Request for Application Packet
for
Community Dispute Resolution Programs
Grant Cycle 2015-2017

Issued by:
University of Oregon on behalf of the University of Oregon School of Law  (Grantor)

Mark Quinlan, Administrator
Oregon Office of Community Dispute Resolution
1221 University of Oregon
Eugene, Oregon 97403-1221
541-346-1623 (phone)

http://oocdr.uoregon.edu
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**Important Information Regarding This RFA**

Part I of this RFA are the directions and timelines in which the counties must follow in order to receive funding for Community Dispute Resolution Programs.

Part II and Part III of this RFA are the directions and application packet that each prospective Community Dispute Resolution Program must complete.

*Throughout this RFA there is reference to Oregon Administrative Rules (OAR). As part of the University of Oregon’s transition to a self-governing institution, OAR’s that were in place to govern programs under the Oregon University System have been inherited and adopted as University of Oregon policy. Currently the University is undertaking a process to organize, categorize, and re-number these OAR’s. However, until that process is complete the identified OAR’s within this RFA can be found at – http: policies.oregon.edu*
PART I: Directions and Proposed Timelines for Counties

A. Overview of Process

In February of odd-numbered years, the University of Oregon on behalf of the University of Oregon School of Law (Grantor) informs Oregon Counties of the availability of biennial grant funds for eligible community dispute resolution programs (CDRPs) pursuant to Oregon Revised Statute (ORS) 36.155. If a County elects to participate in the process, the County may select which eligible local program(s) should receive these funds. A County may inform Grantor of its interest in participating in the distribution of these community dispute resolution grant funds via a resolution. A County may notify Grantor in writing that it does not intend to participate in the process, in which case Grantor will assume the County’s role for the remainder of the process (including the substitution of “Grantor” for “County” as appropriate in Part II of this RFA).

Following is an overview of the process for participating Counties:

Appoint Coordinator. After being notified that funds are available, the County Commission appoints a County Dispute Resolution Coordinator. This person maintains information for the public on: dispute resolution services within the County, availability of grant monies to fund local programs, the grant solicitation and award process, and the program names and services provided by Grantees in that County. A coordinator need not be a resident of the county and may serve as the coordinator for more than one county (See OAR 571-100-0070). For specific dates related to tasks 1-6, below, refer to Timeline in Part II, Section B of this RFA.

1. County announces interest. The County Commission adopts a resolution, formally announcing its interest in participating in the distribution of grant funds (See page 3 for sample resolution) and sends a copy of the resolution to Grantor. If a program is to serve more than one county, there must be a joint resolution among Commissions from all the involved Counties. The County’s notification to Grantor shall include a statement of agreement by the County to engage in a selection process and to select as the recipient of funds an entity capable of and willing to provide dispute resolution services in accordance with Oregon Administrative Rule Chapter 571, Division 100.

2. Coordinator publishes notice. In March, the County Coordinator advertises a notice of availability of the grant funds. Such advertising may be in a newspaper, on a web site, by electronic mail, or any other means that meets the requirements of OAR 571-100-0080 (See page 4 for sample legal ad).

3. Coordinator issues Request for Applications (RFA). The RFA seeks applications by programs interested in providing community dispute resolution services (See page 5). Applications are also available through Grantor. The request for applications shall be advertised in a manner reasonably calculated to ensure that those qualified to provide the requested dispute resolution services receive notice of the request. Such advertising may be in a newspaper, on a web site, by electronic mail, or any other means that meets the requirements of OAR 571-100-0080.

4. Applicants return Applications. In April, applicants return the original completed application to the County Coordinator, with a copy to Grantor. Applications may be submitted by mail, hand delivery, express delivery, facsimile machine, website submission, or electronic mail (including in portable document format (pdf)). Manually submitted applications need to be typed and stapled in the upper left-hand corner (no hand-written or bound copies). Grantor reviews applications to determine which applicants are eligible.

5. County chooses CDRP. In June, after Grantor has notified the County which CDRP applicants are eligible, the County Commission chooses one or more eligible CDRP applicant(s) to receive the funds and notifies the Grantor of its choice(s).

