

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF MONTEREY
AND
THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY
FOR THE VETERANS TREATMENT COURT PROGRAM**

This Memorandum of Understanding (“MOU”), retroactively entered into on October 1, 2017, is by and between the County of Monterey acting through the Monterey County Probation Department (“PROBATION”) and the Superior Court of California - County of Monterey (“COURT”) (collectively, “the Parties”).

WHEREAS, the purpose of this MOU is to set forth the roles and responsibilities of the Parties participating in a Veterans Treatment Court program, and to delineate their rights and responsibilities in fulfilling the purposes of grant number 2017-VV-BX-0059 (“DOJ Grant”); and

WHEREAS, a copy of the Grant Budget is attached hereto as Schedule A; and

WHEREAS, the federal Grant was awarded to PROBATION by the Bureau of Justice Assistance within the U.S. Department of Justice (“DOJ”), Office of Justice Programs.

WHEREAS, the purpose of the DOJ Grant is to sustain the Monterey County Veterans Treatment Court (VTC). The VTC focuses on veteran offenders, holding them accountable for their actions and instituting a protocol to facilitate lasting behavioral changes, which may include regular testing for substance use, participation in self-help meetings or court approved treatment programs, and close supervision by PROBATION and other service providers; and

THEREFORE, in order to comply with the grant’s requirements and provided services to eligible veteran offenders, PROBATION and the COURT hereby agree to the terms set forth in this MOU.

TERM, CONTINUANCE, AND TERMINATION

Except as set forth below, the duration of this MOU is concurrent with the DOJ Grant period, and shall commence on October 1, 2017, and end on September 30, 2020 or on such later date, as is established by an extension of the grant period. Obligations that continue beyond the end of the DOJ Grant period and are necessary to carry out the purposes or terms of the grant, such as those that concern invoicing and reporting, shall continue for such reasonable period beyond the end of the DOJ Grant period as is necessary for their accomplishment.

If, prior to the end of the DOJ Grant period and any extensions thereof, the parties have agreed to continue the Veterans Treatment Court program, the parties shall act in good faith to negotiate the terms of a new MOU or other agreement for the Veterans Treatment Court program.

Both parties to this MOU may terminate their involvement in Veterans Treatment Court program, with or without cause, upon thirty (30) calendar days’ written notice to the other party. The parties will thereafter meet to determine the appropriate disposition of the program participants who will be affected by the termination. Obligations pertaining to indemnification

for, and defense of, any cause of action accruing during the term of this MOU shall survive the termination of this MOU.

RESPONSIBILITIES OF PARTICIPATING AGENCIES AND STAFF

The parties participating in the Veterans Treatment Court program agree to provide staff and resources to assume the responsibilities and perform the services described below:

The Superior Court Agrees to:

The COURT shall assign court personnel to the Veterans Treatment Court program as follows:

1. Provide one (1) or more Judicial Officers to preside over the cases in the program.
2. Provide 0.15 FTE Collaborative Court Manager as an in-kind match to the Veterans Treatment Court program. The Collaborative Court Manager will provide administrative management support to the Veterans Treatment Court and treatment team.
3. Provide 0.10 FTE Courtroom Clerk as an in-kind match to provide clerical support and attend to duties associated with the courtroom functions associated with the Veterans Treatment Court.
4. The COURT will provide documentation for the in-kind match for a total of \$55,270, over the three (3) year grant period for salary and benefits of court personnel.

The Probation Department Agrees to:

PROBATION shall assign one (1) FTE Deputy Probation Officer to the Veterans Treatment Court program to perform the following services described below:

1. Evaluation of individuals for eligibility to enter the Veterans Treatment Court program; assessing each participant's needs and identifying resources.
2. Collaborating with participants and other team members to formalize a case plan that defines participant needs and goal-attainment strategies, and then working within the team to allocate responsibility for monitoring participant progress toward each goal.
3. Assessing the risk for re-offense of each participant, formulating supervision strategies to hold each participant accountable for violations, addressing any violations swiftly by notifying all parties within the team and modifying strategies as needed.
4. Whenever appropriate, testing participants for alcohol and drugs, and conducting home visits to insure compliance with Veterans Treatment Court and Probation rules.
5. Tracking and monitoring testing results, and tracking the sanctions imposed by the Court.

