



**City of Seattle
Human Services Department**

**Youth Build
Education and Employment Training Services**

2014 Letter of Intent

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City of Seattle
Human Services Department
Youth Build – Education and Employment Training Services
2014 Letter of Intent

GUIDELINES

I. INTRODUCTION

The City of Seattle Human Services Department (HSD) is issuing this Letter of Intent (LOI) in response to City Council approved 2014 Budget Issue Paper (BIP) - 140, which added \$250,000 in General Fund to provide education and employment training services for 50 youth and young adults. Funding from this LOI may be used for additional capacity in existing youth and young adult education and employment training programs that are based on the federal YouthBuild model. Awards for funding will cover the period of April 1, 2014 through December 31, 2014. Future funding will be based on performance and funding availability.

Per BIP – 140, the goal of the program is for participants to gain work readiness and job specific skills while completing their education. The expectation is that 75% of project graduates will successfully transition to employment or post-secondary education, including union apprenticeships.

Agencies that are eligible to apply for funding through this LOI meet the following criteria: 1) currently under contract with the Youth and Family Empowerment (YFE) division to provide youth and young adult education and employment training services and 2) have capacity to implement Youth Build program immediately.

Eligible Agencies

King County Superior Court
 SeaMar Community Health Centers
 Southwest Youth and Family Services
 YMCA of Greater Seattle
 YouthCare

All materials and updates to the LOI are available at: www.seattle.gov/humanservices/funding/. Any questions about the LOI guidelines or application process should be sent to: Mary Johnson, LOI Coordinator, at marya.johnson@seattle.gov.

II. TIMELINE

Action	Date
Letter of Intent Release	Monday, February 24, 2014
Information Session	Thursday, February 27, 2014 Seattle Municipal Tower Room 4050/60 3:00 p.m. to 4:30 p.m.
Final Day for Letter Of Intent Related Questions	Wednesday, March 5, 2014 by 12 p.m. (noon)
Applications Due	Monday, March 10, 2014 by 12 p.m. (noon)
Planned Award Notification	Wednesday, March 19, 2014
Contract Start Date	Tuesday, April 1, 2014

An Information Session will be held to review the LOI and answer questions. Agency representatives should plan to attend the Information Session. Please RSVP to Freddie Moore at freddie.moore@seattle.gov. Questions and answers elicited during the Information Session and questions otherwise answered by the LOI Coordinator, will be posted online at: www.seattle.gov/humanservices/funding/.

Questions submitted outside of the Information Session should be submitted to the LOI Coordinator via email to Mary Johnson at marya.johnson@seattle.gov. Agencies will receive a response via email. To allow adequate time for all questions and answers to be posted online and viewed by all applicants, the final day to ask questions related to the LOI is **Wednesday, March 5, 2014 by 12 p.m.**

III. PROGRAM REQUIREMENTS

A. Program Design

Seattle Youth Build will be modeled after the federal program funded through the U.S. Department of Labor known as "YouthBuild." The service delivery model is one of partnerships. The heart of the program is assisting youth to complete their education, gain working skills in the construction industry and participate in building or repairing low-income housing in the Seattle. Youth work one (1) week on their educational goals and then alternate the next week developing building and construction skills. When the youth have met their educational goals and learned sufficient construction and repair skills, they eventually complete their training by building or repairing low-income housing. This schedule alternates weekly for six (6) months. At the completion of the six (6) months of school and training, there are nine (9) months of follow-up services supporting the youth in entering an apprenticeship or other post-secondary training or unsubsidized employment.

This program model requires strong partnerships between the primary agency that recruits, orients, and case manages the youth, and an alternative school, a community college, a low-income housing provider and the Building and Construction and Ironworkers Unions with apprenticeship programs.