6. Grantor enters into an agreement with CDRP. In June, Grantor enters into grant agreements for the 2015-2017 biennium with the eligible CDRP applicant(s) chosen by the County. The County receives a copy of the grant agreement for its records. Grant payments are made directly by the Grantor to the Grantees. No further action is required of the County at this point.
B. Proposed Timeline (Subject to Change)

March 13, 2015  County Commission adopts a resolution confirming its desire to participate in the process (sample attached).

March 31, 2015  County advertises a notice of availability of grant funds and announces the application process (sample of notice included). The County and Grantor make RFA packet available to interested applicants.

April 30, 2015  Applications must be received by 5:00 p.m. at the County and at Grantor’s address. Late applications may not be considered.

May 29, 2015  Grantor issues notices of eligibility to applicants and County.

June 5, 2015  Any appeals from applicants determined ineligible by the Grantor must be received by 5:00 pm.

June 12, 2015  County Commission selects grantee(s) and notifies Grantor of selection.

June 30, 2015  Grantor enters into Grant Agreement with the grantee(s).

C. Grantee Selection Process

1. Eligibility: Grantor will acknowledge receipt of each application and determine whether the applicant is an eligible community dispute resolution program under the applicable OAR’s. Grantor will send a notice of eligibility determination to each applicant and to the County (See OAR 571-100-0100).

2. County Selection: The County will review the applications of those applicants determined eligible by Grantor and select the program(s) to be funded. Criteria for the selection of programs includes, per OAR 571-100-0100:
   a. The ability of the applicant to address unmet community needs in the proposed geographical area of service;
   b. The structure and scope of the services to be provided by the applicant;
   c. The applicant’s experience and qualifications in dispute resolution services;
   d. The amount of the requested grant and the reliability of the applicant’s other funding sources;
   e. The adequacy and cost of personnel, services and supplies, and capital outlay.

If the County has questions regarding selection criteria, please contact Mark Quinlan at the University of Oregon School of Law at 541-346-1623.
Sample Resolution

BEFORE THE BOARD OF COMMISSIONERS
FOR _____________ COUNTY, OREGON

IN THE MATTER OF PARTICIPATION IN FUNDING )
ACTIVITIES OF THE OREGON OFFICE FOR )
COMMUNITY DISPUTE RESOLUTION )

RESOLUTION NO. _____

WHEREAS, the Board of Commissioners believes that the settlement of disputes by mediation may lead to more long-lasting and mutually satisfactory agreements; and

WHEREAS, mediation may reduce the need for time-consuming and costly litigation; and

WHEREAS, the Oregon Legislature has charged the University of Oregon on behalf of the University of Oregon School of Law (Grantor) with the responsibility to foster the development of community mediation programs by making grant monies available to participating Counties; and

WHEREAS, any County wishing to participate must formally notify Grantor of its intent to participate; now therefore,

IT IS HEREBY RESOLVED THAT, _________________ County hereby notifies Grantor of its desire to be a participant in the expenditure of funds for community dispute resolution programs within _________________ County, and _________________ County agrees to engage in a selection process and to select as funding recipients those entities both qualified by the standards and guidelines adopted by Grantor and capable of and willing to provide community dispute resolution services according to the rules adopted by Grantor.

_______________, Oregon _________________, 2015
(city)

__________________________ COUNTY BOARD OF COMMISSIONERS

Chair
Commissioner
Commissioner

Approved as to Form:
Notice is hereby given that ________________ County and the University of Oregon on behalf of the University of Oregon School of Law (Grantor) are initiating the application and selection process for grant funds available to eligible community dispute resolution programs in ________________ County under ORS 36.155. The grant period is July 1, 2015 through June 30, 2017, subject to funding authorization by the 2015 Legislature. Assuming funding for 2015-2017 is reauthorized by the 2015 Legislature, grant funds for ________________ County will be approximately $________________ for this period.

Applications must be received by April 30, 2015 at 5:00 p.m. Late applications may not be considered.

