



Notice of Funding Availability

*State of California Homeless Housing, Assistance,
and Prevention (HHAP) program (Round 5)*



INTRODUCTION

The County of San Joaquin and the San Joaquin Continuum of Care are pleased to announce the availability of funds under Round 5 of the State of California Homeless Housing, Assistance, and Prevention (HHAP) program. Funds must be used to pay for costs associated with eligible activities as described in the Notice of Funding Availability (NOFA) released by the California Interagency Council on Homelessness (Cal ICH, formerly the California Homeless Coordinating and Financing Council) in September 2023. HHAP program administration has since moved from Cal ICH to the California Department of Housing and Community Development (HCD). All applicants for funding under this local NOFA must propose projects which serve people experiencing homelessness and demonstrate compliance with the requirements of the HHAP program and the State of California.

Applicants are strongly encouraged to review the information available at the HHAP program website (<https://www.hcd.ca.gov/grants-and-funding/programs-active/homeless-housing-assistance-and-prevention-grant-program>) prior to preparing their application.

For questions and technical assistance, please contact San Joaquin County Neighborhood Preservation at fiscalneighborhood@sjgov.org or (209) 468-3175.

APPLICATIONS ARE DUE NO LATER THAN 4PM ON FRIDAY DECEMBER 19, 2025.

Applications must be submitted either via email to fiscalneighborhood@sjgov.org or in person at the San Joaquin County Neighborhood Preservation's Office:

Neighborhood Preservation
400 E. Main Street
Stockton, CA 95202

Please Note: *Applications submitted by mail will not be considered. If application is submitted via email, please ensure that you obtain a confirmation response that the application has been received.*

HHAP ALLOCATIONS & GEOGRAPHIC DISTRIBUTION OF FUNDS

The total allocations for the two local jurisdictions which received funds in HHAP Round 5 are as follows:

- | | |
|--|----------------|
| • County of San Joaquin | \$3,385,598.02 |
| • San Joaquin Continuum of Care | \$3,528,828.17 |

Applicants may apply for funding under this local NOFA for allocations from either or both the County of San Joaquin and the San Joaquin Continuum of Care and must clearly indicate which source(s) are being applied for and the exact amounts.

Please Also Note:

- Per statute Health and Safety Code (HSC) Section 50234(f), projects must provide housing and services that are Housing First compliant, and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used.
- Pursuant to HSC Section 50236, HHAP 5 is intended to sustain existing federal, state and local investments towards long-term sustainability of housing and supportive services. To achieve this, applicants shall develop plans which align with the state's priorities to:
 - Sustain existing investments towards long-term sustainability of housing and supportive services; and
 - Prioritize permanent housing solutions
- Applicants wishing to propose projects which intend to operate exclusively within the City of Stockton may apply for funds under this local NOFA *only* from the San Joaquin Continuum of Care allocation.
- The County of San Joaquin is making its allocation available *only* for projects which propose to operate outside of the City of Stockton or which operate countywide.
- Organizations proposing projects serving the entire geographic region of San Joaquin County which includes the City of Stockton are eligible to apply for both the County of San Joaquin and San Joaquin Continuum of Care allocations under this local NOFA. For example:
 - Organizations which may accept clients originating from outside of the City of Stockton, but which provide direct services only in the City of Stockton will not be eligible to apply for the County of San Joaquin allocation under this geographic restriction.
 - Organizations which have their administrative offices based in the City of Stockton, but which provide direct services both within and outside of the City of Stockton will be eligible to apply for the County of San Joaquin allocation under this geographic restriction.
- The County of San Joaquin reserves the right to determine at its discretion if a proposal will be eligible for funds under this geographic restriction.

Applicants wishing to apply for the City of Stockton allocation must do so through a separate process to be determined by the City of Stockton and are encouraged to contact the City of Stockton for additional information.

FUNDING PLAN

At their regular meeting of March 14, 2024, the San Joaquin Continuum of Care Board of Directors adopted local funding priorities for HHAP Round 5 following an extensive process of community-wide engagement and consensus building. In accordance with the directives of the Board of Supervisors and to ensure compliance with state requirements related to regional alignment in deploying funds under HHAP Round 5, the County of San Joaquin also adopted those priorities. Based upon those priorities, the County of San Joaquin submitted a joint application to HCD on behalf of both entities which included a “funding plan”, a budget template developed by staff at HCD which cross-references project types with eligible use categories. HCD required all HHAP Round 5 recipients to specifically budget the local use of all funds within this funding plan and will refer to this funding plan as part of their monitoring for HHAP Round 5 expenditures by recipients and sub-recipients for all program funds.