The federal YouthBuild program is a comprehensive approach that has several components which support the youth in their transition to adulthood:

1. **Education completion** in which young people attend a YouthBuild school full-time on alternate weeks, studying for their GEDs or high school diplomas. Classes are small, allowing one-on-one attention to students.
2. **Building and construction skills training and pre-apprenticeships** in which young people get close supervision and training in construction skills full-time on alternate weeks from qualified instructors.
3. **Community service** in which young people build or repair low-income housing providing a valuable and visible commodity for communities.
4. **Employment case management** in which young people participate in individual counseling, peer support group and life planning processes assisting them in achieving their goals.
5. **Peer connections and support** in which young people make new friends and pursue cultural and recreational activities together.
6. **Follow-up services** for youth for nine (9) months while they are engaged in post-secondary education or training, apprenticeships or unsubsidized employment.

For more information on the federal program the City of Seattle is interested in replicating, go to the YouthBuild website, <https://youthbuild.org/> or the U.S. Department of Labor website, http://www.doleta.gov/youth_services/YouthBuild.cfm.

B. Target Population

The priority populations for Seattle Youth Build are low-income Black/African American, Latino, Native American or English language learning young people, ages 17 to 24 years old, who have dropped out of school, are at-risk of school failure, have little or no work experience and/or have had contact with the juvenile justice system. The focus will be on youth and young adults from south Seattle.

C. Performance Measures

The goal of this HSD LOI investment is to provide low-income, at-risk youth and young adults an opportunity to complete their education and gain work training that will enable them to successfully transition to adulthood with living wage jobs. Agencies will report on client outcomes through performance measures that address these goals. Examples of performance measures include:

- Number of participants enrolled in the program cohort
- Number of participants completing the program and obtaining a GED or diploma
- Number of participants completing the program and enrolling in post-secondary education or training
- Number of participants completing the program and entering an apprenticeship
- Number of participants completing the program and placed in unsubsidized employment
- Number of participants completing the program and placed in unsubsidized employment, who remain employed for six months

Specific numerical goals for performance measures will be determined during contract negotiations.

D. Reporting Requirements

The agency awarded funding will submit regular status reports and data demonstrating the effectiveness of services provided in achieving the program's milestones, performance measures and objectives. All reports shall be submitted to HSD by the appropriate deadlines. If reports are not received in a timely manner or not complete, invoices will be held for payment until all pending reports are received and approved.

E. Participation with Partner Organizations

The agency awarded funding will have established working partnerships with 1) educational entities, such as a community college or Seattle Public Interagency School, 2) unions, such as Construction Building Trades or Ironworkers Unions, 3) low-income housing organization, such as Habitat for Humanity or Low Income Housing Institute.

Applicants must provide letters of commitment from their partners describing the services provided and the frequency of those services.

IV. CONTRACTING REQUIREMENTS

- Any contract resulting from this LOI will be between the City of Seattle Human Services Department and the applicant organization.
- Contracts may be amended to ensure that services and outcomes align with community needs or changes in availability of funding.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Service Agreement (MASA). These requirements shall be included in any contract awarded as a result of the LOI and are not negotiable. A copy of the MASA is available at <http://www.seattle.gov/humanservices/funding/>.
- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit and copying for a period of seven (7) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded through this LOI must publicly recognize HSD's contribution to the program.
- Contractors will maintain a public liability insurance policy with a minimum limit of \$1,000,000, naming the City of Seattle as insured.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification or loss.

V. SELECTION PROCESS

Agencies must demonstrate the capacity to meet all of the program requirements. All interested parties must submit a complete application packet to be considered for funding. Proposals must meet minimum eligibility qualifications to be evaluated by members of the review committee. Eligibility screening will verify that: 1) an agency is currently contracting with HSD's Youth and Family Empowerment division to provide education and employment services to youth and young adults; 2) the application is complete (responds to all questions and includes all of the items included on the checklist); and 3) the application is submitted on time.

Each application will be evaluated and rated on whether the program demonstrates capacity to meet the requirements listed in the LOI. The review committee will forward its funding recommendations to the HSD Director. Notification of funding will be sent to the Executive Director of the applicant organization.

