

Project Abstract

The G.R.E.A.T. West Region Training Center (RTC) represents the Bureau of Justice Assistance (BJA) along with the G.R.E.A.T. Program throughout 11 western states. For the last 12 years, the West RTC has assisted dozens of law enforcement agencies in both starting and sustaining the G.R.E.A.T. Program and its four components. One of our main goals is to provide first-rate, professional service, while building positive relationships among and with the G.R.E.A.T. officers in our Region. This is accomplished through our multiple yearly G.R.E.A.T. Officer Trainings (GOTs), attendance at various regional and national law enforcement-related conferences and almost daily contact with the G.R.E.A.T. agencies we support. Along with providing technical and programmatic assistance to fellow law enforcement agencies, the West RTC is an active participant in G.R.E.A.T.'s governing bodies and consistently takes a leadership role in moving G.R.E.A.T. forward with curricular and programmatic development. With the strong and continuous support of the Portland Police Bureau, the West RTC has developed the infrastructure and institutional knowledge needed to represent the G.R.E.A.T. Program on a local, regional and national level with proficiency and distinction.

Problem Statement

According to the National Youth Gang Center, "The proliferation of gang problems in large and small cities, suburbs, and even rural areas over the last two decades led to the development of a comprehensive, coordinated response to America's gang problem by the Office of Juvenile Justice and Delinquency Prevention (OJJDP)." Part of that response includes the prevention efforts presented by the G.R.E.A.T. Program. The West RTC is at the forefront of our government's response to America's gang problem. In the last decade we have certified over

1500 law enforcement professionals in the G.R.E.A.T. curriculum. We continue to support the active G.R.E.A.T. agencies in our region and our efforts to recruit start-up agencies are ongoing.

Goals and Objectives - Project Design/Strategy

The West RTC's goals and objectives, in addition to its project design and strategies are directly tied to the performance measures and program deliverables as outlined by BJA.

The following is an outline of those goals/performance measures and our strategy on how to achieve them:

1. The West RTC will recruit a minimum of three (3) agencies within the region, to teach the G.R.E.A.T. curriculum in their respective schools and provide start-up supplies and technical assistance where needed. The West RTC will promote the G.R.E.A.T. Program and its components by staffing a G.R.E.A.T. informational booth and giving presentations to large groups and individual agencies as needed. The West RTC will promote the G.R.E.A.T. Program at a minimum of four state police chiefs or sheriff's association meetings and four other regional gatherings of law enforcement, education professionals, or other groups vital to bringing the G.R.E.A.T. to their communities.
2. The West RTC will seek to develop at least one new regional or national partnership annually. West RTC currently enjoys ongoing partnerships with the Police Activities League of Portland, (PAL), Camp Rosenbaum (a regional youth citizenship summer camp) and the Metro-Portland Boys and Girls Clubs. In the forthcoming year, we will seek to partner with professional sports teams in our area, the National Basketball Association Portland Trail Blazers, the Portland Beavers, a Major League Baseball farm team and/or the Portland Timbers, a Major League Soccer team.

3. The West RTC will provide direct technical assistance to a minimum of 24 potential or existing G.R.E.A.T. agencies on starting or operating a G.R.E.A.T. program effectively, with the use of local, sustainable resources, to include program options and information on the role of partnerships. This will be accomplished in part by on-going communication throughout the year with agencies we know have a G.R.E.A.T. program and to the officers trained in G.R.E.A.T.'s components. Contact with these agencies and officers will occur via phone, e-mail, electronic flyers and regional mailings annual in-service trainings and national law enforcement-related conferences.
4. With the goal of starting four new G.R.E.A.T. Families programs, the West RTC will provide direct technical assistance to a minimum of 24 agencies with information for starting and operating a G.R.E.A.T. Families program. This goal will be accomplished in the same manner as goal/performance measure #3, with specific strategies discussed in implementing and sustaining the "Families Component" through community involvement and collaborations.
5. The West RTC will provide a minimum of 24 agencies with assistance and information on starting a G.R.E.A.T. Summer Program in their respective communities, with the goal of five new G.R.E.A.T. Summer Programs. This goal will be accomplished in the same manner as goal/performance measures #3 and #4, with specific strategies discussed in implementing and sustaining the "Summer Component" through community involvement and collaborations.
6. The West RTC will coordinate a minimum of five G.R.E.A.T. GOTs and a minimum of two G.R.E.A.T. Families Trainings per performance period. These training courses will

be put on with the goal of a minimum of 24 new G.R.E.A.T. officer certifications per GOT and ten Families Curriculum certifications per Families Curriculum training.