Applicants under this local NOFA must propose projects which conform to the local funding plan for HHAP Round 5. Below is the list of project types and eligible activities for which local organizations may apply, reflecting the local HHAP Round 5 funding plan approved by the San Joaquin Continuum of Care and HCD. Additional information on the project types and eligible activities are outlined in HCD’s HHAP Round 5 NOFA (<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/hhapround5funding.pdf>).

- **Permanent Housing:**
 - **Operating Subsidies-Permanent Housing** - in existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
 - **Delivery of Permanent Housing and Innovative Solutions** - improvement, maintenance or renovation of land or building being used as permanent housing;
 - **Rapid Rehousing** - a time limited, permanent housing solution, inclusive of wrap-around services including rental subsidies, landlord incentives, security deposits, holding fees, funding for needed repairs and/or move in expenses;
 - **Prevention and Shelter Diversion** - for those at risk of becoming unsheltered. Support safe alternatives to shelter and/or remain safely housed at their current residence;
- **Interim Housing:**
 - **Operating Subsidies-Interim Housing** - in existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
- **Service Provision and Systems Support:**
 - **Street Outreach** - to assist persons experiencing homelessness to access permanent housing and services;
 - **Services Coordination** - may include access to workforce, education, and training activities, or other services needed to promote housing stability in supportive housing;

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- **Systems Support** - such as (HMIS, regional planning and coordination, assessments and ongoing data analytics).

Additionally, San Joaquin County and the Continuum of Care are making funds available for specific projects which propose to exclusively serve unaccompanied youth who are between 12 and 24 years old and experiencing homelessness.

AVAILABLE FUNDS

The County of San Joaquin is making funds available for the project types and eligible activities from the approved funding plan as follows:

Project Type & Eligible Activities	San Joaquin County Funds Available
Permanent Housing	
Operating Subsidies-Permanent Housing	\$24,482.13
Delivery of Permanent Housing and Innovative Housing Solutions	\$685,499.72
Rapid Rehousing	\$171,374.93
Prevention and Shelter Diversion	\$573,692.01
Interim Housing	
Operating Subsidies-Interim Housing	\$942,233.01
Service Provision and Systems Support	
Street Outreach	\$80,725.22
Services Coordination	\$135,423.92
Systems Support	\$162,759.43
SUBTOTAL	\$2,776,190.37
Youth Set-aside	
Operating Subsidies - Permanent Housing	\$122,410.66
Operating Subsidies - Interim Housing	\$73,446.40
Street Outreach	\$122,410.66
System Support	\$20,292.09
SUBTOTAL	\$338,559.81
TOTAL	\$3,114,750.18

AVAILABLE FUNDS *(continued)*

The San Joaquin Continuum of Care is making available funds for the project types and eligible activities from the approved funding plan as follows:

Project Type & Eligible Activities	San Joaquin County Continuum of Care Funds Available
Permanent Housing	
Operating Subsidies-Permanent Housing	\$25,517.87
Delivery of Permanent Housing and Innovative Housing Solutions	\$714,500.28
Rapid Rehousing	\$178,625.07
Prevention and Shelter Diversion	\$76,809.61
Interim Housing	
Operating Subsidies-Interim Housing	\$982,094.85
Service Provision and Systems Support	
Street Outreach	\$84,140.35
Services Coordination	\$141,153.13
Systems Support	\$690,797.95
SUBTOTAL	\$2,893,639.11
Youth Set-aside	
Operating Subsidies - Permanent Housing	\$127,589.34
Operating Subsidies - Interim Housing	\$76,553.60
Street Outreach	\$127,589.34
System Support	\$21,150.53
SUBTOTAL	\$352,882.81
TOTAL	\$3,246,521.92

The remainder of funds from both allocations have been set aside to pay for costs associated with administering the program. Prior to the statutory deadline for expenditure of funds of June 30, 2028, the County of San Joaquin will evaluate the status of projects to direct unspent administrative funds, if any.

Organizations may propose project costs for up to the maximum available per eligible use category indicated for both allocations above. Organizations may propose project costs utilizing multiple eligible use categories from either or both allocations and may apply for up to the maximum available under each eligible use category within a single proposal, so long as those proposals conform to all other requirements indicated in state statute and the local NOFA.

