

Accessible Communities Project Proposal Form B Instruction Sheet

Attach additional information as appropriate. Additional information can include bids you may have received for the project's components, spreadsheets with relevant detail, or any other supporting information.

Complete Form B by summarizing the project budget and then providing explanations about the individual project budget lines below. If your project is selected for funding by the GCDE, an accurate project budget will avoid delays in funding as the information provided here will be the basis for GCDE's funding approval and for the eventual project funding contract between the State and your County.

If the project budget exceeds your funding request to GCDE, implying that you are obtaining funding from other sources, please identify the other funding sources and amounts. Availability of funding sufficient to implement the project as described in your project proposal will be a contractual condition of GCDE's funding.

Personnel: Provide a description of personnel costs that would be directly associated with implementing and managing the project. It is the policy of the GCDE to fund only personnel costs directly associated with a project. Direct costs include those required to manage or undertake the implementation of the project, whereas indirect costs such as administrative costs of the County ACAC or of County staff are not eligible for GCDE funding.

Facilities: Provide a description of facility costs related to any events, such as information fairs, job fairs, conferences, or training sessions. Include a description of efforts to secure free facilities.

Travel: Provide a description for travel expenses necessary for the project. Explain who will be doing the traveling and how it relates to the project. The description should include: the number of miles in a personal vehicle; number of nights and rates for hotel stays; airport/hotel parking; the number of days on per diem; airline tickets or other modes of travel and rates; rental car fees and any other travel related costs (Expenses will be reimbursed at the Washington State Office of Financial Management (OFM) rates in effect at the time travel occurs. The rates may be accessed at the OFM Travel Page at www.ofm.wa.gov/resources/travel.asp.

Reasonable Accommodations: Provide a description, i.e., number of hours and rates, for projected costs of sign language interpreting, CART, alternate format production, assistive technology, and other accommodations necessary to ensure equal and full participation by people with disabilities.

Contractual: Provide a description and explanation for any contractual purchases necessary for the project. For each proposed contract, describe and explain the nature of the goods or services to be purchased, their role in the project and the rate and amount. If the contractor has already been identified, attach documentation of the contractor's qualifications to the budget narrative.

Supplies and Materials: Describe and explain the costs associated with any supplies or materials purchased or developed for the project.

Other Costs: Describe and explain any other costs associated with the project.

In-Kind: Describe and provide values for planned in-kind contributions in support of this project. This should include the person hours contributed by ACAC members and other volunteers. It should include the value of the time of County staff and the staff of other partners, not paid by this grant. Examples of other types of in-kind contributions include the use of facilities, and donated services such as speakers, trainers, or consultants.

Questions? Contact Elaine Stefanowicz, elaine.stefanowicz@esd.wa.gov (360) 890-3774.