HSD reserves the right to make awards without further discussion of the application submitted. Therefore, the application should be submitted on the most favorable terms. If the application is selected for funding, the applicant organization should be prepared to accept the proposed terms for incorporation into a contract resulting from this LOI process.

HSD also reserves all rights not expressly stated in this process, including making no awards or awarding partial funding and negotiating with any applicant regarding the funding amount and other terms of any contract resulting from this LOI.

VI. APPEAL PROCESS

An applicant is any legal entity that has responded to a formal funding process, such as a Request for Investments (RFI), Request for Qualifications (RFQ), Request for Proposals (RFP), Letter of Intent (LOI), bid requests, notice of funding availability or similar process conducted by the Human Services Department in soliciting applications for the provision of defined services. Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals:

Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest;
- Errors in computing scores;
- Violation of policies or guidelines established in the LOI; and/or
- Failure to adhere to published criteria and/or procedures.

Appeals Deadlines:

- The Human Services Department will notify all applicants in writing of the acceptance or rejection of the application, and if appropriate, the level of funding to be allocated.
- Within ten (10) working days from the date of the written notification, the applicant may submit a written appeal to the HSD Director.

- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision of the HSD Director will be made within ten (10) working days of the receipt of the appeal. The HSD Director's decision is final.
- If an appeal is filed, no new contracts resulting from the solicitation may be finalized until the appeal process is completed or the appeal resolved. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.

Appeals Form and Content:

A notice to HSD staff that an applicant intends to appeal does not reserve the right to an appeal. The applicant must actually file an appeal within the required deadlines and follow the proper format. A casual inquiry, complaint or an appeal that does not provide the facts and issues, and/or does not comply with the form, content or deadlines herein, will not be considered or acted upon as an appeal.

All appeals shall be in writing and state that the applicant is submitting a formal appeal. Deliveries by hand, e-mail or fax are acceptable. HSD is not responsible to assure an appeal is received by HSD within the appeals deadlines. If HSD staff does not receive the appeal in a timely manner, the protest can be rejected. Address the appeal to:

Catherine Lester, HSD Interim Director
700 5th Ave., Suite 5800
P.O. Box 34215
Seattle, WA 98124-4215
Catherine.Lester@seattle.gov

Include the following information in your appeal letter. Include all information you want considered within the package you submit. Failure to provide the following information can result in rejection of your appeal if the materials are not sufficient for HSD to adequately consider the nature of your appeal:

- a. Agency name, mailing address, phone number and name of individual responsible for submission of the appeal;
- b. Specify the RFI/RFQ/LOI title;
- c. State the specific action or decision you are appealing;
- d. Indicate the basis for the appeal including specific facts;
- e. Indicate what relief or corrective action you believe HSD should make;
- f. Demonstrate that you made every reasonable effort within the RFI/RFQ/LOI schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification and otherwise alerting HSD to any perceived problems; and
- g. Signed by an authorized agent of the Agency.

Appeals Process:

The HSD Director will review the appeal. All available facts will be considered and the HSD Director shall issue a final decision. This decision shall be delivered in writing by e-mail, fax or mailed to the applicant making the appeal.

Each written determination of the appeal shall:

1. Find the appeal lacking in merit and uphold the City action; or
2. Find only immaterial or harmless errors in HSD's process and therefore reject the appeal; or
3. Find merit in the appeal and proceed with appropriate action, which may include but is not limited to rejecting all intended awardees or re-tabulating scores.

If HSD finds the appeal without merit, HSD may continue with the funding process or enter into a contract with successful applicants if the contract has not been previously signed. Even if the appeal is determined to have merit, HSD may issue an interim contract for services to meet critical client needs. Nothing herein shall diminish the authority of HSD to enter into a contract, whether an appeal action or intention to appeal has been issued or otherwise.