Submit original to:
(Name of County Contact)
(County Commission Office)
(Name of County)
(Address)

Submit copy to:
Oregon Office for Community Dispute Resolution (OOCDR)
University of Oregon School of Law
1221 University of Oregon
Eugene, Oregon 97403-1221

Copies of the Request for Applications are available by calling ________________.
(county contact person and telephone number)

Dated: ____________________________ (date of publication)

______________________________ (county contact person)

______________________________ (title)

Note: Please send the OOCDR a copy of your legal affidavit as it appeared in the newspaper after it is published, (if you published a legal notice in a newspaper), and/or copy of your notice as it appeared in electronic, or web-based form.
Request for Applications
and
Program Requirements for the Delivery of:
Community Dispute Resolution Services

Issued by:

________________________ County Board of Commissioners

Deadline for Applications:
April 30, 2015
5:00 p.m.
PART II: Request for Applications (RFA)

A. Background Information

This Request for Applications is issued by ________________ County for the purpose of identifying eligible applicants to provide community dispute resolution services for ________________ County, pursuant to ORS 36.155. These services are funded in part by a grant from the Grantor.

Grantor is charged with the responsibility of administering a Community Dispute Resolution Program (CDRP) grant fund pursuant to ORS 36.150 and 36.155 and Oregon Administrative Rules (OAR), Chapter 571, Division 100. The focus of this grant program is to support the development and maintenance of community dispute resolution programs that assist citizens in resolving disputes and developing conflict resolution skills.

Assuming funding for 2015-2017 is reauthorized by the 2015 Legislature at the same level as the prior biennium, grant funds for your County will be approximately $ __________________ for the period July 1, 2015 - June 30, 2017.

B. Process Summary

1. Dates for the RFA process are set by Grantor.
2. An applicant submits the original application to the County and a copy to Grantor.
3. Grantor determines applicant eligibility under the OAR’s and notifies the County and the applicant.
4. The County selects one or more eligible applicants to receive the funds.
5. Grantor executes grant agreements directly with the selected applicants.

C. Timeline (Subject to Change)

March 13, 2015 County Commission adopts a resolution confirming its desire to participate in the process (sample attached).

March 31, 2015 County advertises a notice of availability of grant funds and announces the application process (sample of notice included). The County and Grantor make RFA packet available to interested applicants.

April 30, 2015 Applications must be received by 5:00 p.m. at the County and the offices of Grantor. Late applications may not be considered.

May 29, 2015 Grantor issues notices of eligibility to applicants and County.

June 5, 2015 Any appeals from applicants determined ineligible by Grantor must be received by 5:00 pm.

June 12, 2015 County Commission selects grantee(s) and notifies Grantor of selection.

June 30, 2015 Grantor enters into Grant Agreement with the grantee(s).

D. Entities Eligible for Funding

1. To be eligible, a CDRP must be one of the following (see OAR 571-100-0020):
   a. **Government program:** A governmental entity with a separate dispute resolution program budget and a dispute resolution program advisory committee of at least five representative members of the community in which the governmental agency is located, which advisory committee meets at least quarterly;
b. **Nonprofit organization**: A nonprofit organization registered in Oregon with a board of directors of at least five representative members of the community or communities in which the organization does business, which board of directors meets at least quarterly. If an applicant is a nonprofit organization established for purposes other than dispute resolution, it shall have a separate dispute resolution program budget and a separate advisory committee of at least five representative members of the community in which the organization does business, which advisory committee shall meet at least quarterly.

c. The Oregon Judicial Department is not eligible for funding under ORS 36.100 et seq. and OAR 571-100 et seq.

d. Municipal, county, and justice courts are not eligible for funding under ORS 36.100 et seq. and OAR 571-100 et seq.

2. A CDRP must provide **at a minimum** the following services (see OAR 571-100-0020):
   a. Citizen education in conflict resolution skills to assist citizens in resolving their own disputes peacefully; and
   b. Community mediation services provided at least in part by volunteer mediators.

3. In addition to these essential services, programs **may** elect to provide other services in order to respond to local identified needs. Such services may include, but are not limited to: (a) Methods for addressing the interests of crime victims in criminal cases when those cases are either not prosecuted for lack of funds or could be more effectively handled outside the courts; (b) Arbitration; and (c) Training for individuals who resolve disputes.

4. Grantees that participated in previous grant cycles must have complied with previous grant requirements before being considered eligible for 2015-2017 grant funds.

