

2022 REQUEST for GRANT PROPOSALS
APPLICATION INSTRUCTIONS AND REQUIREMENTS

ILLEGAL MARIJUANA MARKET ENFORCEMENT
GRANT PROGRAM

CRIMINAL JUSTICE COMMISSION
885 Summer St NE
Salem, OR 97301

RELEASE DATE:
Wednesday, April 20, 2022

ONLINE APPLICATION OPENING DATE:
Wednesday, April 20, 2022

ONLINE APPLICATION SUBMISSION DUE DATE:
Noon, Wednesday, May 11, 2022



Table of Contents

1. Overview	3
A. Oregon Criminal Justice Commission	3
B. Grant Origins	3
2. Availability and Duration of Funding.....	3
A. Funds Available and Grant Period	3
B. Project Period.....	3
3. Grant Program Priorities	4
A. Legislative Priorities.....	4
B. Commission Priorities.....	4
4. Eligible Applicants.....	4
5. Allowable and Prohibited Uses of Award Funds	5
A. Allowable Uses	5
B. Prohibited Uses	5
6. Application Contents	6
A. Cover Sheet	6
B. Program Narrative.....	6
7. How to Apply	7
A. Application Website and Deadline	7
B. Estimated Award Decision Timeline	7
8. Application Review and Award Decisions.....	7
A. Application Scoring.....	8
B. Application Awards.....	8
9. Award Protests	8
10. Award Terms and Conditions	9
11. Award Monitoring and Reporting.....	9
12. Grant Suspension or Termination	9
13. Contact Information for Technical Assistance and Questions	9
14. Appendices	10
A. Appendix A – Scoring Rubric.....	11
B. Appendix B – Example Budget Worksheet	12-14

1. Overview

A. Oregon Criminal Justice Commission

The Oregon Criminal Justice Commission (CJC) is tasked with developing and maintaining a state criminal justice policy and a comprehensive long-range plan for a coordinated state criminal justice system that encompasses public safety, offender accountability, crime reduction and prevention, and offender treatment and rehabilitation.¹ The CJC is the administering agency for the grant program discussed herein, which includes program staff. The CJC includes a board of Commissioners (Commission) that makes award decisions.

B. Grant Origins

In 2018, the Oregon Legislature passed [Senate Bill \(SB\) 1544](#), which created the Illegal Marijuana Market Enforcement Grant Program (grant program) to assist local law enforcement agencies in their efforts to address the illegal marijuana market in Oregon.² Since that time the Legislature has passed additional bills that have increased the amount of funds available and expanded the priorities of the grant program, most recently via [SB 893](#) in 2021 and [House Bill \(HB\) 4074](#) in 2022.³

2. Availability and Duration of Funding

A. Funds Available and Grant Period

The Oregon Legislature has appropriated \$20 million in one-time program funding for this grant program open to cities, counties, and community-based organizations. The Legislature has also appropriated an additional \$6 million in one-time program funding that must be awarded specifically to community-based organizations. Funds will be awarded through a competitive application process. Applicants awarded grant funds will receive all grant award disbursements during the grant period, ending June 30, 2023.

B. Project Period

The project period is the period through which disbursed funds may be spent and, as such, the period of time that successful applicants will be required to perform grant reporting duties. Applicants may establish a project period of their choice, so long as it begins no earlier than April 1, 2022 and ends no later than December 31, 2025. Applicants may allocate award funding for costs incurred at any point during the project period, so long as those funds meet all program rules and requirements. This includes no supplanting of existing sources of funding.

¹ ORS 137.656(2).

² [SB 1544](#) §13 (2018 Regular Session).

³ [SB 893](#) §1 (2021 Second Special Session), and [HB 4074](#) §7-13 (2022 Regular Session).

3. Grant Program Priorities

A. Legislative Priorities

The purpose of the grant program is to assist with the costs incurred by cities, counties, and community-based organizations in addressing unlawful marijuana cultivation or distribution operations, including investigation, interdiction, prosecution, and humanitarian crisis victim/survivor supports and services.⁴ The Legislature has mandated that the CJC prioritize five elements when making funding decisions through this program.⁵ The five priority elements are:

1. Rural areas;
2. Large-scale operations;
3. Organized crime;
4. Diversion of marijuana outside of Oregon;
5. The ongoing humanitarian crisis associated with illegal marijuana cultivation and distribution, and facilitating connections to assistance and services for individuals impacted.