**City of Seattle
Human Services Department
Youth Build – Education and Employment Training Services**

2014 Letter of Intent

APPLICATION

This Instructions and Application Packet contains information and materials for agencies responding to the Youth Build Letter of Intent Guidelines. The LOI Guidelines outlines the LOI submission and award process and provides more details on the service and funding requirements.

I. SUBMISSION INSTRUCTIONS AND DEADLINE

Completed application packets are due by 12:00 p.m. (noon) on Monday, March 10, 2014.

Proposal packets must be received in person, by mail or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. (noon) deadline. **Late proposals will not be accepted or reviewed for funding consideration.**

- **Electronic Submittal:** Proposals may be submitted electronically via HSD's Online Proposal Submission System at <http://web1.seattle.gov/hsd/rfi/index.aspx>
- **Hand Delivery or U.S. Mail:** The proposal packet can be hand-delivered or mailed to:

Seattle Human Services Department
LOI Response – Youth Build
Attn: Mary Johnson

Delivery Address
700 5th Ave., 58th Floor
Seattle, WA 98124-4215

Mailing Address
P.O. Box 34215
Seattle, WA 98124-4215

II. FORMAT INSTRUCTION

- Proposals will be rated only on the information requested and outlined in this LOI. Do not include brochures. Proposals that do not follow the required format will be deemed nonresponsive and will **not** be rated.
- The proposal should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) paper. Please use one-inch margins, single spacing and minimum size 12-point font.
- The narrative may not exceed a total of eight (8) pages. The Cover Sheet, Budget, Letters of Commitment and other required forms do not count toward the eight (8) page limit.
- Please format your response in the order of the questions. You do not need to rewrite the questions.
- Complete and attach the required forms, which can be found in Section V, Proposal Attachments.
- Submit letters of commitment from your partners describing the services provided and the frequency of those services.

III. APPLICATION NARRATIVE, CRITERIA AND FORMS

A. Proposal Cover Sheet (Attachment 1)

Complete Attachment 1: Proposal Cover Sheet

The Cover Sheet must be completed and signed by the Agency representative authorized to submit the application to HSD.

B. Youth Build Model (25 points)

Describe the youth and young adult education and employment training model your agency is proposing, including number and size of training cohorts, hours of operation, location, number and type of staff to be used (paid, volunteer, combination), including their training, education and experience working with low-income, at-risk youth and young adults. Describe the space to be used and the services provided for each of the following components:

1. **Education completion**
2. **Building and construction skills training and pre-apprenticeships**
3. **Community service building or repairing low-income housing**
4. **Employment case management**
5. **Peer connections and support**
6. **Follow up services**

Describe any resources you plan to leverage through other fund sources or in kind donations.

Criteria:

- Agency describes a program model that delivers all six (6) service components either directly or through partnerships.
- Agency describes sufficient number and size of training cohorts, hours of operation, location, space and staffing to meet the needs for a robust program.
- Staff and volunteers have education, training and experience to effectively deliver the services described in the application.
- Services build on the participants' strengths and interests, are relationship-based, culturally and developmentally appropriate and lead to the desired investment results.
- Agency is leveraging additional resources in support of this program.

C. Population to be Served (15 points)

The priority populations for Seattle Youth Build are low-income Black/African American, Latino, Native American or English language learning youth and young adults, ages 17 to 24 years old, who have dropped out of school, are at-risk of school failure, have little or no work experience and/or have had contact with the juvenile justice system. The focus will be on youth and young adults from south Seattle. Describe how your staff, leadership and board reflect the culture and ethnicity of the youth to be served. Describe the training and support for staff and leadership to be culturally competent in all aspects of providing services to the identified population. Describe outreach planned to engage youth from south Seattle.

Criteria:

- Agency describes staff that is culturally competent to provide effective services to low-income, at-risk Black/African American, Latino, Native American or English language learning youth and young adults, ages 17 to 24 years old.
- Agency has described staff and board that is representative of the participant population to be served.
- Agency has described experience working with youth who are also involved with the juvenile justice system.
- Agency has described staff that has the skills and ability to communicate and build trust and rapport with youth from the priority population.
- Agency has described a role for youth and young adults as resources and decision makers in program planning.