E. **Requirements for Grantees (CDRPs)**

**NOTE**: Failure to comply with any Grantor requirement may result in loss of grant funding.

1. **Participating Funds**: Grantees are required to match the funding granted to them pursuant to ORS 36.155:
   a. First grant year – 10%
   b. Second grant year – 25%
   c. Third grant year – 50%
   d. Fourth grant year – 75%
   e. Fifth grant year and beyond – 100% (See OAR 571-100-0040).

2. **Fees for service**: If grantee charges fees for service, grantee must offer a sliding fee scale or waiver or deferment based on income. Fees may not be charged on the basis of outcome or amount in controversy (See OAR 571-100-0030).

3. **Voluntariness**: All Grantees, even those that accept mandatory referrals, must provide written notice to participants specifying that participation in the mediation session is voluntary (See OAR 571-100-0150).

4. **Confidentiality**: All Grantees must have an appropriate mechanism for ensuring that participants are advised of the importance of confidentiality in mediation and that participants are offered an opportunity to execute a written confidentiality agreement (See OAR 571-100-0150).

5. **Qualified mediators**: All Grantees must have qualified mediators trained by qualified trainers (See OAR 571-100-0160 for specific training requirements).

6. **Internal Controls**: Grantees must establish and maintain an effective internal control structure. This should include policies, procedures, and processes to both prevent misuse of program assets and detect any misuse should it occur. Documentation of these policies, procedures, and process may be requested by and provided to the Grantor at any time. Resources to assist with the development of an Internal Control structure are available from the Oregon University System Internal Audit Division
7. **Reporting requirements**: Grantees shall provide Grantor with the following reports:
   a. Progress Reports, using Grantor’s forms, including data for the prior six month period, on: operating budgets, number and kinds of educational programs, staff and volunteer qualifications, training activities, number and source of referrals, types of disputes referred, dispute resolution services provided, number of persons served, case outcomes, and other information as Grantor may require (See OAR 571-100-0140);
   b. Annual reports and annual financial statements, using Grantor’s forms, including data described above for the previous twelve month period;
   c. An independent audit, financial compilation or review every two years; and
   d. A final financial report of revenues and expenses on Grantor’s forms in accordance with the budget categories shown in Exhibit A and Exhibit B within ninety days of the close of the grant period (See OAR 571-100-0140).

**NOTE**: Failure to submit reports on time will result in delay or loss of funding.

8. **Record keeping**: Grantees must maintain accurate financial records, including accounting for matching funds (per OAR 571-100-0040) that conform to generally accepted accounting principles and be in compliance with all county and state audit accounting procedures and requirements. Grantee must maintain all required records for at least 3 years after Grantor’s final payment and make program records available to Grantor when requested (note: Grantees are subject to audit by the Secretary of State, pursuant to ORS Chapter 297).

9. **Evaluation**: Grantees shall cooperate with Grantor to facilitate the collection of data to measure the effectiveness, integrity, and applicability of dispute resolution services provided by the Grantee. In addition, Grantees shall, per OAR 571-100-0130
   a. perform a biennial evaluation to measure program effectiveness.
   b. measure client satisfaction.
   c. conduct annual board and director performance evaluations.
   d. cooperate with Grantor in providing aggregate data to analyze the effectiveness of community dispute resolution efforts and to track trends throughout the state.

10. **The Law**: Grantees must comply with applicable federal, state, county and local statutes, and rules governing services, facilities, and operations. Grantees shall agree to satisfy all federal and state contract requirements concerning the provision of Workers’ Compensation coverage. Grantees must comply with all applicable rules, regulations, statutes and guidelines for maintaining client confidentiality.

11. **The Rules**: Grantees must comply with the standards and guidelines set forth in OAR Chapter 571, Division 100, 571-100-0000 through 571-100-0160.
PART III. Application (Must be typed; may be submitted manually or electronically; manual submissions must be bound only with upper left-hand corner staple)

A. Program Information Sheet: See Appendix 1. Use as page one (1) of application.

B. Statement of Assurances: See Appendix 2. Use as page two (2) of application.

C. Narrative: Applicants shall include the following in narrative form (see OAR 571-100-0090), and attach the narrative to the rest of the application forms found in the Appendix.

1. Mission Statement and Goals. Provide the program’s mission statement and an explanation of the program’s goals and objectives, including objectives related to citizen education in conflict resolution skills and community mediation services.