THRESHOLD REQUIREMENTS

A threshold review will be conducted for all proposals prior to being scored and ranked. Applicants must at minimum ensure:

- Proposals are submitted by the application deadline of **4pm on Friday, December 19, 2025**; and
- Budget is clear, accurate, describes allowable uses of funds and all costs are reasonable.
- Organizational policies and procedures demonstrate clear compliance with the Core Components of Housing First and the provisions of the state NOFA. Organizational policies and procedures should include protocols, training guides, client assessments, or service tools demonstrating staff capacity to apply a problem-solving and trauma informed approach, consistent with the principles of Housing First.
- Applicant organization is compliant with site monitoring and has no outstanding findings.
- Proposals must include:
 - A well written project narrative that clearly responds to each question in the application. The project narrative must not exceed 12 pages.
 - A comprehensive budget that details the expenditure plan and justifies the funding request.
 - All required attachments (see page 23 of this NOFA for details).

Project must provide housing and services that are Housing First compliant, and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used.

Application packages found deficient following a threshold review will not be considered and the project narrative will not be reviewed or submitted for scoring.

SCORING

Proposals will be scored and ranked by an ad hoc committee of the San Joaquin Continuum of Care consisting of non-applicants and based upon objective criteria. In order to receive maximum points, applicants must clearly and thoroughly describe details of the project which address all of the criteria reviewers will use to score and rank proposals. Prior to completing scoring and ranking, applicants may be contacted by a representative of the review committee for additional information and clarification regarding their proposals.

Please note that while these project rankings will be the primary basis for determining local project awards under HHAP Round 5, the San Joaquin County Board of Supervisors and San Joaquin Continuum of Care Board of Directors are solely responsible for final determinations of local project awards and, prior to making final awards at their discretion, will consider multiple factors such as total funds requested per project type and the strategic regional deployment of funds. Any project scoring less than 70% will be denied funding.

The criteria which reviewers will use to score and rank project proposals under this local NOFA are as follows:

Section I: Organizational Details

Applicant Experience: 10 points

- Applicant organization demonstrates having the institutional experience and capacity to implement the proposed project activities.
- Applicant organization has successfully managed at least one other state/federal grant of a similar scope and complexity of the proposed project.

Participation: 10 points

- Applicant organization participates in the San Joaquin Continuum of Care (SJCoC) through:
 - Regular attendance at SJCoC Board of Directors, Standing Committees, and/or General Membership meetings or community homeless forums.
 - Participation in the Coordinated Entry System (CES).
 - Participation in the Homeless Management Information System (HMIS).
- Applicant engages and involves homeless or formerly homeless persons in project design and policy making at the organization and/or project level.

Section II: Funding Request:

Overview of Funds Requested: 0 points

Provide summary information on the project and funding request, including:

- Number of Individuals / households to be served
- Amount of Funds requested
- Eligible Use / Purpose
- Geographic Location of the Project
- Youth Set-Aside Compliance (if applicable)
- Site Control (if applicable)

Project Feasibility: 15 points

- Applicant's proposed project budget demonstrates a viable plan for rapid implementation of the program, including site control if applicable. Project proposes costs which are eligible and are likely to be impactful to the clients served. Project demonstrates cost effectiveness and is similar in cost to projects of comparable scope and complexity.
- Organization has the fiscal and administrative capacity to manage grant funds and meet all statutory expenditure deadlines.
- Organization has the capacity to sustain operations once grant cycle has concluded. OR the organization is proposing a time limited project and has a clear plan to spend down the funds.

Section III: Proposed Use of Funds

Project Design: 20 points

Quality of the proposed project in delivering activities to participants, including adherence to housing first, reasonableness of staffing plan and budget relative to project design, services offered, connections to mainstream resources, collaborations with community partners, and likeliness of the project to fill necessary system gaps and challenges, including disparities in homelessness.

Extent to which the applicant:

- Presents a proposal which clearly demonstrates a viable strategy for addressing the needs of the clients to be served within the context of the Core Components of Housing First and the strategies of the SJCoC.
- Describes a project which is feasible and viable within the budget and staffing plan presented.
- Demonstrates coordination with other agencies and providers to enhance service delivery, avoid duplication, and link participants to mainstream resources and critical services not provided by the project.
- Demonstrates the capacity to successfully serve a wide variety of clients, including those that are disproportionately impacted by homelessness.

Access to Services: 10 points

Extent to which the applicant:

- Proposes strategies to identify, engage, and retain homeless individuals and families with significant barriers and challenges (e.g., those experiencing chronic homelessness, those with disabilities, those exiting an institution, etc.).
- Can demonstrate the capacity to successfully serve diverse clients, including those with complex needs.

