.**

1. 10% of the Modified Total Direct Costs (MTDC)

Applicants must obtain certification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity). See the certification form, Attachment G.

Modified Total Direct Cost[[2]](#footnote-3) is defined as:  *All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first $25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

## Budget Notes:

* Application budget should be for ten months (March 1, 2021 – January 31, 2022). Should the applicant elect to spread the grant’s funds over a longer implementation period (max of 22 months) the applicant will submit a budget for the first 10 months and another budget with the balance of funds for the following year or portion thereof to be supported with grant funds through January 31, 2023.
* Equipment items over $5,000 that are not individually identified in the submitted budget are subject to further review, and require written approval from COMMERCE prior to purchase, and require ongoing documentation for the life of the item.
* All requested expenses must be necessary and reasonable as defined in two CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for Federal Awards[[3]](#footnote-4).
* In order to have a sound cost allocation method, organizations need to allocate costs based on usage methods or time tracking. Allocations cannot be based on revenue generated.
* Successful applicants that propose to provide Therapy Services with these funds must bill other programmatic funds and/or private insurance resources first when available and applicable[[4]](#footnote-5). The grantmay be billed for un-reimbursed therapy costs that are not billable to private insurance or other programmatic funds. Examples include:
* Insurance company denies coverage for therapy services because the request does not align with the plan’s criteria.
* Costs associated with accessing treatment are not covered such as travel and co-pays.
* It is not safe for the survivor to utilize their partner’s or parent’s insurance coverage.
* The therapist(s) trained in victim services does not accept the survivor’s insurance plan.
* Audit Costs:
  + Governmental entities required to obtain a Single Audit ($750,000 expended in federal funds in their fiscal year) can budget for audit costs proportionate to the CESF Funds expended as a percentage of the total federal funds expended in their fiscal year in the Goods and Services line item.
  + Agencies not required to obtain a Single Audit can recover an allocable portion of these costs through the indirect line item.

# Budget Justification

You must include descriptions of costs for each line item in your budget. You can provide this information on the budget detail worksheets or you may attach additional pages.

For example:

Goods and Services – Rent - $5,000

Cost of rent for providing the services based on the agency’s cost allocation plan, which utilizes the FTE allocation method.

Goods and Services – Printing - $1,000

Cost to print new Therapy Services outreach brochures.

Goods and Services – Training - $1,400

Cost to send staff members working under this grant to approximately two in-state trainings annually. This includes registration, travel, lodging and meals.

Please see Attachment F for Budget Detail Worksheets.

# Revisions to the Application

In the event it becomes necessary to revise any part of this application, amendments will be posted to the Commerce website. Interested applicants should check the website for any amendments prior to submitting an application.

COMMERCE also reserves the right to cancel or to reissue the application in whole or in part, prior to execution of a grant.

# No Obligation to Grant

This Application does not obligate the state of Washington, the Department of Commerce (Commerce) to grant for services specified herein. Applications submitted become the property of Commerce, and cannot be returned. Commerce is not liable for any costs incurred by the grantee/contractor in developing the application.

# Complaint Process

Applicants may submit a complaint to COMMERCE based on any of following:

1. The solicitation unnecessarily restricts competition;
2. The solicitation evaluation or scoring process is unfair; or
3. The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the application due date. The complaint must meet the following requirements:

1. The complaint must be in writing;
2. The complaint must be sent to the Application Coordinator in a timely manner;
3. The complaint should clearly articulate the basis for the complaint; and
4. The complaint should include a proposed remedy.

The Application Coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on Washington Electronic Business Solutions (WEBS) and the Office of Crime Victims Advocacy’s (OCVA) website. The Director of Commerce will be notified of all complaints and will be provided a copy of Commerce’s response. The complaint may not be raised again during the protest period.

Commerce’s action or inaction in response to the complaint will be final. There will be no appeal process.

# Evaluation of Applications

The *CESF Local Government, Tribes and Non-Profits Initiative* is a competitive application process. Applications will be reviewed based on the [purpose of this application](#_Purpose_of_Application_1), the requirements stated in this application, and any revisions issued.