Anticipated trainings Trainings for BJA FY 2010 are as follows:

1/10/11 – 1/20/11 GOT2-11?? 80 Hour Training Portland, OR

6/13/11 – 8/23/11 GOT2-11?? 80 Hour Training San Francisco, CA

9/8/11 – 9/18/11 GOT2-11?? 80 Hour Training Portland, OR

The dates for the two additional GOTs and two GFTs are still under consideration and will be announced at a later date. Remote GOTs are subject to agency demand and the total number of trainings may vary.

7. The West RTC will publish a G.R.E.A.T. Regional newsletter three times a year. The newsletter will be published in a standard format and on dates to be determined by BJA. Included in each newsletter will be information on any future Officer Trainings, along with details on any Regional and/or National Conferences taking place within the region. The newsletter will also offer the opportunity for agencies throughout the region to promote their community's G.R.E.A.T. Program while sharing their ideas and local achievements through pictures and news articles.

Management and Organizational Capability

The Regional Administrator for G.R.E.A.T.'s Western RTC is Lieutenant Robert Heimbach (also the supervisor for Portland Police Bureau's local G.R.E.A.T. Program). Lieutenant Heimbach has been in law enforcement for 24 years. Lieutenant Heimbach is a certified G.R.E.A.T. Instructor. Lieutenant Heimbach has participated in the 360 degree peer review work group for the National Training Team. Lieutenant Heimbach is presently a member of the G.R.E.A.T. GOT Curriculum review workgroup. Lieutenant Heimbach is also a member of the National Training Committee. As the West Region Administrator, Lieutenant Heimbach is actively involved in the writing, implementing and managing of the Regional G.R.E.A.T. grant.

The West RTC's Regional Administrative Assistant is Narcisa Delgado-Grubb. She has held that position for the last 4.5 years and is an incredible asset to the Region. She is multi-cultural and bi-lingual with over 12 years experience working with the Portland Police Bureau in positions that all involved close contact with the community. Her outgoing personality, superior people skills and strong desire to help the G.R.E.A.T. Officers in the field have made her the "go-to" resource for all things G.R.E.A.T. in our now 11 state region.

The G.R.E.A.T. grant is coordinated by Commander Dave Benson. He has worked for the Portland Police Bureau since October 1984. Commander Benson has served at most levels of the organization and in numerous job functions. He currently is the head of Portland's Tactical Operations Division. Under his command is the Bureau's Special Emergency Reaction Team (SERT), Emergency Disposal Unit (EDU,) the air, gang and gun violence suppression units, along with the G.R.E.A.T. Program. Commander Benson has extensive experience managing

grants, budgets and personnel that enables him to successfully implement and manage the Western RTC.

Performance, Evaluation, Sustainability

The West RTC's performance measures and evaluation strategies are guided and monitored by BJA. Refer back to the **Goals and Objectives - Project Design/Strategy** section of this narrative for details. We currently send performance measure updates via GMS to BJA every six months. Every three months the West RTC reports to the BJA Training and Technical Assistance Reporting system specific information on our training and technical assistance activities that are ongoing throughout the region. This process complements and enhances the reports filed through GMS semi-annually. The information collected and reported back to BJA is used to guide the present and future direction of G.R.E.A.T. on a regional and national level as well as a tool in reporting to Congress our programmatic accomplishments and successes.

The sustainment and enduring success of the West RTC is mutually dependent on the strong support of both the Portland Police Bureau and BJA. For its part, the Portland Police Bureau has been developing potential future leaders and community partnerships through its use of the G.R.E.A.T. Program since 1994. We currently have over 40 certified G.R.E.A.T. officers teaching in our middle schools. The Portland Police Bureau utilizes all four of G.R.E.A.T.'s components and currently sponsors three members of the National Training Team. For its part, BJA supplies the funding, guidance and leadership essential for this thriving collaboration to work so well at present and hopefully continuing far into the future.