Section IV: Project Impact

Assessment of Impact: 15 points

Extent to which the project has a clear and effective plan in place to support proposed goals and objectives:

- Describes how the project's intended goals and objectives align with local needs.
- Outlines specific measures that will be used to track progress and impact.
- Demonstrates that there is a clear and effective plan to measure the project's goals and objectives.

Contribution to System Performance: 20 points

Extent to which the applicant:

- Describes the organization's approach to assessing client needs and exiting households to a permanent housing solution. Discuss any use of the Coordinated Entry System.
- Details how project activities will minimize the overall length of time individuals and households experience homelessness, including unsheltered homelessness.
- Mitigates racial and ethnic disparities using culturally responsive and trauma informed programs and practices. And/or addresses the needs of a sub-population with high unmet needs.
- Ensures clients are connected to mainstream benefits, assisted in increasing their income, and engaged into services, supports, or classes to help them maximize their own self-sufficiency.

RESOURCES

For additional information on HHAP Round 5 requirements and the system performance measures, please see:

- California Department of Housing and Community Development (HCD) HHAP Round 5 Notice of Funding Availability.
- HHAP Round 5 Enabling Statute: Assembly Bill 129, Chapter 40, 2023
- California Interagency Council on Homelessness, California System Performance Measures Guide, Last updated 10/2025.

All information may be found on the HCD website at: <https://www.hcd.ca.gov/>



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Section I: ORGANIZATION DETAILS

Name of Organization:	
Administrative Office Address:	
Contact Name:	Title:
Email Address:	Phone Number:
Organization Unique Entity Identifier (UEI):	
Per the HMIS, how many unduplicated households did your organization serve in Calendar year 2024:	
Does your organization have any outstanding findings related to site monitoring? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please list the finding(s) and explain the status of the proposed resolution to the finding(s).</i>	

Applicant Experience

1. Describe your organization's experience and capacity to implement the proposed project activities.

Applicant Experience

2. Provide an example of a publicly funded project that this organization has managed, similar to the one being proposed.

Participation

3. Describe your organization's participation in the San Joaquin Continuum of Care, including use of the Coordinated Entry and the Homeless Management Information Systems.

Participation

4. To what extent does your organization involve those who are currently or formerly homeless in governance, policymaking, and/or service provision?

Section II. FUNDING REQUEST

Estimated Number of individuals (or households) to be served through this project:			
Total Amount of Funds Requested: \$			
Amount requested from San Joaquin County \$		Amount requested from San Joaquin Continuum of Care \$	
HHAP Activities to be funded: Indicate the activity or activities proposed under this funding request.			
<input type="checkbox"/> Operating Subsidies-Permanent Housing	<input type="checkbox"/> Delivery of Permanent Housing & Innovative Housing Solutions	<input type="checkbox"/> Rapid Rehousing	<input type="checkbox"/> Prevention and Shelter Diversion
<input type="checkbox"/> Operating Subsidies-Interim Housing	<input type="checkbox"/> Street Outreach	<input type="checkbox"/> Services Coordination	<input type="checkbox"/> Systems Support
Location(s) and/or service area of project, e.g., specific addresses, "Countywide", City of Lodi, etc.			
Is this project applying for youth set-aside funding? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe how the project will ensure compliance with the requirements of the HHAP Round 5 NOFA related to the youth set-aside.			
Are funds being requested for the delivery (development) of permanent housing or innovative housing solutions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach documentation verifying site control of the proposed site for renovation or construction. For acquisition-related costs, provide a copy of an executed purchase agreement, with any contingency funding details.			
Note: a purchase offer does not constitute site control.			

Project Feasibility

5. Provide (attach) a file with a detailed project budget. Costs must be eligible and consistent with projects of comparable scope and complexity. Applicants may use their own form or use the sample budget detail worksheet included in the application package. For projects that intend to expand or enhance an existing service, it is highly recommended that all revenue sources and uses are included to demonstrate the extent to which HHAP Round 5 funds are being leveraged to strengthen existing services.

Project Feasibility

6. Describe how your organization will ensure funds are fully expended by the required deadlines. Please include details regarding your organization's capacity to manage the fiscal administration of the grant and ensure use of funds align with allowable activities.

Project Feasibility

7. Describe how your organization plans to sustain essential project operations (including staffing) over time or describe the plan to conclude activities if funding is being requested for a time-limited project not intended to provide on-going services (e.g. development projects, systems support initiatives, etc.).