D. Agency Experience (20 points)

Describe your staff and agency's experience and success providing culturally appropriate, education and employment services for low-income, at-risk youth and young adults from the priority populations described above. Describe the barriers these youth face and your strategies for overcoming them. Provide specific data that illustrates your agency's outcomes and performance measures supporting youth to gain the skills necessary to successfully transition to adulthood.

Data might include:

- Number of participants enrolled in the program cohort

- Number of cohorts annually
- Number of participants completing the program and obtaining a GED or diploma
- Number of participants completing the program and enrolling in post-secondary education or training
- Number of participants completing the program and entering an apprenticeship
- Number of participants completing the program and placed in unsubsidized employment
- Number of participants completing the program and placed in unsubsidized employment, who remain employed for six months.

Criteria:

- Agency has experience providing outreach, orientation and employment case management services for youth and young adults.
- Agency has experience providing GED support or credit recovery programs.
- Agency has provided outcome data for youth indicating successful program completion and 75% of graduates entering into apprenticeships, post-secondary training or employment.
- Agency has provided outcome data for youth demonstrating success in serving low-income, at-risk Black/African American, Latino, Native American or English language learning youth and young adults, ages 17 to 24 years old.
- Agency understands the barriers and challenges young people experience and has research-based best practice strategies for helping young people overcome them and meet required outcomes.
- Identified program manager has at least five (5) years of experience supervising and supporting staff.
- Staff has at least two (2) years of experience successfully working with youth.

E. Agency Capacity for Immediate Service Provision (15 points)

Describe your agency's capacity to have the program operational and serving youth for a start date of April 14, 2014. If a later start date is anticipated, identify that date and indicate what steps would need to be taken to become operational.

Criteria:

- Agency indicates they have the capacity to start operations by April 14, 2014.
- Staffing and space are already in place, or a plan has been described to obtain them by the start date.
- If additional time is needed, agency has provided a realistic, detailed timeline with a firm start date.

F. Partnerships (15 points)

The Youth Build model involves strong functional partnerships between the funded agency providing recruitment, orientation and employment case management services for the youth and young adults and the schools, unions and low-income housing providers essential to this model. Please provide the names of all agencies or entities who partner with you in this programmatic

service area. Describe the partnerships' documentation, such as a Memorandum of Understanding, Letter of Agreement or contract. Describe the services and frequency of services provided for the youth by each partner. Provide letters of commitment from partners describing their role and service provision.

Criteria:

- Agency has strong partnerships and clearly describes services provided by partners.
- Partnerships are in place, or a plan has been described to obtain them by the start date.
- Agency has provided letters of commitment from partners.

G. Budget (10 out of 100 points)

Complete Attachment 2: Proposed Program Budget Summary

The budget form should reflect the costs for April 1, 2014 through December 31, 2014, for the proposed program only, not the agency's total budget. Be sure to provide sufficient detail, as requested in the budget forms, using the BARS Classification of Expenditures format. (See Attachment 4, Classification of Expenditures Guidelines.)

Criteria:

- The budget form is filled out completely and accurately.
- The budget reflects realistic costs and expenses for a robust quality program.
- The agency has additional funding they are leveraging for the program.

Complete Attachment 3: Personnel Detail Form

Indicate source of funding for each position and break out specific personnel benefits, e.g., FICA, pensions/retirement, industrial insurance, health/dental care and unemployment compensation. The number and type of personnel included must be reflective of the type(s) of service and level of performance proposed.

Criteria:

- Wages and benefits are sufficient to ensure a stable workforce.

IV. PROPOSAL CHECKLIST

A complete proposal packet must include all of the following items:

1. A completed LOI Proposal Cover Sheet (Attachment 1).
2. Program Description Narrative (Limit eight (8) pages)
3. A completed Program Budget Summary Form (Attachment 2).
4. A completed Program Budget Personnel Detail Form (Attachment 3).
5. Letters of commitment from partners describing roles and services provided.