The purpose of this application is to address the adverse impacts of the coronavirus in the state through an initiative designed to facilitate actions responding to the pandemic in and by activities that may not otherwise receive external funds to respond to the issues as seen at the local level.

COMMERCE will designate an evaluation team or teams with experience in grant writing, evaluation or management to review, evaluate, and score proposals. In formulating a rating, reviewers will consider:

* The strength of the rationale linking the proposed activities to the purposes of the coronavirus grant
* The soundness of the proposed service delivery strategy and accompanying budget
* The extent to which the proposal addresses the needs of marginalized communities.
* The extent to which the proposal impacts multiple communities.
* The extent to which the proposal reflects cooperation with multiple communities.
* The agency’s capacity to deliver the proposed services
* Whether proposed activities duplicate current services

As part of funding decisions, COMMERCE will also consider the following when making awards: geography and urban/rural distribution; service area and program type; activities that address needs of underserved populations; and applicants’ history of performance, failure to meet deadlines, spending, and compliance with requirements from previous and current grants/contracts.

COMMERCE reserves the right to reject applications that fail to meet the requirements for this application. All proposals will be reviewed to determine if the applicants meet the criteria to apply, and are a local government or non-profit organization. Proposals that fail to comply will be considered non-responsive and withdrawn from consideration.

Applications will be rated and ranked by the evaluation team based on the following:

* Rationale for Proposed Services 20 pts
* Proposed Services 30 pts
* Agency Capacity 20 pts
* Budget 10 pts
* Coordination with other jurisdictions, tribes and non-profit organizations 10 pts
* Addressing the needs of marginalized communities 10 pts

Total Points Available 100 pts

# Estimated Schedule of Procurement Activities

|  |  |
| --- | --- |
| Issue Request for Proposals | January 4, 2021 |
| Question & answer period | January 8, 2021 |
| Answers to Q&A posted no later than | January 8 – February 5, 2021 (Fridays) |
| Bidders Conference | February 2, 2021 2:30-3:30pm |
| Letters of Intent Due | February 3, 2021 5:00pm |
| Proposals due | February 12, 2021 5:00pm |
| Evaluate proposals | February 16 - 19, 2021 |
| Conduct oral interviews with finalists, if required | February 22, 2021 |
| Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful proposers | February 23, 2021 |
| Hold debriefing conferences (if requested) | March 1, 2021 |
| Negotiate contract | March 2-3, 2021 |
| Begin contract work | March 4, 2021 |

All times specified above are Pacific Standard Time.

COMMERCE reserves the right to revise the above schedule.

Estimated Schedule of Procurement Activities overrules narrative’s dates.

# Debriefing of Unsuccessful Applicants

Applicants who have submitted timely proposals, and who have not been disqualified or designated as non-responsive during the application process, may request a debriefing conference. The [Application Coordinator](#_Application_Questions) must receive the request for a debriefing conference within three (3) business days after the Unsuccessful Bidder Notification is e-mailed or faxed to the applicant, no later than 5:00 pm PST on the third day.

The Office of Crime Victims Advocacy (OCVA) will schedule a debriefing conference within three (3) business days after the [Application Coordinator](#_Application_Questions_1) has received a debriefing request. The debriefing conference will be held within three (3) business days after it has been scheduled.

Discussion at the debriefing conference will be limited to the following:

* Evaluation and scoring of the applicant’s proposal
* Critique of the proposal based on evaluator comments
* Review of proposer’s final score in comparison with other final scores without identifying the other applicants

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences will be conducted on the telephone and will be scheduled for a maximum of one hour.