Please see the program's Oregon Administrative Rules for key definitions, at [OAR 213-080-0030](#). The program's complete administrative rules are available at [Chapter 213, Division 80](#).

B. Commission Priorities

The Commission may also prioritize grant applications that:

1. Fund training opportunities that assist applicants in addressing illegal marijuana markets;
2. Address cases that require complex financial accounting;
3. Track outcomes;
4. Collaborate with other agencies and organizations; and/or
5. Provide trauma-informed and culturally- and linguistically-specific and responsive services to persons affected by the ongoing humanitarian crisis associated with the illegal marijuana market.

The Commission may also choose to apply additional priorities as necessary.

4. Eligible Applicants

Eligible applicants include units of local government and community-based organizations. For the purposes of this grant, a community-based organization is an organization that is based in the community, independent from units of local government, (a) a nonprofit registered under section 501(c) of the Internal Revenue Code, or (b) an organization that has a non-profit fiscal sponsor registered under section 501(c) of the Internal Revenue Code.

⁴ HB 4074 §7 (1).

⁵ HB 4074 §7 (5)(a-e).

Applicants may apply jointly with other agencies or organizations for awards or as a single grantee. Applicants that do not address the priority elements set forth by the Legislature are eligible to apply for these funds, but the Commission may not prioritize awarding applicants that do not address the Legislature's priority elements over other applicants that do. Applicants may apply as existing programs (programs that are currently receiving IMMEGP funds or have previously) or as implementation programs (programs that are new to IMMEGP).

5. Allowable and Prohibited Uses of Award Funds

A. Allowable Uses

Funds distributed to grant recipients must be spent on costs associated with addressing and prosecuting unlawful marijuana cultivation or distribution operations, and/or on supporting victims/survivors affected by the ongoing humanitarian crisis associated with these illegal operations. Requests for funding must fall within one of the following categories:

- Personnel/fringe costs;
- Contractual services;
- Equipment;
- Supplies;
- Travel/training;
- Rent/utilities; and/or
- Administrative costs (not to exceed 10 percent of total of other funds requested).

Exceptions to the 10-percent administrative costs rule may be granted by the Commission upon a sufficient showing, in writing, that one is warranted under the circumstances.

Examples of what grant program funding may be used for includes, but is not limited to:

- Hiring law enforcement officers to investigate illegal marijuana market cases;
- Hiring deputy district attorneys to work on illegal marijuana-specific caseloads;
- Funding culturally- and linguistically-specific and responsive victim/survivor services for persons affected by the humanitarian crisis associated with the illegal marijuana market, such as housing, language services, legal support, or other necessities;
- Hiring forensic accountants or other accounting specialists to assist in the investigation and prosecution of illegal marijuana market assets and finances;
- Funding research or data collection strategies to improve program performance;
- Funding attendance at trainings specifically tailored to the program goals of the grant program, including reasonable travel costs.

B. Prohibited Uses

Funds distributed to grant recipients may *not* be used for the following:

- Covering unrelated, existing local government or community-based organization costs;

- Standard weapons, ammunition, and related equipment normally and routinely provided by a local government agency;
- Standard clothing and uniforms normally and routinely provided by an agency or organization;
- Standard vehicles normally and routinely provided by an agency or organization to others in the same roles;
- Land acquisition;
- Lobbying or political activities, including political contributions;
- Salary bonuses; or
- Other unallowable expenses as identified in the [CJC's Grant Management Handbook](#).⁶

Exceptions to prohibited uses may be granted by the Commission upon a sufficient showing of need, in writing, by grant program awardees.

6. Application Contents

Applications for this grant program must include the following components:

A. Cover Sheet

Please include the following in your online application:

- Primary applicant contact information
- Fiscal contact information
- Indication of ACH/direct deposit preference
- Payment remittance address for the program
- Community-based organization type and fiscal sponsor name (if applicable)
- Identification of program type (established or implementation)

B. Program Narrative

Applicants will be asked to answer the following narrative questions in their online applications, within the corresponding word limits.