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

Applicant Name: Portland Police Bureau

State: Oregon

Budget Detail Worksheet

Complete the budget worksheet, showing all computations.

A. Personnel **\$158,132**

(Salaries and fringe benefits combined, for all Regional staff, does not exceed 70% of our base eligible award amount of \$296,000.)

Name	Title	Computation	Cost
Robert Heimbach	Lieutenant	\$2034 x 52 weeks	\$105,768
N. Delgado-Grubb	Asst. Prog. Specialist	\$1007 x 52 weeks	\$52,364

Fringe Benefits **\$26,364**

Name		Computation (Rate)	Cost
N. Delgado-Grubb	Benefits	\$327 x 52 weeks	\$ 17,004
	Worker's Comp	\$1 x 52 weeks	52
	Retirement	\$104 x 52 weeks	5,408
	SS - ER share	\$61 x 52 weeks	3,172
	Medicare - ER share		
		\$14 x 52 weeks	728

B. Travel **\$ 45,115**

Purpose	Location	Item	Computation	Cost
NTC Meeting w/ IACP Annual Conference Orlando, FL <i>RA attending</i>			(seven-day trip) Air-\$400 Lodging-\$805 Transportation-\$280 <u>Meals/per diem-\$340</u> Total	 1,825
				\$ 1,825

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

RA/RAA Meeting <i>RAA attending</i>	(Four-day trip) Air-\$660 Lodging-\$400 <u>Meals/per diem-\$180</u> Total x 2 1,240	\$ 2,480
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NTC/Working Committees <i>RA attending</i>	(Four-day trip) Air-\$550 Lodging-\$480 Transportation-\$160 <u>Meals/per diem-\$200</u> Total x 3 \$1,390	\$ 4,170
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Local and Regional Promotional Conferences

Police Chief/Sheriff Conferences <i>RA attending</i>	(four-day trip) Air-\$450 Lodging-\$480 Transportation-\$160 Fees-\$500 <u>Meals/per diem-\$200</u> Total x 10 \$1,790	\$ 17,900
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Local Conferences- includes Chiefs/Sheriffs/Educational Conferences dates TBA.
Costs include travel, lodging, transportation, registration fees and per diem (1 attendee x 8 conferences - \$1,790.00 per conference.)

Site Checks (Trainings-remote) TBA <i>RA attending</i>	(1 to 2 day trip) Air-\$450 Lodging-\$200 Transportation-\$80 <u>Meals/per diem-\$100</u> Total x 3 \$ 830	\$ 2,490
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Listed below are projected remote trainings by regional demographics:

California (14 days) 80 GOT RA & RAA attending	Air-\$450 Lodging-\$1,600 Transportation-\$500 <u>Meals/per diem-\$800</u> Total x 3 \$3,350	\$ 10,050
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California (7 days) 40 GOT RA & RAA attending	Air-\$450 Lodging-\$800 Transportation-\$240
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Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

	Meals/per diem-\$400	
	Total x 2 \$1,890	\$ 3,780
California (4 days)	Air-\$450	
GFT	Lodging-\$400	
RA attending	Transportation-\$160	
	Meals/per diem-\$200	
	Total x 2 1,210	\$ 2,420

C. Equipment \$ 0

No expenses in this category.

(Capital expenditures may not exceed 10% of your base award amount of \$310,000.)

D. Supplies \$ 31,532

Supply Item	Computation	Cost
Office supplies, paper, toner, pens, calendars, and notepaper.	\$416 per month x 12 months	\$ 4,992
G.R.E.A.T. Marketing and Conferences	\$210 x 22	\$ 4,620
G.R.E.A.T. staff shirts	\$30 x 12	\$ 360
GOT Incentives	\$30 x 36 officers x 7-GOT's	\$ 7,560
Start-up support/supplies for new agencies		\$14,000

E. Construction **Not allowed**

F. Consultants/Contracts \$ 17,004

<i>Consultant Fees</i>			
Name	Service	Computation	Cost
Not applicable			

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

<i>Contracts</i>		
Item	Computation	Cost
Vehicle lease (2008 van)	\$1032 x 12 months	\$ 12,384
Vehicle gasoline & maintenance	\$385 x 12 months	\$ 4,620