# Protest Procedure

In order to submit a protest under this application, an applicant must have submitted a proposal and have participated in a debriefing conference (see above). This protest process is the sole administrative remedy available within COMMERCE. The following is the process for filing a protest:

1. Debriefing Conference: see above
2. Grounds for Protest: A protest may be made based on these grounds only:
   1. Mathematical errors were made by COMMERCE in computing the score
   2. COMMERCE failed to follow the procedures established in this application document, or to following applicable State or federal laws or regulations
   3. Bias, discrimination, or conflict of interest on the part of an evaluator
3. Protest Form and Content: A protest must state all of the facts and arguments upon which the protest is based, and the grounds for the protest. It must be in writing and signed by a person authorized to bind the applicant in a contractual relationship. The protest must include:
   1. The name of the application, the applicant, mailing address, phone number, fax, email, and name of the individual responsible for submission of the protest
   2. A detailed and complete statement of the specific action(s) by COMMERCE under protest
   3. The grounds of the protest (see number 2 above)
   4. Description of the relief or correction action requested
   5. Any additional documentation the applicant may have to support their request
4. Submitting a Protest: Protests must be received by the [Application Coordinator](#_Application_Questions) no later than 5:00 PM PST on the third business day following the Debriefing Conference (see number 1 above).
   1. Protests may be submitted by e-mail or facsimile, but must be followed by the document with an original signature
   2. Applicants protesting shall follow the procedures described herein
   3. Protests that do not follow these procedures shall not be considered
   4. Protests not based on procedural matters will not be considered, and protests will be rejected as without merit if they address issues such as:
      1. An evaluator’s professional judgment on the quality of a proposal, or
      2. COMMERCE’ assessment of its own and/or other agencies needs or requirements
5. Upon receipt of a protest, a protest review will be held by Commerce. The Commerce Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another applicant that also submitted a proposal, such applicant will be given an opportunity to submit its views and any relevant information on the protest to the Application Coordinator.

1. The final determination of the protest shall:
   1. Find the protest lacking in merit and uphold COMMERCE’ action; or
   2. Find only technical or harmless errors in COMMERCE’ application process and determine COMMERCE to be in substantial compliance and reject the protest; or
   3. Find merit in the protest and provide COMMERCE options which may include:
      1. Correct the errors and re-evaluate all proposals,
      2. Reissue the solicitation and begin a new process, or
      3. Make other findings and determine other courses of action as appropriate

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

# Application Questions

The Application Coordinator for this procurement is Bill Johnston, Criminal Justice Section Manager. Bill Johnston can be reached via email at [bill.johnston@commerce.wa.gov](mailto:bill.johnston@commerce.wa.gov).

**All questions must be submitted to Bill Johnston via email.**

Additionally, COMMERCE will develop a Q/A document and post it on the [COMMERCE website](http://www.commerce.wa.gov/serving-communities/crime-victims-public-safety/office-of-crime-victims-advocacy/ocva-grants-and-funding/) no later than January 8, 2021. The Application Coordinator will periodically update this document, usually Fridays; the final update of the Q/A document will be posted on February 5, 2021.

Application questions submitted after February 5, 2021 at 1pm PST, will not be responded to or included in the final posted Q/A update.

# Bidder’s Conference

An optional bidder’s conference webinar will be held from 2:30 – 3:30 p.m. on February 2, 2021. Information for logging into the bidder’s conference will be posted on a separate document in the application materials folder on the OCVA website (document title: Bidders Conference Information), or you may request the information via email by contacting the Application Coordinator at [bill.johnston@commerce.wa.gov](mailto:bill.johnston@commerce.wa.gov).

# Letter of Intent

A Letter of Intent must be submitted to the Application Coordinator indicating the potential applicant’s intent to submit a proposal for funding under the funds set-aside for Local Government, Tribes and Non-Profit Organizations under the CESF grant program. Submission of a Letter of Intent is not a binding commitment, but is required to the acceptance of a subsequent proposal’s submission. Submission deadline is February 3, 2021 at 5:00 p.m..

# Submission of Proposals and Due Date

**The Application Coordinator must receive applications via email no later than 5:00 pm PST on February 12, 2021.**

How to submit the application:

* Email the application as a single PDF attachment to [bill.johnston@commerce.wa.gov](mailto:bill.johnston@commerce.wa.gov)
* Subject Line: CESF Local Government or Non-Profit Application

Commerce cannot receive zipped files, and they cannot be used for submission of applications.

Commerce will disqualify any proposal and withdraw it from consideration if received after the due date and time, or if submitted by an organization which did not submit a Letter of Intent.