6. Reporting client progress to the Court, which address the participants' actions, progress, observable behavior, both positive and negative, and offer the team's recommendations regarding supervision, testing and reporting strategies to the Court.
7. To the limits provided in Budget Schedule A the grant provides for travel related to approved training, general office supplies, and a PC/laptop with windows license.
8. PROBATION shall provide 0.10 FTE Probation Services Manager as in-kind match to the Veterans Treatment Court program. The Probation Services Manager will provide oversight and supervision of the Probation Officer II.
9. PROBATION shall provide 0.05 FTE Accountant I as in-kind match to the Veterans Treatment Court program. The Accountant I will provide fiscal support to the program for grant administration and reporting.
10. PROBATION will collect documentation for the in-kind match and submit the required documentation to the grantor.

PROGRAM COORDINATION AND REPORTING

Program Coordination

1. The activities of Veterans Treatment Court personnel shall be coordinated pursuant to applicable program policies and procedures to the extent that such policies and procedures do not conflict with those of their employing agencies.
2. Veterans Treatment Court personnel shall work together as a team, coordinating and communicating with each other as much as possible to accomplish the goals and objectives of the Veterans Treatment Court program.
3. COURT shall confer with PROBATION regarding grant expenditures and reporting to ensure that the procedures set forth in this MOU are being followed, and to address any issues that may arise.

Program Reporting

1. PROBATION and COURT shall establish and maintain procedures for gathering and retrieving output data regarding their participation in the Veterans Treatment Court program. Financial records and data relating to the operation of the Veterans Treatment Court program shall be maintained as required by DOJ, which will enable PROBATION to meet the fiscal and performance reporting requirements of the DOJ Grant and enable PROBATION and/or DOJ to perform an accounting of program costs and progress.
2. The COURT will provide to PROBATION, within ten (10) days after the end of each quarterly grant reporting period (January 30, April 30, July 30, October 30), the information and documentation needed by PROBATION in order for it to make quarterly reports to DOJ regarding the progress made toward achieving the objectives of the grant award and the expenditure of grant funds within the reporting period.

3. PROBATION and the COURT shall establish and maintain procedures for gathering and retrieving data for Veterans Treatment Court participants regarding number of individuals screened and number of individuals participated in program, the status of their compliance with court orders, results of their tests, and demographic data – that will be of help to PROBATION in its coordination of the Veterans Treatment Court program, and in its publication of the results of the program, as required by the DOJ grant.

FISCAL ACCOUNTABILITY

Administrative Agent for the DOJ Grant

As the lead administrative agency for implementing the terms of the DOJ Grant, PROBATION is responsible for reporting to DOJ on the progress of the Veterans Treatment Court in achieving the grant objectives; and is responsible as well for submitting, for review and approval by DOJ, all claims and supporting documentation regarding expenses qualifying for reimbursement under the DOJ Grant.

Requirements for Record Keeping

It is understood that accounting records must be maintained which adequately identify and segregate DOJ resources and expenditures from all other transactions and adequate source documentation must be retained by all grant participants.

CONFIDENTIALITY

The parties shall maintain the confidentiality of all participant records in accordance with all applicable federal, state, and local laws, regulations, ordinances, and directives relating to privacy and confidentiality. All non-public records and information concerning any and all matters referred to the COURT by PROBATION, or by the COURT to PROBATION shall be considered and kept confidential by all parties and their respective staff, agents, employees, and volunteers to the extent permitted by law. All non-public information obtained by the COURT or PROBATION in the performance of this MOU shall be treated as strictly confidential, and shall not be used for any purpose other than the performance of this MOU, except as may be required or permitted by law.

PROBATION and the COURT shall institute policies and procedures to ensure that participant information is not accessed by anyone not authorized to access the information or not needing to access the information as part of their assigned duties. PROBATION and the COURT shall promptly investigate any indication of inappropriate access or sharing, and take appropriate action regarding any violations or potential further inappropriate access or disclosures.

INDEMNIFICATION

PROBATION agrees to indemnify, defend with counsel approved in writing by the COURT, and hold the COURT, its elected and appointed officials, officers, agents, and employees harmless from any and all claims, demands, losses or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services or other

performance provided by the COURT pursuant to this MOU. If judgment is entered against the COURT and PROBATION by a court of competent jurisdiction because of the concurrent active negligence of the COURT, PROBATION and the COURT agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment of liability.

