

2020 Program Guide and Funding Application

COVID 19 Positive Client Transportation for Greater Minnesota Program

Release Date: 9/4/2020

Applications for the COVID 19 Positive Client Transportation for Greater Minnesota Program will be solicited according to the following schedule.

Important Dates

September 4, 2020	Application documents available at the MnDOT Office of Transit and Active Transportation (OTAT) website. http://www.dot.state.mn.us/transit/grants/index.html
September 11, 2020	Workshop 10:00 am- 11:30 am CST – Zoom Meeting Link: https://us02web.zoom.us/j/84314867304 Meeting ID: 843 1486 7304 One tap mobile +1312-626-6799, 84314867304# US (Chicago)
September 16, 2020	Last day to submit written questions. Question can be submitted between September 8 th and September 16 th . Submit questions by e-mail to: Tom Gottfried tom.gottfried@state.mn.us Final responses to questions are available on the link below: http://www.dot.state.mn.us/transit/grants/index.html
September 18, 2020	Completed Application due by 4:00 pm CST
September 25, 2020	Anticipated Notification of Award to Subrecipient (Transportation Coordinator)

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Contact and Assistance

For assistance with this application, including accessible access, contact:

Tom Gottfried
651-366-4171
tom.gottfried@state.mn.us

MN Department of Transportation
Office of Transit and Active Transportation (OTAT)

Questions must be submitted via e-mail to Tom Gottfried tom.gottfried@state.mn.us by September 16, 4:00 pm CST and response will be posted continually starting September 8th on the MnDOT Office of Transit and Active Transportation (OTAT) website for COVID 19 Positive Client Transportation at this link:
<http://www.dot.state.mn.us/transit/grants/index.html>

Application and Program Overview

The COVID 19 Positive Client Transportation for Greater Minnesota Program (Program) is in collaboration with the, Minnesota Council on Transportation Access (a 13-state agency council, established under Minnesota Statute 174.285), Olmstead Implementation Office, Minnesota Department of Health and MnDOT Office of COVID 19 Positive Client Transportation for Greater Minnesota Program- Application

Transit and Active Transportation (OTAT), under Minnesota Statutes 174.21-174.285. Program is to cover the transportation cost of Greater Minnesota citizens who are positive for COVID 19 and/or individuals exhibiting COVID 19 symptoms to and from medical services, including and not limited to medical appointments, pharmacy, medical treatments such as dialysis, cancer treatments, and any other medically directed treatments. COVID 19 Positive Client Transportation is non-emergency service and is not for client's needing emergency service.

Project Eligibility

Eligible applicants are those entities eligible under Minnesota Statutes 174.24(2). The successful Applicant will be selected to serve as Program Transportation Coordinator. The Coordinator will be responsible for the administration, service dispatch, fiscal management, and state and federal operational oversight for the Program.

Available Funding

The funding is made available under the Federal Coronavirus Relief Fund (CRF) established by the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act signed into law on March 27, 2020. The total available funding is up to \$750,000 through December 30, 2020 with a possible extension of the grant agreement if the federal funding period is extended. The start of the Grant Agreement is projected to start October, 2020. This grant covers 100% of the eligible costs, no local match is required.

Program Service Area

The service for the Program is for Greater Minnesota passengers (does not include Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties, the seven county Twin Cities metro area) who are unable to access other transportation and have authorization for this COVID 19 Positive Client Transportation from local county public health department. The authorization is the public health department name and address, public health staff's name and contact phone number.

Program Requirements

The subrecipient of this grant must meet the following Program requirements:

- Must have the fiscal capacity to manage up to \$750,000.
- Must be able to provide minimum of 12 hours (6 a.m. to 6 p.m.) live dispatching service Monday through Friday, and on call dispatching service for a minimum 12 hours (6 a.m. to 6 p.m. Saturday and Sundays.
- Dispatching capacity must include live dispatching confirmation or denial within 2 hours from the time of initial call, and on call dispatching confirmation for Saturday and Sunday requires within 4 hours from

the time of initial call. The expectation is for providing same day service or providing next day service as requested.