Commerce does not assume responsibility for problems with an applicant’s email. If Commerce email is not working, appropriate allowances will be made.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the Application Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

# Application Summary

Review the application summary and checklist carefully to ensure all required forms are completed. Following is an explanation of the required forms and/or materials applicants must submit.

**Applicant Information Form – Attachment A**

Complete the Applicant Information Form. All information is required.

**Subcontractor Information Form – Attachment B**

If this is a proposal with one lead agency and one or more subcontractors, complete the Subcontractor Information Form for each subcontractor.

**Proposal Narrative – Attachment C**

Submit a narrative description that details the proposed services for the entire grant period March 1, 2021 thru January 31, 2022 (or January 31, 2023); this should include a description of the type of program/activity, the services, and the agency capacity for the proposed scope of work.

**Proposed Services Form – Attachment D**

Complete the proposed services form, reflecting the services you will provide over the entire grant period March 1, 2021 thru January 31, 2022 (or January 31, 2023). This should include the staff name, program type, service area, and estimated number of individuals that will be served and/or number of activities provided.

A sample of a proposed services form is included; please use this sample as a template for how to complete this form.

**Budget Detail Worksheets – Attachment E**

Applicants should submit a budget for the known ten month award period (March 1, 2021 – January 31, 2021) and the twelve month projected extension period (February 1, 2022 through January 31, 2023).

Under [Budget Line Items and Guidance](#_Budget_Line_Items), you will find budget terms and definitions. Please complete the blank Budget Detail Worksheets.

Budget Justification

Please provide a budget justification for expenses listed within each line item of your proposed budget.

**MTDC Verification Form – Attachment F (Not Applicable to Non-Profit Organizations)**

This form is only required if your organization opts to use the indirect charging method of 10% of the Modified Total Direct Costs (MTDC).

**Indirect Rate Approved by a Federal Agency– Attachment G (Not Applicable to Non-Profit Organizations)**

This form is required if your agency has a federally approved indirect rate.

Do not provide additional materials that are not requested, such as brochures or samples of materials. These items will be discarded and not reviewed or scored.

# Application Checklist

Please use this checklist to make sure you have completed the required materials to send to OCVA. *You do NOT need to include the application checklist with your application submission.*

All applicable Attachments:

Attachment A: Applicant Information Form

Attachment B: Subcontractor Information Form (if applicable)

Attachment C: Proposal Narrative

Attachment D: Proposed Services Form

Attachment E Budget Detail Worksheets (for the entire award period)

Attachment F: MTDC Certification Form (if applicable)\*

Attachment G: Indirect Rate Approved by a Federal Agency\*

If you are unsure whether you need to include any of the forms listed above, please contact the [Application Coordinator](#_Application_Questions_1), Bill Johnston.