Section III. PROPOSED USE of FUNDS

Project Design

8. Describe your project, target population, and any services that will be provided, within the context of the Core Components of Housing First and the strategies of the SJCoC. What approach will be used to accomplish the objectives of the project?

Project Design

9. Describe your budget and staffing plan. Please also include any consultants that will be hired through the grant funds. The project expenditure must align with the proposed budget.

Project Design

10. Explain how this project fits within the broader continuum of care. Explain how this project will work with other projects and agencies to identify clients, address needs, and successfully transition (exit) clients who have met established project objectives.

Project Design

11. Explain how this project will successfully serve a wide variety of individuals and households, including those that are disproportionately impacted by homelessness in San Joaquin County.

Access to Services

12. Explain how this project will identify, engage, and retain clients for the duration of services. Include any strategies or approaches for working with individuals and families experiencing complex challenges including those with health/behavioral health challenges, chronic homelessness, or other system involvement.

Access to Services

13. Provide any project specific data from the organization, demonstrating a capacity to successfully serve a diverse range of clients, including those with complex needs. If your organization has outcome data include it in your response.

Assessment of Impact

14. Project Goals: State the overall goal or intended impact of the project. Describe how the project's goals and objectives align with local needs.

Assessment of Impact

15. Measures of Success: What *indicators* (or measures) will you use to track progress towards meeting goals. Be specific in listing the type of data that will be tracked. Include if applicable, one or more System Performance Measures that will be improved through this project.

Assessment of Impact

16. Data Collection Plan: Describe the organization's plan to measure the proposed goals and outcomes. Include how your organization uses HMIS or other data to record and track change over time.

Contribution to System Performance

17. Describe the organization's approach to assessing client needs and exiting households to a permanent housing solution. Discuss any use of the Coordinated Entry System.

Contribution to System Performance

18. Describe how project activities will minimize the overall length of time individuals and households experience homelessness, including unsheltered homelessness.

Contribution to System Performance

19. Explain how this project will address/mitigate the racial and ethnic disparities pervasive among those experiencing homelessness. OR Explain how this project is designed to address the unmet needs of a protected sub-population of interest (e.g. veterans, youth, households fleeing violence, exiting an institution, etc.)

Contribution to System Performance

20. Describe how the project works with homeless clients to increase their income and employment opportunities (HUD SPM #4). Discuss any use of available workforce development services or occupational therapies or services to grow and foster increased independence and self-sufficiency.

REQUIRED ATTACHMENTS

Attachments are used for the Threshold Review. Failure to provide the required attachments or submission of partial or incomplete attachments may disqualify your proposal from review.

See Threshold Requirements, describing purpose and review criteria on page 7 of this NOFA.

- 501(c)3 non-profit designation (government applicants do not need to submit non-profit designation).
- Most recent single audit or IRS tax form 990 and Compilation Financial Statement.
- A Client Demographics Report generated from the Homeless Management Information System for all projects operated directly by your organization for the period July 1, 2024 through June 30, 2025
- Board roster with contact info.
- Proposed project budget detailing all sources and uses, including HHAP-5.
- Organizational Budget.
- Written organizational policies and procedures demonstrating adoption of Housing First principles.

Applications must be submitted either via email to fiscalneighborhood@sjgov.org, or in person at the San Joaquin County Neighborhood Preservation's Office located at 400 E. Main Street, Stockton, CA 95202. You must ensure that all required attachments listed above are submitted with the application in order to meet threshold requirements for the application. All attachments must be in PDF format.

By submitting this application, you acknowledge that:

- To the best of your knowledge all information provided in this application is true and correct.
- This application as submitted has been duly authorized by the governing body of your organization.
- You are authorized by the governing body of your organization to submit this application on its behalf.
- Your organization will comply with all contractual obligations of the County of San Joaquin if funding is awarded.
- Your organization will comply with all provisions of the State of California Homeless, Housing, Assistance, and Prevention program, as well as all applicable federal, state, and local statutes and ordinances, if funding is awarded.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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.

Name/Position	Computation	Cost
		SUB-TOTAL_____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. 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.

Name/Position	Computation	Cost
		SUB-TOTAL_____
		Total Personnel & Fringe Benefits_____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). 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. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
			TOTAL	

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical 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. Attach a narrative describing the procurement method to be used.

Item		Computation	Cost
<hr/>			
			TOTAL_____

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. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

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 \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
			<i>Subtotal</i> _____

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.)

[illegible]

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 \$100,000.

[illegible]

H. Other Costs - List items (e.g., rent, 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.

I. Indirect Costs - Indirect costs are allowed only 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, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		TOTAL

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 requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____