G. Other **\$ 31,853**

Description	Computation	Cost
Laptop with Wi-Fi		\$1,970
Color Printer		\$ 670
Laser Printer		\$ 572
Copy fees	\$251 x 4 projects	\$ 1,004
Telephones – 2 lines, fax – 1	\$150 x 12 months	\$ 1,800
800 Number	\$20 x 12 months	\$ 240
Cellular phones – 2	\$79 x 12 months	\$ 948
Long Distance	\$20 x 12 months	\$ 240
Pager	\$19 x 12 months	\$ 228
Wi-Fi monthly charge	\$96 x 12 months	\$ 1,152
Printing & mailing Regional newsletter	\$3,410 x 3 newsletters	\$ 10,230
Printing and graphic art	\$24 x 8 - business cards	\$ 192
Postage for shipping certificates	based on flat rate box USPS rate	\$ 3,607
Shipping supplies to Remotes	\$4,500 x 2 trainings	\$ 9,000

Total Direct Costs **\$310,000**

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

H. Indirect Costs	<u>\$ 0</u>
Total Project Costs	<u>\$310,000</u>
Federal Request	<u>\$310,000</u>
Applicant Funds	<u>\$ 0</u>

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

Budget Summary Page

A. Personnel/Salary Costs	<u>\$158,132</u>
Fringe Benefits	<u>\$ 26,364</u>
B. Travel	<u>\$ 45,115</u>
C. Equipment	<u>\$ 0</u>
D. Supplies	<u>\$ 31,532</u>
E. Construction	Not allowed
F. Consultants/Contracts	<u>\$ 17,004</u>
G. Other	<u>\$ 31,853</u>
H. Indirect Costs	<u>\$ 0</u>
 Total Project Costs	 <u>\$310,000</u>
 Federal Request	 <u>\$310,000</u>
 Applicant Funds*	 <u>\$ 0</u>

* The G.R.E.A.T. Program does not require applicants to contribute any of their own funds or provide what is known as cash match. Any applicant funds included in the application and budget will be subject to the same provisions and regulations as Federal funds.

G.R.E.A.T. Regional Training Center - Budget Narrative

A. Personnel \$158,132

The personnel expenses for Regional Administrator (RA) Robert Heimbach and Regional Administrator Assistant (RAA) Narcisa Delgado-Grubb total \$158,132. Time spent on the program goals and objectives is integral to the success of the G.R.E.A.T. program as well as the ability to achieve the increased impact and implementation of G.R.E.A.T. in the West Region. There is more than adequate justification for the requested personnel funding considering the expectation that this year's grant is increasing the scope of the G.R.E.A.T. program. The program expansion responsibilities of RA Heimbach and RAA Delgado-Grubb include Bureau of Justice Assistance and West Region G.R.E.A.T mandates.

The West Regional Training Center (RTC) will recruit a *minimum* of three agencies within the region, to teach the G.R.E.A.T. curriculum in their respective schools and provide start-up supplies and technical assistance where needed.

The West RTC will seek to develop at least one new regional or national partnership annually, which may include federal law enforcement agencies; sports teams; and youth organizations such as Boy Scouts, Girl Scouts or Boys and Girls clubs.

The West RTC will provide assistance to a *minimum* of 24 potential or existing agencies to start and/or continue operating a G.R.E.A.T. program effectively, with the use of local, sustainable resources, including program options and information on the role of partnerships.

The West RTC will provide direct technical assistance to a *minimum* of 24 agencies with information for starting and operating four new G.R.E.A.T. Families program.

The West RTC will provide a *minimum* of 24 agencies with assistance and information on starting a G.R.E.A.T. Summer Program in their respective communities, with the goal of five new G.R.E.A.T. Summer programs.

The West RTC will coordinate a *minimum* of five G.R.E.A.T. Officer Trainings (GOT) and a *minimum* of two G.R.E.A.T. Family Training (Families) courses. The GOT and Families will be conducted at either an RTC or remote location depending on enrollment, cost efficiencies and the need of local agencies. The training course will include the goal of a *minimum* of 24 new G.R.E.A.T. officer certifications per GOT and 10 Families Curriculum certifications per Families Curriculum training.