1. Program Overview

- *Problem Scope Statement* (500 words or less)
 - Provide a description of what the illegal marijuana market-related problem is that your program seeks to address. Consider describing the geographic scope covered by the program, impacts of the illegal marijuana market on the community or communities the program seeks to serve, any existing efforts to address the illegal market or problems caused by it, lack of necessary resources to adequately address existing needs, and/or other relevant problem descriptions.
- *Program Description* (250 words or less)

⁶ CJC Grants Management Handbook, available at https://www.oregon.gov/cjc/CJC%20Document%20Library/21-23_GMH.pdf.

- Provide a description of what program funds will be used to do, by which agencies/organizations, and how they will impact the illegal marijuana market's effects in areas served through implementation of the program.
- *Program's Desired Outcomes* (250 words or less)
 - Provide a description of the applicant's program goals and desired outcomes over time, specifying goals for Year One, Year Two, and any other additional years if the applicant's selected project period exceeds two years.
- *Legislature's Priority Elements* (500 words or less)
 - Provide a description of how the program will meet any or all of the Legislature's five award priority elements of the grant listed on page 4.
- *Commission's Priority Elements* (500 words or less)
 - Provide a description of how the program will meet any or all of the Commission's five priority elements of the grant listed on page 4.

2. Proposed Budget

- *Budget Worksheet and Narrative*
 - Provide a budget worksheet that briefly describes the amount of each budget request, what each budget request will be used for, and how it will allow for the applicant's proposed program to succeed.

A copy of the Proposed Budget Worksheet is enclosed at Appendix B, at pages 12-14, for review, and a fillable copy will be available for download through the grant website.

7. How to Apply

A. Application Website and Deadline

Applications must be submitted online through the CJC's grant administration website at:

<https://cjc-grants.smapply.io>.

- ➔ **Applications are due by noon on Wednesday, May 11, 2022.** Please contact staff if you have technical difficulties during submission.

B. Estimated Award Decision Timeline

The Commission intends to have award decisions made by the end of May or beginning of June 2022. Applicants will be notified promptly regarding award decisions. Applicants awarded funds will receive further instructions regarding technical assistance, contracting, and future reporting expectations.

8. Application Review and Award Decisions

The CJC's program staff will conduct the initial review of all applications received for completeness. If an application is found to be incomplete by staff, staff will contact the identified program contact and request that revisions be made promptly.

Complete applications will be provided to the program’s grant review committee (GRC), which is convened by the CJC to review and provide award recommendations to the Commission. The Commission has exclusive authority regarding award decisions for this grant program.

A. Application Scoring

Once applications have been reviewed by staff for completeness, the GRC will evaluate each application. To aid in objective review of applications, the GRC will be provided a scoring rubric, enclosed at Appendix A, at page 10. The components of the rubric include the elements described in the Program Narrative section on pages 6-7. The rubric is scored on a high-to-low scale, with the highest possible scores of “5” points being awarded to exceptional answers and lowest possible scores of “0” points being awarded to non-responsive answers.

B. Application Awards

Once the GRC has made funding recommendations, program staff will present recommendations to the Commission. The Commission will deliberate on the applications, the GRC recommendations, and any additional relevant information, before making grant program award decisions. The Commission may authorize the grant awards as requested or in-part. Following award decisions, program staff will notify all applicants of award outcomes and send award documentation and further instructions to awardees. The Commission may also award any remaining grant funds not awarded during a supplemental grant round at a later date.

9. Award Protests

An applicant may protest an award decision if the applicant is able to articulate specific reasons the advisory committee’s solicitation process or decision was in error, based on applicable law, rule, or language of the request for grant proposals.

The affected applicant shall have seven calendar days from the date of the Intent to Award Notice to file a written protest. Protests must meet all following requirements:

1. Delivered to the CJC via email or hard copy;
 - Email: cjc.grants@cjc.oregon.gov
 - Fax: 503.378.4861, Attn: Illegal Marijuana Market Enforcement Grant Program
 - Mail: Attn: Illegal Marijuana Market Enforcement Grant Program, Criminal Justice Commission, 885 Summer St. NE, Salem, OR 97301
2. Reference the request for proposal name;
3. Identify applicant’s name and contact information;
4. Signed by an authorized representative(s);
5. Specify the grounds for the protest; and
6. Be received by the CJC within seven calendar days of the Intent to Award Notice.