The COURT agrees to indemnify, defend with counsel approved in writing by PROBATION, and hold PROBATION, its elected and appointed officials, officers, agents, and employees harmless from any claims, demands, losses or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, or other performance provided by PROBATION pursuant to this MOU. If judgment is entered against PROBATION and the COURT by a court of competent jurisdiction because of the concurrent active negligence of PROBATION, the COURT and PROBATION agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment of liability.

NOTICES

Except for the parties' routine exchange of information and cooperation, any and all notices, requests, demands, and other communications required or permitted to be given under the terms of this MOU shall be in writing and shall be hand-delivered or mailed to the parties as follows, unless prior notice of a change of address is given:

Notices to the COURT shall be sent to the following:

Chris Ruhl, Court Executive Officer (or designee)
Monterey County Superior Court
240 Church Street
Salinas, CA 93901

Notices to PROBATION shall be sent to the following:

Marcia Parsons, Chief Probation Officer (or designee)
Monterey County Probation Department
20 East Alisal Street
Salinas, CA 93901

ALTERATION OF TERMS

This MOU, together with the exhibits attached hereto and incorporated herein by reference, expresses the full understanding of the parties and is the total agreement between the parties as to the subject matter of this MOU. No addition to, or alteration of, the terms of this MOU shall be valid unless made in the form of a written amendment to this MOU approved and executed by all parties.

[Signatures next page]

Acceptance: The parties hereto have agreed to the terms described in this MOU and have executed this MOU in the County of Monterey, State of California.

**COUNTY OF MONTEREY
MONTEREY COUNTY PROBATION DEPARTMENT**

By: _____ Date: _____
MARCIA PARSONS
CHIEF PROBATION OFFICER

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

By: _____ Date: _____
CHRIS RUHL
COURT EXECUTIVE OFFICER

APPROVED AS TO FORM:

**COUNTY COUNSEL
MONTEREY COUNTY, CALIFORNIA**

By: _____ Date: _____
ANNE K. BRERETON
DEPUTY COUNTY COUNSEL

SCHEDULE A – GRANT BUDGET



[General Instructions & Resources](#)

[View Budget Summary](#)

OMB APPROVAL NO.: 1121-0329
EXPIRES 7/31/2016

Budget Detail Worksheet

- (1) **Purpose:** The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any **non-federal (match)** amount in the appropriate category, if applicable.
- (2) For each budget category, you can see a sample by clicking (**To View an Example, Click Here**) at the end of each description.
- (3) There are various hot links listed in red in the budget categories that will provide additional information via documents on the internet.
- (4) **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
- (5) The information disclosed in this form is subject to the Freedom of Information Act under 5 U.S.C. 55.2.

SCHEDULE A – GRANT BUDGET

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. *(Note: Use whole numbers as the percentage of time, an example is 75.50% should be shown as 75.50)* [To View an Example, Click Here](#)

PERSONNEL (FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
TBD	Probation Officer II	\$7,750.00	Month	100.00	25	\$193,750
FEDERAL TOTAL						\$193,750

PERSONNEL NARRATIVE (FEDERAL)

The Probation Officer II (PO II) provides dedicated day to day supervision of clients referred to Veterans Treatment Court. Supervision may include random drug and alcohol testing and unannounced home visits. In addition, the PO II attends monthly hearings, provides case and progress reviews, provides support to clients based on therapeutic treatment court models and is part of the treatment team. The PO II is 100% dedicated to the program.