**ATTACHMENT A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information Form** | | | | | | | | | | | | | | | | | | |
| Complete All Fields | | | | | | | | | | | | | | | | | | |
| Agency/Organization/Tribe/Tribal Organization Name: | | | | | | | | | | | | | | City: | | | | |
|  | | | | | | | | | | | | | |  | | | | |
| Address: | | | | | | | | | | | | | | State: | | | | |
|  | | | | | | | | | | | | | |  | | | | |
| Zip: | | | | |
|  | | | | |
| Mailing Address (if different than above): | | | | | | | | | | | | | | | | | | |
| City: | | | | | | | | State: | | | | | | ZIP: | | | | |
|  | | | | | | | |  | | | | | |  | | | | |
| Phone: | | | | | Fax: | | | | | | | | | E-mail: | | | | |
|  | | | | |  | | | | | | | | |  | | | | |
| Primary Contact Name/Title: | | | | | Program Contact Name/Title:  *If different than primary* | | | | | | | | | | | Fiscal Contact Name/Title: | | |
|  | | | | |  | | | | | | | | | | |  | | |
| Primary Contact’s Phone: | | | | | Program Contact’s Phone: | | | | | | | | | | | Fiscal Contact’s Phone: | | |
|  | | | | |  | | | | | | | | | | |  | | |
| Primary Contact’s E-mail: | | | | | Program Contact’s E-mail: | | | | | | | | | | | Fiscal Contact’s E-mail: | | |
|  | | | | |  | | | | | | | | | | |  | | |
| Statewide Vendor Number (SWV): | | | | | | | | | | Washington State UBI Number: | | | | | | | | |
|  | | | | | | | | | |  | | | | | | | | |
| Federal DUNS Number: | | | | | | | | | | Registered in System for Award Management (SAM): | | | | | | | | |
|  | | | | | | | | | |  | | YES | | |  | | NO | |
| Accounting Period:  (Example: Jan-Dec or Jul-Jan) | | | | | | | Did your agency expend $750,000 in federal funds during your past fiscal year? | | | | | | | | | | | |
|  | | | | | | |  | | YES | | | | |  | NO | | | |
| Federally Negotiated Indirect Rate: | | | | | |  | YES | | | |  | | NO | | | | If yes, include rate: |  |
| **For Agencies, Organizations and Tribal Organizations Only**  Does the location where services are primarily provided comply with ADA requirements for accessibility? | | | | | | | | | | | | | | | | | | |
|  | Yes |  | No | If No, how will you accommodate people with disabilities that request services? | | | | | | | | | | | | | | |
|  |  |  |  |  | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTACHMENT B** | | | |
| **Subcontractor Information Form** | | | |
|  | | | |
| Subcontractor Name: | | | |
|  | | | |
| Address: | | | |
|  | | | |
| City: | | State: | Zip: |
|  | |  |  |
| Mailing Address *(if different than above)* | | | |
|  | | | |
| City: | | State: | Zip: |
|  | |  |  |
| Organization Phone: | | Organization Fax: | |
|  | |  | |
| Primary Contact Person – and Job Title: | | | |
|  | | | |
| Primary Contact’s Phone: | Primary Contact’s E-mail: | | |
|  |  | | |
| **Program Type(s):** Describe the categories of activity the subcontractor will perform under this award | | | |
|  | | | |
| Does the location where the subcontractor will provide services comply with ADA requirements for accessibility?  Yes  No  If No, how will you accommodate people with disabilities that request services  *(attach an additional sheet if needed):* | | | |
|  | | | |
| Did this subcontractor expend $750,000 in federal funds during the past fiscal year?  Yes  No | | | |
| Washington State UBI Number: | | | |
|  | | | |

|  |
| --- |
| **ATTACHMENT C** |
| **Proposal Narrative** |

In six pages or less respond to the following (New Times Roman, Arial, or Calibri, 11 or 12 point font):

1. Type of Program/Activity to be funded:
2. Rationale for Proposed Services:

How will the services directly and positively impact the community served?

1. How are the services related to the coronavirus?
2. Proposed Services Description:

What do you see as the overall benefit(s) that will be achieved from the proposed activity?

1. Coordination with other jurisdictions, tribes or organizations
2. Impact on marginalized communities\*
3. Agency capacity

\* For the purpose of this proposal, marginalized communities may include ethnic and racial minorities, immigrants and refugees, individuals who are lesbian, gay, bisexual, and transgender, individuals with disabilities or who are deaf, and Native Americans.

From the Community Voices report published in 2002, OCVA recognized that ‘Marginalized Communities’ are not who they are, but rather how these individuals and communities are treated by persons and institutions of privilege. This is their experience, not their identity. Therefore, it is understood that when the phrase “marginalized communities” is used, it refers to the result of actions taken by privileged individuals and institutions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ATTACHMENT D** | | | | | |
| **Proposed Services Form** | | | | | | | |
|  | | | | | | | |
| **Staff Name and Position** | | **Program**  **Type** | **Type of**  **Service** | **Geographic Area to be Served** | **Description of Services & Population to be Served** | **Approx. # of People to Receive Service** | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |
|  | |  |  |  |  |  | |