The West RTC will promote the G.R.E.A.T. Program at a *minimum* of four state police chiefs or sheriff's association meetings and four other regional gatherings of law enforcement, education professionals, or other groups vital to bringing the G.R.E.A.T. to their communities. The West RCT will publish a G.R.E.A.T. regional newsletter three times during each 12 month period (April, August, and December) in the standard format provided by BJA and/or its technical assistance provider. Each newsletter will be at least seven pages of news and information, with content largely prepared by the RTC.

The West RTC will host and maintain a G.R.E.A.T. regional web page.

The salaries and benefits for personnel are calculated at 100% of their total. The salary and overtime rates were calculated on information derived from the City of Portland Police Bureau's Compensation and Classification Schedules, taking into consideration the anticipated Cost of Living Increases (COLA) that will occur during the 12-month grant period.

Fringe Benefits **\$26,364**

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

Fringe benefits are calculated from the same City of Portland Police Bureau
Compensation and Classification Schedules as the above salary figures.

B. Travel **\$45,115**

Below are projected trips and costs based on prior years travel and costs:

G.R.E.A.T. Program NTC, Working Committees and BJA Directed Travel

NTC Meeting w/	(seven-day trip)		
IACP Annual Conference	Air-\$400		
Orlando, FL	Lodging-\$805		
RA attending	Transportation-\$280		
	<u>Meals/per diem-\$340</u>		
	Total	1,825	\$ 1,825
RA/RAA Meeting	(Four-day trip)		
RAA attending	Air-\$660		
	Lodging-\$400		
	<u>Meals/per diem-\$180</u>		
	Total	x 2 1,240	\$ 2,480
NTC/Working Committees	(Four-day trip)		
RA attending	Air-\$550		
	Lodging-\$480		
	Transportation-\$160		
	<u>Meals/per diem-\$200</u>		
	Total	x 3 \$1,390	\$ 4,170

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

Travel costs broken down by airfare, lodging, per diem and ground transportation.
Further NTC/NPB travel information TBA when dates and locations become known. Airfare-
lodging- per diem (1 attendee x 7 meetings x \$1,000 per meeting)

Local and Regional Promotional Conferences

Police Chief/Sheriff Conferences	(four-day trip)
<i>RA attending</i>	Air-\$450
	Lodging-\$480
	Transportation-\$160
	Fees-\$500
	<u>Meals/per diem-\$200</u>
	Total x 10 \$1,790 \$ 17,900

Local Conferences- includes Chiefs/Sheriffs/Educational Conferences dates TBA. Costs include travel, lodging, transportation, registration fees and per diem (1 attendee x 8 conferences - \$1,790.00 per conference.)

Site Checks (Trainings-remote) TBA	(1 to 2 day trip)
<i>RA attending</i>	Air-\$450
	Lodging-\$200
	Transportation-\$80
	<u>Meals/per diem-\$100</u>
	Total x 3 \$ 830 \$ 2,490

Listed below are projected remote trainings by regional demographics:

California (14 days)	Air-\$450
80 GOT	Lodging-\$1,600
RA & RAA attending	Transportation-\$500
	<u>Meals/per diem-\$800</u>
	Total x 3 \$3,350 \$ 10,050

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

California (7 days)	Air-\$450		
40 GOT	Lodging-\$800		
RA & RAA attending	Transportation-\$240		
	<u>Meals/per diem-\$400</u>		
	Total	x 2	\$1,890
			\$ 3,780

California (4 days)	Air-\$450		
GFT	Lodging-\$400		
RA attending	Transportation-\$160		
	<u>Meals/per diem-\$200</u>		
	Total	x 2	1,210
			\$ 2,420

Travel costs broken down for airfare, lodging, ground transportation and per diem. Locations will be contingent on agency demand. Locations listed above reflect inquiries and contacts made to date from throughout the region. Travel is, and will, continue to be a large expense for the West RTC. Many of the program objectives require in-person recruitment and promotional presentations that will result in remote on-site trainings encompassing the "West Region" – California, Oregon, Washington, Idaho, Alaska, Hawaii, Montana, North Dakota, South Dakota, Nebraska and Wyoming.