SCHEDULE A – GRANT BUDGET

PERSONNEL (NON-FEDERAL)

Name	Position	Computation				Cost
		Salary	Basis	Percentage of Time	Length of Time	
TBD	Probation Services Manager	\$117,631.00	Year	10	2	\$23,526
TBD	Collaborative Court Manager (Administrative Analyst)	\$84,250.00	Year	15	2	\$25,275
TBD	Accountant I	\$60,153.00	Year	2.5	2	\$3,008
TBD	Courtroom Clerk	\$61,250.00	Year	10	2	\$12,250
TBD	Court Bailiff	\$109,528.00	Year	10	2	\$21,906
NON-FEDERAL TOTAL						\$85,965

PERSONNEL NARRATIVE (NON-FEDERAL)

The Probation Services Manager (PSM) provides oversight and supervision of the Probation Officer II that is part of the treatment team that performs assessments of assigned Veterans to help determine Court eligibility and treatment needs. The PSM is 10% dedicated to the program. The Collaborative Court Manager provides administrative management support to the Veterans Treatment Court and treatment team. This position is 15% dedicated to the program. The Accountant I provides fiscal support to the program for grant administration and reporting. The Accountant I is 5% dedicated to the program. The Courtroom Clerk provides administrative support to the Veterans Treatment Court during hearings and for court filings. The Courtroom Clerk is 10% dedicated to the program. The Court Bailiff provides security in the courtroom during Veterans Treatment Court hearings. The Court Bailiff is 10% dedicated to the program.

TOTAL PERSONNEL	\$279,715
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SCHEDULE A – GRANT BUDGET

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. *(Note: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765)* [To View an Example, Click Here](#)

FRINGE BENEFITS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
Probation Officer II	\$193,750.00	0.6427	\$124,523
FEDERAL TOTAL			\$124,523

FRINGE BENEFITS NARRATIVE (FEDERAL)

Monterey County Probation Department's benefit rate for Probation Officer II positions is 64.27% and covers the following items:

- Retirement (PERS) 32.24%
- Other Retirement Benefits (OPEB) .90%
- Medicare 1.45%
- Health Insurance 25%
- Life Insurance .15%
- Disability .05%
- Workers Compensation Insurance 4.45%
- Employee Assistance Plan (EAP) .03%

SCHEDULE A – GRANT BUDGET

FRINGE BENEFITS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
Probation Services Manager	\$23,526.00	0.6427	\$15,120
Collaborative Court Manager (Administrative Analyst)	\$25,274.00	0.4729	\$11,952
Accountant I	\$3,008.00	0.4723	\$1,421
Courtroom Clerk	\$12,250.00	0.4729	\$5,793
Court Bailiff	\$21,906.00	0.6722	\$14,725
NON-FEDERAL TOTAL			\$49,011

SCHEDULE A – GRANT BUDGET

FRINGE BENEFITS NARRATIVE (NON-FEDERAL)

Monterey County Probation Department's benefit rate for Probation Service Managers is 64.27% and covers the following items:

Retirement (PERS) 32.24%
 Other Retirement Benefits (OPEB) .90%
 Medicare 1.45%
 Health Insurance 25%
 Workers Compensation Insurance 4.45%
 Life Insurance .15%
 Disability .05%

Employee Assistance Program (EAP) .03%

The Superior Court's benefit rate for the Collaborative Court Manager and Courtroom Clerk is 47.29% and covers the following items:

Retirement (PERS) 13.2%
 FICA 6.2%
 Medicare 1.45%
 Health Insurance 23.2%
 Employee Assistance Program (EAP) .75
 Unemployment .13%
 Workers Compensation Insurance 2.3%
 Life Insurance .06%

Monterey County Probation Department's benefit rate for Accountant I positions is 47.23% and covers the following items:

Retirement (PERS) 13.6%
 Other Retirement Benefits (OPEB) .90%
 FICA 6.2%
 Medicare 1.45%
 Health Insurance 23.2%
 Life Insurance .08%
 Workers Compensation Insurance 1.8%

Monterey County Sheriffs Department's benefit rate for the Court Bailiff is 67.22% and covers the following items:

Retirement (PERS) 32.25%
 Other Retirement Benefits (OPEB) .07%
 Medicare 1.45%
 Health Insurance 22.68%
 Unemployment .10%
 Workers Compensation Insurance 10.6%
 Life Insurance .07%

TOTAL FRINGE BENEFITS	\$173,534
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SCHEDULE A – GRANT BUDGET

C. **Travel** – Itemize travel expenses of staff personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known, or if unknown, indicate “location to be determined.” Indicate source of Travel Policies applied Applicant or Federal Travel Regulations. Note: Travel expenses for consultants should be included in the “Contractual/Consultant” category. [To View an Example, Click Here](#)