The CJC will address all timely submitted protests within 30 days and issue a written decision to any respective applicants. The CJC will not consider protests that do not include the required information.

10. Award Terms and Conditions

Applicants receiving awards must agree to the grant award terms and conditions, including monitoring and reporting addressed in Section 11. The CJC may negotiate the terms of the grant award agreement. If mutually agreeable terms cannot be reached within a reasonable time, as determined by the CJC, the CJC reserves the right to cancel the award to the applicant.

11. Award Monitoring and Reporting

The CJC will monitor whether applicants receiving awards are operating their programs as described in their approved applications in addition to progress toward the program performance objectives. Applicants receiving awards will be required to:

- Submit financial reports on a regular basis, to be determined by the CJC, detailing expenditure of grant funds during the prior time period; and
- Collect and submit program information to the CJC on a regular basis, which may include, but is not limited to, program data points and progress towards desired program outcome measures.

12. Grant Suspension or Termination

It is the CJC's role as grant administrator to ensure that grant funds as awarded comply with state and local statutes and rules, as well as the goals of the grant program. Following reasonable notice to applicants receiving awards and attempts to resolve problems informally, the CJC may suspend funding in whole or in part, terminate funding, or impose another sanction for reasons including, but not limited to, the following:

- Failure of the program to comply substantially with the requirements or statutory requirements of the grant program, or other provisions of state law;
- Failure of the program to make satisfactory progress toward its approved goals and objectives;
- Failure of the program to adhere to the terms and conditions of the grant award and/or the grant monitoring and reporting conditions;
- The program proposes or implements substantial changes that result in a program that would not have been selected if it had been subjected to the original review of applications; and/or
- Failure of the program to comply substantially with any other applicable federal or state statute, regulation, or guideline.

13. Contact Information for Technical Assistance and Questions

For questions concerning the grant program or application, please contact Angel Jenkins at angel.jenkins@cjc.oregon.gov or Bridget Budbill at bridget.budbill@cjc.oregon.gov.

14. Appendices

- A. Appendix A – Scoring Rubric
- B. Appendix B – Proposed Budget Worksheet

Cover Sheet							
Entry	Included	Not Included	Notes				
Primary applicant's contact information							
Program's fiscal contact information							
Indication of ACH/direct deposit preference							
Community-based organization designation and fiscal sponsor (if applicable)							
Identification of program type:							
Established Program: Applicant has an existing IMMEGP and is applying for supplemental funding.							
Implementation: Applicant is a new applicant to IMMEGP and would be implementing a new program.							
Priority Assessment							
Legislative priorities	Application responds to any priorities (5)			Application does not respond to any priorities (0)			
<p>1. Program describes how it will assist units of local government with costs incurred by local law enforcement agencies and district attorney offices in addressing illegal marijuana cultivation or distribution operations in rural areas.</p> <p>2. Program describes how it will assist units of local government with costs incurred by local law enforcement agencies and district attorney offices in addressing large-scale illegal marijuana cultivation or distribution operations.</p> <p>3. Program describes how it will assist units of local government with costs incurred by local law enforcement agencies and district attorney offices in addressing illegal marijuana cultivation or distribution operations that involve organized crime.</p> <p>4. Program describes how it will assist units of local government with costs incurred by local law enforcement agencies and district attorney offices in addressing illegal marijuana cultivation or distribution operations that involve diversion outside the state of Oregon.</p> <p>5. Program describes how it will assist local law enforcement agencies with partnering with community-based organizations to address the ongoing humanitarian crisis associated with illegal marijuana cultivation and distribution, facilitating connections to assistance and services for individuals impacted.</p>							
Commission priorities	Application responds to any priorities (5)			Application does not respond to any priorities (0)			
<p>1. Program describes how it will fund training opportunities that assist applicants in addressing illegal marijuana markets.</p> <p>2. Program describes how it will address cases that require complex financial accounting.</p> <p>3. Program describes how it will track program outcomes, including data to be collected and how it will be used to support program goals.</p> <p>4. Program describes how it will collaborate with other agencies and/or organizations; and</p> <p>5. Program describes how it will provide culturally-specific and responsive services to persons affected by the ongoing humanitarian crisis associated with the illegal marijuana market.</p>							
Priorities Subtotal							0
Program Overview							
Problem statement description	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	
Description of what the illegal marijuana market-related problem is that your program seeks to address. Consider describing the geographic scope covered by the program, impacts of the illegal marijuana market on the community or communities the program seeks to address, any existing efforts to address the illegal market, lack of necessary resources, and/or other relevant problem description.							
Program description	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	
Description of what funds will be used to do, and how funds will impact the illegal marijuana market's effects in applicant's community or communities.							
Program's desired outcomes	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	
Description of the applicant's program goals and desired outcomes over selected project period.							
Proposed Budget							
Applicant's explanation of the requested budget	5 Exceptional Response	4 Detailed Response	3 Adequate Response	2 Some Response	1 Minimal Response	0 No Response	
Amount of each budget request, and a description of what each budget request will be used for and how it will allow for the applicant's proposed program to succeed.							
Narrative Subtotal							0
Total All Fields							0