Insert/add additional lines as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTACHMENT E**  **Salaries** | | | | |
| **BUDGET DETAIL WORKSHEET** | | | | | |
|  | | | | | | |
| **Agency Name:** | |  | | | |
| **Salaries –** List each position to be paid with these funds by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to this award. Salaries may include individuals providing direct services, essential supervision, or essential support staff. | | | | | |
| FTEs must be calculated using 40 hours per week. See Budget Line Items and Guidance for more details. | | | | | |
| **Name/Position** | | | **Annual Salary or Hourly Salary** | **Computation Based on FTE** | **Cost for Initiative** |
| *(sample)* | | | *(sample)* | *(sample)* | *(sample)* |
| *Jane Doe/Advocate* | | | *$40,000* | *55% (.55 FTE)*  *$40,000 x .55 x 2 Years* | *$44,000* |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
| **TOTAL SALARIES** | | | | |  |

Insert/add additional lines as necessary

**List activities associated with all positions in the worksheet above:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTACHMENT E**  **Benefits** | | | | |
| **BUDGET DETAIL WORKSHEET** | | | | | |
|  | | | | | | |
| **Agency Name:** | |  | | | |
| **Benefits –** Benefits must be for the personnel names in Salaries. Benefits should be based on actual known costs or an established formula. Benefits should only be for the percentage of time devoted to these services. Only the allowable portion of costs such as employer payroll taxes, insurance, and other fringe benefits for personnel listed on the Salaries worksheet may be included in this category. | | | | | |
| **Benefit Description for Name/Position** | | | **Annual Cost** | **Computation Based on FTE** | **Cost for Initiative** |
| *(sample)* | | | *(sample)* | *(sample)* | *(sample)* |
| *Medical for Jane Doe/Advocate* | | | *$10,000* | *55% (.55 FTE)*  *$10,000 x .55 x 2 Years* | *$11,000* |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
| **TOTAL BENEFITS** | | | | |  |

Insert/add additional lines as necessary

**List details associated with all benefits listed above, if needed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTACHMENT E**  **Subcontracts/Consultants** | | | |
| **BUDGET DETAIL WORKSHEET** | | | | |
|  | | | | | |
| **Agency Name:** | |  | | |
| **Subcontracted Services/Consultant Fees** – List subcontractors needed to provide services. Compensation cannot exceed $650 per day (excluding travel and per diem) for an eight-hour day or cannot exceed $81.25 per hour for less than an eight day. | | | | |
| **Subcontracted Services/Consultants** | | | **Computation Based on FTE** | **Cost for Initiative** |
| *(sample)* | | | *(sample)* | *(sample)* |
| *Jenny Doe/Interprets for Groups* | | | *16 hours of interpretation @ $65/hr for two interpreters* | *$1,040* |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| **TOTAL SUBCONTRACTED SERVICES** | | | |  |

Insert/add additional lines as necessary

**Provided a description of the services that will be performed by subcontractors, trainers, and speakers:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTACHMENT E**  **Goods and Services** | | | |
| **BUDGET DETAIL WORKSHEET** | | | | |
|  | | | | | |
| **Agency Name:** | |  | | |
| **Goods and Services –** Goods and services must be related to the provision of services and activities. Only costs that are incurred providing services and activities on this grant can be included here, such as supplies, utilities, rent, professional liability insurance, travel, and telephones, etc. Attach an additional page if needed to provide complete information. | | | | |
| **Item Description** | | | **Computation** | **Cost for Initiative** |
| *(sample)* | | | *(sample)* | *(sample)* |
| *Cell Phone for Advocates* | | | *$65/month x 36 months x .55 FTE* | *$1,287* |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| **TOTAL GOODS AND SERVICES** | | | |  |