TRAVEL (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
Mandatory BJA Training	location to be determined	Lodging	\$242.00	Night	3	3	1	\$2,178.00
		Meals	\$69.00	Day	3.5	3	1	\$724.50
		Mileage	\$0.535	Mile	200		1	\$107.00
		Transportation:						
		Airfare	\$1,179.00	Round-trip		3	1	\$3,537.00
		Local Travel	\$100.00			1	1	\$100.00
		Other						
		Baggage Fees	\$50.00		1	3	1	\$150.00
Subtotal							\$6,796.50	\$6,797
FEDERAL TOTAL								\$6,797

TRAVEL NARRATIVE (FEDERAL)

Per award guidelines, 3 key members must attend BJA training. The Monterey County written Travel Policy will be followed. Lodging is for 3 nights and meals are budgeted at 3.5 days as the two travel days are computed at .75 days. Airfare is round trip. Mileage is to get to the airport and local travel is for taxi to and from airport. Also baggage fees of \$50 is \$25 each way.

SCHEDULE A – GRANT BUDGET

TRAVEL (NON-FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:						
				Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
NON-FEDERAL TOTAL								\$0

TRAVEL NARRATIVE (NON-FEDERAL)

TOTAL TRAVEL	\$6,797
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SCHEDULE A – GRANT BUDGET

D. **Equipment** – List non-expendable items that are purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the “Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. [To View an Example, Click Here](#)

EQUIPMENT (FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
Laptop Computer	1	\$1,210.00	\$1,210
FEDERAL TOTAL			\$1,210

EQUIPMENT NARRATIVE (FEDERAL)

The Probation Officer II will need a laptop computer to perform necessary assessments for Veterans Treatment Court clients, to create and update progress and case file reports and for case file note taking during at home visits. The Monterey County capitalization policy and procurement guide will be followed for this purchase.

SCHEDULE A – GRANT BUDGET

EQUIPMENT (NON-FEDERAL)

Item	Computation		Cost
	Quantity	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

EQUIPMENT NARRATIVE (NON-FEDERAL)

TOTAL EQUIPMENT	\$1,210

SCHEDULE A – GRANT BUDGET

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

To View an Example, Click Here

SUPPLIES (FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
General Office Supplies	24	\$30.00	\$720
FEDERAL TOTAL			\$720

SUPPLIES NARRATIVE (FEDERAL)

General office supplies will be used by the Probation Officer II for this program. Supplies include: pens, copier paper, pencils, binders, clips and other basic supplies. The office supplies are based on 24 months at \$30.00 per month.

SCHEDULE A - GRANT BUDGET

SUPPLIES (NON-FEDERAL)

Supply Items	Computation		Cost
	Quantity/Duration	Cost	
			\$0
NON-FEDERAL TOTAL			\$0

SUPPLIES NARRATIVE (NON-FEDERAL)

	TOTAL SUPPLIES	\$720
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SCHEDULE A – GRANT BUDGET

F. Construction – Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Minor repairs and renovations should be classified in the "other" category. Consult with the program office before budgeting funds in this category. [To View an Example, Click Here](#)

CONSTRUCTION (FEDERAL)

Purpose	Description of Work	Cost
FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (FEDERAL)

SCHEDULE A – GRANT BUDGET

CONSTRUCTION (NON-FEDERAL)

Purpose	Description of Work	Cost
NON-FEDERAL TOTAL		\$0

CONSTRUCTION NARRATIVE (NON-FEDERAL)

TOTAL CONSTRUCTION	\$0

SCHEDULE A – GRANT BUDGET

G. Consultants/Contracts -- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP. [To View an Example, Click Here](#)

CONSULTANT FEES (FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (FEDERAL)

SCHEDULE A – GRANT BUDGET

CONSULTANT FEES (NON-FEDERAL)

Name of Consultant	Service Provided	Computation			Cost
		Fee	Basis	Quantity	
			8 Hour Day		\$0
SUBTOTAL					\$0

CONSULTANT FEES NARRATIVE (NON-FEDERAL)

SCHEDULE A – GRANT BUDGET

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, partners, etc.