V. ATTACHMENTS

- Attachment 1: Letter of Intent Proposal Cover Sheet
- Attachment 2: Proposed Program Budget Summary
- Attachment 3: Proposed Budget - Personnel Detail Form
- Attachment 4: BARS Classification of Expenditures Guidelines



City of Seattle
 Human Services Department
 Youth Build – Education and Employment Training Services
 Letter of Intent Proposal Cover Sheet

1. Agency:	
2. Agency Executive Director:	
3. Agency Primary Contact Name: Title: Address: Email: Phone Number:	
4. Federal Tax ID or EIN:	5. DUNS Number:
6. WA Business License Number:	
7. Number of youth to be served April 1, 2014 through December 31, 2014 (up to 50 youth):	
<p>Authorized signature of applicant / lead agency To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</p> <p>Name and Title of Authorized Representative:</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>	
Signature of Authorized Representative: _____ Date: _____	

Attachment 2: Proposed Program Budget Summary

Agency Name:	Project/Program:
Person Completing Form:	Phone Number:

ITEM	Amount by Fund Source				Total Project
	HSD LOI Request	Other ¹	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES	AMOUNTS FOR THESE ITEMS ENTERED BY COMPLETING PERSONNEL DETAIL FORM				
1110 Salaries – Full- & Part-Time					\$0.00
1300 Fringe Benefits					\$0.00
SUBTOTAL – PERSONNEL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000 - SUPPLIES					
2100 Office Supplies					\$0.00
2200 Operating Supplies ²					\$0.00
2300 Repairs & Maintenance Supplies					\$0.00
SUBTOTAL – SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000 - 4000 OTHER SERVICES & CHARGES					
3100 Expert & Consultant Services					\$0.00
3140 Contractual Employment					\$0.00
3150 Data Processing					\$0.00
3190 Other Professional Services ³					\$0.00
3210 Telephone					\$0.00
3220 Postage					\$0.00
3300 Automobile Expense					\$0.00
3310 Convention & Travel					\$0.00
3400 Advertising					\$0.00
3500 Printing & Duplicating					\$0.00
3600 Insurance					\$0.00
3700 Public Utility Services					\$0.00
3800 Repairs & Maintenance					\$0.00
3900 Rentals – Buildings					\$0.00
Rentals – Equipment					\$0.00
4210 Education Expense					\$0.00
4290 Other Miscellaneous Expenses ⁴					\$0.00
4999 Administrative Costs/Indirect Costs ⁵					\$0.00
SUBTOTAL – OTHER SERVICES & CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

¹ Identify specific funding sources included under "Other" above:	
TOTAL	\$0.00

² Operating Supplies - Itemize below (Do Not Include Office Supplies):	
TOTAL	\$0.00

³ Other Professional Services - Itemize below:	
TOTAL	\$0.00

⁴ Other Miscellaneous Expenses - Itemize below:	
TOTAL	\$0.00

⁵ Administrative Costs/Indirect Costs –Itemize below	
TOTAL	\$0.00

Complete this section
Does agency have a federally approved indirect cost rate? If yes, provide the rate.

HSD implemented a policy in 2013 that places a fifteen percent (15%) cap on reimbursement for agency indirect costs, based on the total contract budget. The policy also requires that the proportion of indirect costs charged to a contract budget not exceed an agency’s federally approved indirect rate, as applicable. Other restrictions based on fund source requirements may also apply.