All travel expenses have been based upon figures derived from previous expenses and experiences as well as projected travel for marketing of the G.R.E.A.T. Program on a Regional and National level as directed by BJA and programmatic Performance Measures. Estimation of travel expenses was necessary as the exact amount of travel are tied directly to the locations for

future promotional and marketing efforts as well as training sites that will be driven by agency demands.

All long-distance travel expenses are estimated and based upon four nights lodging, four days per diem (using mid-range California per diem rates), and round trip airfare. California is the most traveled state in West Region.

C. Equipment \$ 0

No expenses in this category.

D. Supplies \$31,532

The office supplies expense was based upon previous annual average expenses for these items, which is \$416 for 12 months = \$4,992.

The Marketing and Conferences expense is based on \$210 of G.R.E.A.T. promotional incentives used to market G.R.E.A.T. at a projected 22 conferences in the 12-month period. We will promote the G.R.E.A.T. Program by attending community, educational and law enforcement-related conferences, trainings and/or symposiums within the budget cycle. This may include a G.R.E.A.T. booth, informational presentations and/or meetings with agency heads, local school boards and/or citizen groups.

The expense for G.R.E.A.T Officer Training (GOT) incentives is based on seven GOTs with 30 officers in a class and will not exceed \$30 per officer. The distributed incentives, i.e., coffee mugs, pens, pencils and paperweights, promote the G.R.E.A.T. program.

“Start-up” support/supply expenses in the amount of \$14,000 will provide new agencies G.R.E.A.T. “start-up” supplies and technical assistance materials. This includes, but is not

limited to, incentives, classrooms supplies, graduation materials, photographs, and certificates.

NOTE: This expense is included in the total federal request for funds.

E. Construction Not allowed

F. Consultants/Contracts \$ 17,004

Consultant Fees: \$ 0

No expenses in this category.

Contracts: \$ 17,004

The G.R.E.A.T. program relies upon a City of Portland Vehicle Services (Fleet) van to conduct its training and promotional efforts. At least half of all past travel has been done by automobile. The van is necessary to haul, transport, and deliver the programs equipment, supplies, and promotional materials on a continual basis throughout the grant period.

The expense listed for the program van is based upon a continuing lease agreement between the G.R.E.A.T. program and City of Portland Vehicle Services. The gasoline budget is based upon the average of expense over the past year of use.

H. Other Costs \$ 31,853

Purchase of a laptop with Wi-Fi and appropriate software for Region to use during travel to deliver services on a short timeframe within 24 hours and to use at trainings. Purchase of a printer and color printer is all equipment needed for GOTs, Families and presentations and/or meetings the region will do for promotion and information about the program.

The copy fee expense is based on previous annual program expenses and is usually incurred with unexpected copying projects. The G.R.E.A.T. staff may run extra newsletters or print additional promotional and training materials while attending conferences. Photocopying

Gang Resistance Education & Training (G.R.E.A.T.) Program - Regional
Budget and Budget Narrative
Application Attachment 2

183996

projects also occur at on-site trainings because the program staff does not receive an adequate supply of training materials (classroom notebooks)

The communication equipment (telephone, fax, long distance usage, cellular phone, wi-fi air card) expenses were all based upon the previous annual program expenses, but were increased slightly to reflect the anticipated greater expense from this year's ambitious outreach plan. As the West RTC increases, its number of active agencies, new partnerships, and training recruits, the costs for this promotion will be increased accordingly.

The cost of the Regional Newsletter, which is printed and distributed three times a year, is based on previous costs of mailing and postage rate increase.

The printing expenses for business cards for RA and RAA four times a year is \$192 items.

The expense for postage and shipping of certificates is based on the use of the flat rate boxes available through the US Post office and includes tracking.

The expense of postage and shipping to Remote Trainings is based on the average costs of prior trainings and the projected number of Remote Trainings.

I. Indirect Costs \$ 0

No expenses in this category.

TOTAL PROJECT COSTS **\$310,000**

FEDERAL REQUEST **\$310,000**

NON- FEDERAL AMOUNT \$ 0