Insert/add additional lines as necessary

**If the budget includes shared costs (costs that benefits multiple programs), describe how you determined what portion of that cost to bill to this grant.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTACHMENT E**  **Computer Networks** | | | | |
| **BUDGET DETAIL WORKSHEET** | | | | | |
|  | | | | | | |
| **Agency Name:** | | |  | | |
| **Computer Networks –** Federal funds cannot be used to maintain or establish a computer network, unless such networks block the viewing, downloading, and exchange of pornography.  In order to be in compliance with this condition grantees have two options:  Maintain or establish a network that blocks the viewing, downloading, and exchange of pornography  Do not use grant funds to establish or support a computer network  The Application Coordinator is available to answer any questions you may have regarding this requirement. | | | | | |
| 1. **Does the Goods and Services budget include expenses related to establishing or supporting a computer network?** | | | |  | **Yes/No** |
|  |
| **If YES to #1** | | 1. **Does the network block the viewing, downloading, and exchange of pornography?** | |  | **Yes/No** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTACHMENT E**  **Summary** | | | | |
| **BUDGET DETAIL WORKSHEET** | | | | | |
|  | | | | | | |
| **Agency Name:** | |  | | | |
| **Budget Summary –** Include the totals from each budget worksheet. This should reflect the budget for the entire award period.. | | | | | |
| **Budget Line Items** | | | **Total Amount** | |
| **Salaries** | | | **$** |  |
| **Benefits** | | | **$** |  |
| **Subcontracted Services** | | | **$** |  |
| **Goods and Services** | | | **$** |  |
| **Indirect** | | | **$** |  | **Complete either attachment F or G as appropriate** | | |
| **TOTAL BUDGET** | | | **$** |  |

|  |
| --- |
| **ATTACHMENT F** |
| **10% of the Modified Total Direct Costs (MTDC)**  **Certification Form** | |
|  | | |

Applicants utilizing the indirect rate option of 10% of the Modified Total Direct Costs must certify the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Would like to use the 10% MTDC Indirect Rate** | | | | |
| **(organization name)** | | |  | | | | |
|  | | |  | | | |
| **MTDC total (for this grant):** | **$** |  | | | |  |
| **10% of that total:** | **$** |  | | | |  |
|  | **(Indirect budget total)** | | | |  | |
| **The calculation of our organization’s MTDC is certified by:** | | | | | | |
|  |  | | |  | | |
| **Name** |  | | | **Organization / Title** | | |
|  |  | | |  | | |
| **Signature** |  | | | **Date** | | |

Modified Total Direct Cost1 is defined as: *All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first $25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards, December 26, 2014 https://federalregister.gov/a/2013-30465-

**ATTACHMENT G**

|  |
| --- |
| **Federally Negotiated Indirect Cost Rates (NICR)** |
|  | |

Applicants with an indirect rate approved by a federal agency must use the approved indirect rate, or forego claiming indirect from any specific federal grant source.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |  | | | | | | | | | | | |
| **(organization name)** | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | |
| **Approval:** | | | | | | | | | | | | | **Approved By:** | | | | | | |
| **Date the indirect rate was approved:** | | | | |  | | | | |  | | | **Local Executive Board** | | | | | | |
| **Date the indirect rate approval lapses:** | | | | |  | | | | |  | | | **Federal Agency:** | | | | | | |
|  | | | | |  | | | |  |
| **Calculation:** | | | | |  | | | | | | | |  | | | | |  | |
| **The Indirect Rate is (percent):** | | | **%** | | **≈** | **$** |  | | | |  | | | | **Applicable only**  **to Contractor’s**  **expenses** | | | | |
| **Of the following:** | | **Salary** | | | | | | | | | | | | |
|  | | **Benefits** | | | | | | | | | | | | | **Applicable only**  **to Sub-recipient’s**  **expenses** | | | | |
|  | |  | | | | | | | | | | | | |
|  | | **Goods & Services** | | | | | | | | | | | | |
|  | | **Total projected expenditure/budget** | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |  | | | | |
|  | | **Other1 (specify)** | | | | | | | | | | |  | | | | | | |
|  | | **Other2 (specify)** | | | | | | | | | | |  | | | | | | |
|  | |  | | | | | | | | | | |  | | | | | | |
| **Indirect rate is based upon:** | **Negotiated Indirect Cost Rate** | | | | | | | | | | | |  | | | | | | |
|  | **OMB Indirect Calc/Instructions** | | | | | | | | | | | |  |  | | | | | | |
|  | | | | |  | | | | | | | |  | | |  | | | |
| **Exempted Expenses: (supported by direct fees/Charges)** | | | | | | | | | | | | | | | | | | | |
| **Specify any categories of expense or**  **specific expenses which Indirect may**  **not be applied** | | | | | **Salaries** | | | | | | | **Audit** | | | | | | | |
| **Benefits** | | | | | | | **Contracting/Overhead** | | | | | | | |
| **Overtime** | | | | | | | **Communications (phones)** | | | | | | | |
|  | | | | | **Travel/Training** | | | | | | | **Copying/Printing** | | | | | | | |
|  | | | | | **Hosted Conferences** | | | | | | | **Fiscal Management** | | | | | | | |
|  | | | | | **Other1** | | | |  | | | **Other1** | | | | |  | | |
|  | | | |  | **Other2** | | | |  | | | **Other2** | | | | |  | | |
|  | | | |  |  | | | | | | | |  | | |  | | | |
| **Signature** | | | |  |  | | | | | | | |  | | |  | | | |