This sheet is intended as an example for how to fill out the budget sheet -- nothing contained here is intended to signal the "right" things to fund.

BUDGET EXPENSE SHEET - ILLEGAL MARIJUANA MARKET ENFORCEMENT GRANT PROGRAM

Personnel: Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part)

Directions:

In the "Monthly Rate" field, combine salary/wages and fringe benefits for a single month.

In the "# Months Employed" field, indicate the number of months the position is expected to be funded during the grant period.

In the "% Time per Month" field, use whole numbers to show percentage of position's time dedicated to grant-related work. Example: a half-time case manager = 50

Position Title	Employing Organization	New or Existing Position	Full Time Equivalent (FTE)	Monthly Rate (Wages + Fringe)	# Months Employed	% Time per Month	Total Amount Requested
1 Survivor services navigator	Farmworker Assistance Network of Greater PNW	New	1.00	4,100.00	24.0	100	98,400.00
2 Site location data manager	Northwest County	New	1.00	3,800.00	24.0	80	72,960.00
3 Sheriff's deputy	Northwest County	New	1.00	6,100.00			73,200.00
4		Select Option					0.00
5		Select Option					0.00
Personnel Total:							244,560.00

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

1 Survivor services navigator will facilitate connecting services to survivors who need them
2 Personnel who connects grow site locations into data portal for grow site interdiction tracking
3 Additional deputy to add capacity to county sheriff's office interdiction team
4
5

Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided by the grantee

Directions:

In the "Contract Purpose" field, identify what services the contract covers.

In the "Organization Served" field, identify the entity that is contracting for the services.

Contract Title / Purpose	Organization Served	Contract Category	Unit Type	Price per Unit	# Units Required	Total Amount Requested
1 Client online service portal	Farmworker Assistance Network of Greater PNW	Services	Yearly	22,000.00	1.0	22,000.00
2 Grow site location data portal	Northwest County	Services	Yearly	13,000.00	1.0	13,000.00
3 Housing services	Farmworker Assistance Network of Greater PNW	Select Option	Monthly	1,300.00	15.0	19,500.00
4 Legal services	Farmworker Assistance Network of Greater PNW	Select Option	Hourly	50.00	50.0	2,500.00
5		Select Option	Select Option			0.00
Contractual Total:						57,000.00

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

1 Website allows survivor services to set up materials for survivor clients through online portal for easy access
2 Web portal allows collaborating teams to see where grow sites have been in the past and where recent interdictions have taken place
3 Renting safe units for housing for survivors to stay at during removal from dangerous situations and getting next steps coordinated
4 Consultations with legal services providers to help survivors get any legal matters resolved while exiting dangerous situations
5

Equipment: Permanent or non-expendable equipment with a purchase price of \$5,000 or more, or a useable life of two or more years, for a single item

Directions:

In the "Item Description" field, identify the name/type of equipment to be purchased.

In the "Organization Served" field, identify the entity that will own and operate the equipment.

In the "# of Units Required" field, indicate the number of individual items to be purchased.