2. Description of Services. Describe how the program will provide citizen education and community mediation services as stated in OAR 571-100-0020 & 571-100-0090. Include:
   a. a statement of the program’s goals, objectives, and activities, including citizen education in conflict resolution skills and community mediation services.
   b. a description of the community problems that will be addressed;
   c. a plan for recruiting, selecting, and using volunteer mediators, and a description of any training activities including the mediation curriculum and apprenticeship;
   d. proposed geographic area of service;
   e. number of persons in the service area;
   f. number of persons the applicant expects to serve each year;
   g. types of disputes that will be handled;
   h. number of cases that will be handled each year;
   i. types of dispute resolution services that will be offered (e.g. mediation, phone conciliation, community boards, etc.);
   j. number of citizen education classes that will be offered each year;
   k. number of other conflict resolution trainings (including basic and advanced mediation trainings, peer mediation, specialized trainings such as victim offender, etc.) that will be offered each year;
   l. any case (access) restrictions to be imposed by the applicant (e.g. “CDRP does not take cases involving domestic violence”); and
   m. information regarding the ADA accessibility of program facilities.

3. Organizational Structure. Describe organization structure and provide a detailed flow chart of the applicant’s organizational structure.

4. Mediator Recruitment. Describe applicant’s specific plan for recruiting, selecting, training, and using volunteer mediators. Include current number of active volunteers.

5. Mediator Training. Describe mediator training activities, including the mediation curriculum and apprenticeship. Include a description of the curriculum and a curriculum outline to be used in the basic mediation training as well as a statement of whether the training activities and supervision plans meet the requirements for community mediators in OAR 571-100-0160. Provide description of continuing education trainings to be offered to volunteer mediators each year. Also provide documentation showing the lead basic mediation trainer is qualified under OAR 571-100-0160.

6. Publicity and Outreach. Provide applicant’s plan for publicizing services and resources to potential referral agencies, individuals, civic groups, courts and justice system agencies. Include:
   a. how many press releases or similar public notices will be issued each year;
   b. how many presentations to public service organizations, agencies, schools, etc. will be offered each year, and
   c. what other outreach activities are planned.

7. Personnel. Provide copy of applicant’s personnel policies and resumes of staff members.
8. **Evaluation.**
   a. Describe annual **program evaluation** plans (e.g. use of community needs assessments, program effectiveness surveys, etc.)
   b. Describe how the applicant determines **client satisfaction** with the dispute resolution services, including a description of any follow-up done with the client. Include:
      i. sample copies of current exit surveys, client satisfaction surveys, or other assessment instruments used;
      ii. a brief statement indicating how grantee will conduct evaluations;
      iii. a statement of the way that the survey process has been coordinated with Grantor; and
      iv. an annual compilation of aggregate responses, submitted to Grantor (to preserve confidentiality, Grantees must not send evaluation data to Grantor that includes any individual client information).
   c. Describe specific plans for annual **board and director performance evaluation.**

9. **Affirmative Action Statement.**

10. Describe applicant’s internal control structure, the requirements of which are contained in Part II, paragraph E6, above.

11. **Other Information Required by the County or Grantor.**

D. **Letters of Support:** Provide 3 to 6 letters of support from community organizations, judicial and legal system representatives, administrative agencies, or other appropriate public service organizations in the proposed area of service. Such letters should, if appropriate, attest to the organization’s willingness to make referrals and/or provide funding to the applicant.

E. **Budget:** Use the budget forms in Exhibits A and B. Include a proposed biennial (2 year) budget, highlighting the amount and sources of participant (matching) funds (See OAR 571-100-0040). Clearly show how grant funds will be used, if awarded. If applicant charges fees, include fee schedule and clearly show sliding scale or waiver (See OAR 571-100-0030). If available, include financial reports from the previous two years of applicant’s services.

F. **Written Agreement of Collaboration:** In counties where more than one community dispute resolution program receives funding from Grantor, include a brief written agreement of collaboration indicating how providers of dispute resolution services will work together to efficiently serve county needs (See OAR 571-100-0090).