**ATTACHMENT H**

|  |
| --- |
| **Insurance Requirements** |

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant. Failure to maintain the required insurance coverage may result in termination of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation, non-renewal or modification.

The Grantee shall submit to COMMERCE within fifteen (15) calendar days of a written request by COMMERCE, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, if required or requested, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide, at COMMERCE’s request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

* **Commercial General Liability Insurance Policy**. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than $1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.
* **Automobile Liability**. In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is $1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
* **Professional Liability, Errors and Omissions Insurance**.The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than $1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under contract to the Grantee. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.
* **Fidelity Insurance.** Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

1. The amount of fidelity coverage secured pursuant to this Grant shall be $100,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
2. Subgrantees/subcontractors that receive $10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantee/subcontractors pursuant to this paragraph shall name the Grantee as beneficiary.

**ATTACHMENT I**

|  |
| --- |
| **Federal Eligibility Package** |

The Federal Eligibility Package consists of the forms used to determine the applicant’s eligibility to receive federal grant funds award to the state by the Department of Justice.

The applicant is not required to complete this package at the time of application. Should the applicant be selected for funding the applicant will be requested to complete and return the package during the Contract Negotiation phase.

Requirements addressed in the package include:

* Statement of Assurances
* Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions (Sub-Recipient)
* Certification Regarding Lobbying, Debarment, Suspension and Other Matters; and Drug-Free Workplace
* National Environmental Protection Act
* Acknowledgement of Federal Funds
* Acknowledgement of allowable and Unallowable Costs
* Compliance with Relevant Federal and State Laws
* Non-Disclosure Agreements
* Civil Rights Training
* Equal Employment Opportunity Plan (EEOP) Certificate
* Equal Employment Opportunity Plan, submit copy (Does not apply to Non-Profits)
* Office of Civil Rights Compliance Checklist (Parts do not apply to Non-Profits)
* Federal Funding Accountability and Transparency Act
* Certificate of Insurance

**Eligibility Package Link:**

[**https://deptofcommerce.app.box.com/s/6lx7hqbcnw2nglye3s95bfrqzcr2woxf**](https://deptofcommerce.app.box.com/s/6lx7hqbcnw2nglye3s95bfrqzcr2woxf)

**ATTACHMENT J**

|  |
| --- |
| **Contract Templates** |

**Links to the two most likely contract templates follow:**

**Contract template for Non-Profit Organizations:**

**[https://deptofcommerce.app.box.com/s/2uxtlj4pzaggow77jlusdt5xdgs69w5e](https://www.commerce.wa.gov/serving-communities/crime-victims-public-safety/dispute-resolution/)**

**Contract template for Units of Local Government:**

[**https://deptofcommerce.app.box.com/s/t6xcyg9a9kkv7swlmhdg9q2q08n5zrnk**](https://deptofcommerce.app.box.com/s/t6xcyg9a9kkv7swlmhdg9q2q08n5zrnk)

1. Successful applicants may be asked to utilize available Language Bank resources, as applicable [↑](#footnote-ref-2)
2. Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465> [↑](#footnote-ref-3)
3. <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> [↑](#footnote-ref-4)
4. The intent is NOT to require victims/survivors to report to law enforcement, but if they have reported and CVC is available, that resource should be utilized first. [↑](#footnote-ref-5)