Attachment 3: Proposed Budget: Personnel Detail

Agency Name:			Project/Program Name:	
Person Completing Form:			Phone Number:	

Full-Time Equivalent (FTE) = # of Hours/Week

Fund Sources

Position Title	Hourly Rate	FTEs	Number of Hours	HSD LOI Request	Other	Other	Other	Total Program
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Subtotal – Salaries & Wages				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Personnel Benefits:	FICA							\$0.00
	Pensions/Retirement							\$0.00
	Industrial Insurance							\$0.00
	Health/Dental							\$0.00
	Unemployment Compensation							\$0.00
Subtotal – Personnel Benefits				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personnel Costs (Salaries & Benefits)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BARS Classification of Expenditures Guidelines

1000	PERSONNEL SERVICES – Includes expenses for salaries, wages, and related employee benefits	
	1100	Salaries & Wages – Fees paid for personal services rendered.
	1110	<u>Salaries (Full- & Part-Time)</u> – Salaries and wages paid for services rendered by full- & part-time employees.
	1190	<u>Other Salaries & Wages</u> – Salaries and wages paid for services performed by work study, temporary and intermittent employees.
	1220	<u>Overtime</u> – Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
	1300	Fringe Benefits – FICA, Pensions & Retirement, Health Care, Dental, Unemployment Compensation, Industrial Insurance & Medical Aid
2000	SUPPLIES – Includes articles or commodities which are consumed.	
	2100	<u>Office Supplies</u> – Supplies and materials that are to be used in the office. <i>Examples: office stationery forms and small items of equipment (value under \$5,000, except computers and software).</i>
	2200	<u>Operating Supplies</u> – Supplies used to fulfill the needs of operations
	2300	<u>Repairs & Maintenance Supplies</u> – Supplies used in repair and maintenance. <i>Examples: building materials & supplies, paints & painting supplies, plumbing supplies, motor vehicle repair & small tools.</i>
	2500	Fuel Cost – gas, diesel, heating
	2600	Minor Data Processing Items
	2610	<u>Personal Computer & Printers</u> – Value per item over \$1,000 and under \$5,000.
	2620	<u>Software Purchases</u> – Under \$5,000 per item.
3000-4000	OTHER SERVICES & CHARGES	
	3100	<u>Expert & Consultant Services</u> – Services performed on a non-recurring basis. <i>Examples: auditing services, accounting services, special legal services, and other individual and one-time services.</i>
	3140	<u>Contractual Employment</u> – Fees paid to individuals or businesses for temporary or short-term services.
	3150	<u>Data Processing</u> – All data processing charges.
	3190	<u>Other Professional Services</u> – Professional services not covered in the above classifications. <i>Examples: Janitorial services, protective services, and other professional services.</i>
	3210	<u>Telephone</u> – Includes installation, long distance, directory service & local telephone service costs.
	3220	<u>Postage</u> – Includes all meter postage, stamps, postal permits, etc.
	3290	<u>Other Communications</u> – Includes Western Union costs.
	3300	<u>Automobile Expense</u> – Includes lease and motor pool charges.
	3310	<u>Convention & Travel</u> – Includes transportation, meals and lodging expenses incurred by the employee in the performance of official duties. A convention and travel authorization signed by your Executive Board must accompany any check paying convention and travel expenses.
	3320	<u>Private Auto Allowance</u> – Includes lease and motor pool charges.
	3390	<u>Other Transportation Expense</u> – Transportation expenses not covered in the above classifications.
	3400	<u>Advertising</u> – Includes cost of advertising, publication of public notices, and other such items.
	3500	<u>Printing & Duplicating</u> – Includes printing, duplicating and/or binding of books, pamphlets, newsletters and other reading materials.
	3600	<u>Insurance</u> – Includes all insurance premiums except what is applicable to Personnel Services.
	3700	<u>Public Utility Services</u> – Includes Washington Natural Gas, City Light, Water, Garbage, Sewer and Puget Power.
	3800	<u>Repairs & Maintenance</u> – Includes all services required in the maintenance of all equipment, machinery, buildings and improvements.
	3900	<u>Rentals</u> – This classification should include all types of rentals. Examples: Rental of office equipment, land, buildings, movie rental fees, and machinery and equipment rental charges.
	4210	<u>Education Expense</u> – Includes tuition, travel and living expenses of employees sent to educational programs or schools.
	4290	Direct Client Assistance