Item Description	Organization Served	Price per Unit	# Units Required	Total Amount Requested
1 Laptop Computers	Farmworker Assistance Network of Greater PNW	1,200.00	2.0	2,400.00
2 Grow site haz-mat suits	Northwest County	139.00	6.0	834.00
3				0.00
4				0.00
5				0.00
Equipment Total:				3,234.00

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

1 Staff need laptops to use for coordinating services and to make computers available to survivors in need of web access for support coordination
2 County law enforcement need suits to protect against hazardous materials encountered at grow sites during investigations
3
4
5

Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

Directions:

In the "Item Description" field, identify the name/type of supplies to be purchased.

In the "Organization Served" field, identify the entity that will use the supplies.

In the "# of Units Required" field, indicate the number of individual items to be purchased.

Item Description	Organization Served	Price per Unit	# Units Required	Total Amount Requested
1 Printing/outreach materials	Farmworker Assistance Network of Greater PNW	500.00	2.0	1,000.00

2				0.00			
3				0.00			
4				0.00			
5				0.00			
Supplies Total:				1,000.00			

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

- 1 Materials needed to share awareness of help available to persons who are being abused in the workplace
- 2
- 3
- 4
- 5

Rent/Utilities: Office space and related utilities necessary to provide grant-funded personnel space to complete program work

Directions:

In the "Item Description" field, identify the space/utilities covered

In the "Organization Served" field, identify the entity that will use the space/utilities

Item Description	Organization Served	Price per Month	# Months Required	Total Amount Requested			
1 Rent for office space	Farmworker Assistance Network	1,700.00	24.0	40,800.00			
2 Utilities (phone, internet, electricity)	Farmworker Assistance Network	290.00	24.0	6,960.00			
3				0.00			
4				0.00			
5				0.00			
Rent/Utilities Total:				47,760.00			

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

- 1 Need space to operate services for survivors
- 2 Need utilities covered for office space
- 3
- 4
- 5

Travel/Training: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes

Directions:

Each item should be dedicated to a single training and all associated expenses

All travel expenses must follow state DAS and federal GSA regulations; luxury expenses are not allowed (e.g. first-class seating)

In the "Organization(s) Served" field, list the entity(ies) that will have personnel attending training

In the "Registration Costs" field, input the estimated total registration costs for all attendees combined

In the "Travel Costs" field, input the estimated total travel costs for all attendees combined

Training Title	Organization(s) Served	Location of Training	# Individuals Attending	Registration Costs (Total)	Travel Costs (Total)	Total Amount Requested	
1 Forensic Accounting - Narcotics	Northwest County	Online	2	400.00	0.00	400.00	
2 Cross Cultural Services Techniques	Network of Greater PNW	Santa Rosa, CA	1	350.00	760.00	1,110.00	
3						0.00	
4						0.00	
5						0.00	
Travel/Training Total:						1,510.00	

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

- 1 Training for law enforcement personnel on how to track financial crimes associated with illegal marijuana operations.
- 2 Training for survivor services coordinators on how to understand and recognize and respond to cross-cultural needs in survivors and clients
- 3
- 4
- 5

Administrative Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting and staff services

Directions:

Total Administrative Costs may not exceed 10% of grant funds, unless an exception is granted by the Commission.

In the "Item Description" field, identify the specific activities to be conducted

In the "Organization" field, identify the entity that will be conducting the administrative activities

Item Description	Organization	Total Amount Requested					
1 Part-time admin support for grant	Farmworker Assistance Network	11,200.00					
2 Part-time admin support for grant	Northwest County	10,900.00					
3							
4							
5							
Administrative Costs Total:		22,100.00					

Narrative:

For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

- 1 Allows existing part-time employee to be compensated for taking on new grant reporting requirements
- 2 Allows existing part-time employee to be compensated for taking on new grant reporting requirements
- 3
- 4
- 5

Budget Request Totals: This section will be automatically calculated based on the information provided above

Budget Categories	Category Totals						

Personnel	\$	244,560.00					
Contractual Services	\$	57,000.00					
Equipment	\$	3,234.00					
Supplies	\$	1,000.00					
Rent/Utilities	\$	47,760.00					
Travel/Training	\$	1,510.00					
<i>Subtotal</i>	\$	<i>355,064.00</i>					

Administrative Costs	Total	% of Total Request					
All Items	\$	22,100.00	6.22%	*No more than 10% without exception request			

Total Budget Request	\$	377,164.00				
-----------------------------	----	-------------------	--	--	--	--