CONSULTANT EXPENSES (FEDERAL)

Purpose of Travel	Location	Computation						Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	
		Lodging		Night				\$0.00
		Meals		Day				\$0.00
		Mileage		Mile				\$0.00
		Transportation:		Round-trip				\$0.00
		Local Travel						\$0.00
		Other						\$0.00
		Subtotal						\$0.00
SUBTOTAL								\$0
FEDERAL TOTAL								\$0

CONSULTANT EXPENSES NARRATIVE (FEDERAL)

SCHEDULE A – GRANT BUDGET

CONSULTANT EXPENSES (NON-FEDERAL)

Purpose of Travel	Location	Computation							Cost
		Item	Cost Rate	Basis for Rate	Quantity	Number of People	Number of Trips	Cost	
		Lodging		Night				\$0.00	
		Meals		Day				\$0.00	
		Mileage		Mile				\$0.00	
		Transportation:		Round-trip				\$0.00	
		Local Travel						\$0.00	
		Other						\$0.00	
		Subtotal						\$0.00	\$0
SUBTOTAL									\$0
NON-FEDERAL TOTAL									\$0

CONSULTANT EXPENSES NARRATIVE (NON-FEDERAL)

TOTAL CONSULTANTS	\$0
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SCHEDULE A – GRANT BUDGET

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$150,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award. Note: This budget category may include subawards.

CONTRACTS (FEDERAL)

Item	Cost
Veterans Transition Center of Monterey	\$73,000
FEDERAL TOTAL	\$73,000

CONTRACTS NARRATIVE (FEDERAL)

Funding will support housing needs, case management services, professional support for on-site services provided by the Veterans Transition Center and technological and supportive items necessary to aid in the Veteran's transition program.

SCHEDULE A – GRANT BUDGET

CONTRACTS (NON-FEDERAL)

Item	Cost
NON-FEDERAL TOTAL	\$0

CONTRACTS NARRATIVE (NON-FEDERAL)

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TOTAL CONTRACTS	\$73,000
TOTAL CONSULTANTS/CONTRACTS	\$73,000

SCHEDULE A – GRANT BUDGET

H. Other Costs-- List items (e.g., rent (arms-length transaction only), reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc. [To View an Example, Click Here](#)

OTHER COSTS (FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (FEDERAL)

SCHEDULE A – GRANT BUDGET

OTHER COSTS (NON-FEDERAL)

Description	Computation				Cost
	Quantity	Basis	Cost	Length of Time	
					\$0
NON-FEDERAL TOTAL					\$0

OTHER COSTS NARRATIVE (NON-FEDERAL)

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TOTAL OTHER COSTS		\$0
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SCHEDULE A – GRANT BUDGET

I. Indirect Costs – Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, or the applicant may elect to charge a de minimis rate of 10% of modified total direct costs as indicated in 2 CFR Part 200.414f. If the applicant's accounting system permits, costs may be allocated in the direct cost categories. (Use whole numbers as the indirect rate, an example is an indirect rate of 15.73% should be shown as 15.73) [To View an Example, Click Here](#)

INDIRECT COSTS (FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (FEDERAL)

SCHEDULE A – GRANT BUDGET

INDIRECT COSTS (NON-FEDERAL)

Description	Computation		Cost
	Base	Rate	
			\$0
NON-FEDERAL TOTAL			\$0

INDIRECT COSTS NARRATIVE (NON-FEDERAL)

TOTAL INDIRECT COSTS	\$0

SCHEDULE A – GRANT BUDGET

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Request	Non-Federal Amounts	Total
A. Personnel	\$193,750	\$85,965	\$279,715
B. Fringe Benefits	\$124,523	\$49,011	\$173,534
C. Travel	\$6,797	\$0	\$6,797
D. Equipment	\$1,210	\$0	\$1,210
E. Supplies	\$720	\$0	\$720
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$73,000	\$0	\$73,000
H. Other	\$0	\$0	\$0
Total Direct Costs	\$400,000	\$134,976	\$534,976
I. Indirect Costs	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$400,000	\$134,976	\$534,976

Federal Request	\$400,000
Non-Federal Amount	\$134,976
Total Project Cost	\$534,976

Public Reporting Burden

Paperwork Reduction Act Notice: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this application is four (4) hours per application. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write the Office of Justice Programs, Office of the Chief Financial Officer, 810 Seventh Street, NW, Washington, DC 20531; and to the Public Use Reports Project, 1121-0188, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