G. **Consent to Mediate/Voluntary Nature of Mediation/Confidentiality Statements:** Attach a copy of:
   1. Applicant’s written notice that mediation is voluntary (See OAR 571-100-0150);
   2. Applicant’s “consent to mediate” or similar form or statement;
   3. Applicant’s “confidentiality agreement” form or statement.
Appendices
And
Exhibits
Program County: ________________________________

Program Name: __________________________________

Program Address: __________________________________

Phone: _________________________________________

Fax: ___________________________________________

Program Contact (name, title, and phone number): ____________________________________________

Applicant Status:

Governmental entity name: ______________________________

Umbrella nonprofit organization name, if applicable: ____________________________

Nonprofit organization name: ______________________________

State registration number: ____________________________________________

Federal tax exemption number: ________________________________

Program Budget Summary:

Grant Funds Requested: $ ______________________________

If awarded, this grant will constitute what percentage of applicant’s total budget? ______ %
Matching Funds Requirements:

First grant year – 10% of the grant amount for that year; second year – 25%; third year – 50%; fourth year – 75%; and fifth year and beyond – 100% (See OAR 571-100-0040).

Applicant is current or former grantee? Yes _________ No _________

If yes, identify grant periods and amount of grant funds awarded:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Identify matching percentage needed:

2015-2016: ________________ 2016-2017: ________________
Appendix 2

Statement of Assurances

The undersigned attests that the information provided to determine eligibility is true and accurate to the best of his/her knowledge. The undersigned further attests that he/she has the authority and/or responsibility to represent his/her organization in all phases of this Request for Application process. Finally, the undersigned understands that any false or substantially incorrect statement may disqualify this applicant from further consideration or be cause for termination of a resulting contract.

Signature: ____________________________________________________________

Date: __________________________________________________________________

Typed Name and Title: ____________________________________________________

Typed Name of Organization: _____________________________________________
**Exhibit A**
**Revenue Summary**
**For 2015-2017 Program Budget**

Program Name: ____________________________________________

A. Grant amount requested: $______________________________

B. Other revenue: Identify sources and amount of revenue received from sources other than Grantor including grant funds, contracts for services, fees, contributions, etc.

<table>
<thead>
<tr>
<th>Source</th>
<th>Pending Funding</th>
<th>Secured Funding</th>
<th>Total Proposed Funding</th>
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**SUBTOTAL OTHER REVENUE**  $   $   $
C. In-kind contributions: List source, amount, and calculations (for example, volunteer mediator hours and valuation rates). If applicable, attach documentation.

<table>
<thead>
<tr>
<th>Source AND Valuation</th>
<th>Pending Funding</th>
<th>Secured Funding</th>
<th>Total Proposed Funding</th>
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**TOTAL 2015-2017 REVENUES (A + B + C): $ _______________________________**

Signature of Board President authenticating information contained on this page

Signature of Director authenticating information contained on this page
Exhibit B  
Expenditure Summary  
For 2015-2017 Program Budget

Program Name: ________________________________

A. Personnel

<table>
<thead>
<tr>
<th>Position Title</th>
<th>FTE</th>
<th>Salary/Year</th>
<th>Benefits/Year</th>
<th>Total/ Biennium</th>
<th>Grantor Funds Amount</th>
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SUBTOTAL

B. Services and Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Biennium Expense</th>
<th>Grantor Funds Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/space</td>
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<tr>
<td>Rent/equipment</td>
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<tr>
<td>Office Supplies</td>
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<tr>
<td>Utilities</td>
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<td>Telephone</td>
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<tr>
<td>Postage</td>
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<tr>
<td>Printing and Copying</td>
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<tr>
<td>Training</td>
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<tr>
<td>Publicity</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Books, Periodicals, Subscriptions</td>
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<td>Memberships and Dues</td>
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<td>In-state Travel</td>
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<td>Out-of-state Travel</td>
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<tr>
<td>Other (please specify)</td>
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<td>Program expenses (please specify)</td>
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<td>Contractual Services (please specify)</td>
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SUBTOTAL

C. Other

<table>
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<tr>
<th>Item</th>
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<tr>
<td>Capital Expenses</td>
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<tr>
<td>Other (please specify)</td>
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SUBTOTAL

TOTAL 2015-2017 BIENNIAm EXPENDITURES (A + B+ C): $__________________________

Signature of Board President authenticating information contained on this page

Signature of Director authenticating information contained on this page