- Must be able to qualify all required trip data and client trip request eligibility (medical trips only) and authorized by local Public Health officials or staff.
- The trips will be delivered under third party contracts with providers, who are certified as a Specialized Transportation Service (STS) providers by the MnDOT Office of Freight and Commercial Vehicle Operations and has submitted COVID 19 safety protocols that follow the Center for Disease Control (CDC) and Minnesota Department of Health's recommendations for safe transportation for the driver and passengers.
- Must be capable to manage approximately 15-25 vendor contracts of STS certified providers for service coverage of Greater Minnesota's 80 counties outside Twin Cities Metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties). OTAT will provide the successful applicant the requirements for the third-party vendor contracts.
- Must provide guidance and oversight of vendors for COVID 19 Client Positive Operational Safety Protocols, following CDC and MDH guidance.
- Must provide monthly Program Status reports and Request for Funds for program expenditures.
 - Request for funds
 - Total Expenses from vendors (trip costs, PPE) with an invoice
 - Total costs to administer program
- Must assure vendors' compliance of billing.

Application Preparation and Submission

Note: There will be an Applicant Workshop on **September 11, 2020 10:00 am– 11:30 am CST**.

Zoom Meeting Link:

<https://us02web.zoom.us/j/84314867304>

Meeting ID: 843 1486 7304

One tap mobile

+1312-626-6799, 84314867304# US (Chicago)

All applications must be submitted by e-mail to Tom Gottfried tom.gottfried@state.mn.us by **4:00 pm CST on September 18, 2020**.

Appeal Process

If an application is not funded based on committee recommendations, the applicant may appeal the outcome by initiating an appeal. The appeal will rely on a written notice of appeal from the applicant that clearly states the organization's name, contact person, address, phone number, project description and the rationale for the appeal. The notice of appeal must be addressed to Victoria Nill, Director victoria.nill@state.mn.us MNDOT Office

of Transit and Active Transportation and Active Transportation, 395 John Ireland Blvd, MS 430, St. Paul, MN 55155-1899.

In the event of an appeal,

- Staff will verify that the notice of appeal was postmarked or submitted via e-mail no later than 7 calendar days from the date by which MnDOT notified the applicant's funding status (award).
- The Office of Transit and Active Transportation director will review any appeal and provide a written response within 5 working days.

Grant Agreement Award

Approved applicants will enter into a grant agreement with MnDOT and should be prepared to abide by all applicable state and federal requirements. <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Notice of Grant Agreement Award

The successful applicant will be notified that they have been selected shortly after the evaluation concludes. A reminder no work may be conducted prior to the execution of a grant agreement.

Monthly Reporting and Reimbursement Requirements

Subrecipient and third-party contractors shall maintain their financial records in accordance with generally accepted accounting principles. The records must permit audit verification of cost allocations claimed under this Grant Agreement. The subrecipient and any third-party contractor also shall keep records on miles and hours of service and passenger trips. Records must be kept available for a period of six years from the expiration date of this Grant Agreement.

At the end of each month of operation, subrecipient shall provide STATE with a report summarizing cost allocations, revenues, and operating statistics for that period, as well as any relevant supporting documents as requested by the State. Reports must be submitted no later than 30 days following the month for which the report is prepared. Subrecipients will submit to the State the final report no later than 90 days after this Grant Agreement terminates.

If the grant recipient does not submit required reporting on time is subject to payment withholding until the reporting requirements are fulfilled. Once the RFF is received and approved, MnDOT Office of Transit and Active Transportation will process the RFF and will reimburse the recipient up to the allotted amount.

Application Instructions and Project Selection Criteria

Application Instructions

All applicants must complete the Program Plan in Attachment C. The budget for the Grant Application and Program Plan should be completed per the budget instructions.

Project Selection

The MnDOT OTAT staff along with other state department staff who comprise the project management team (PMT) will evaluate the Grant Application and associated budget of the COVID 19 Positive Client Transportation for Greater Minnesota Program.

Project Selection Criteria

Grant agreement will be awarded based on the Review Committee evaluation - Grant Applications and Program Plan received by the deadline.

The criteria the PMT members will use in evaluating and making the final evaluation recommendation are outlined as follows:

1. Current Recipient: Completion of Pre-Award audit and under contract with MnDOT.

5 Points

2. Project Plan: Coordinator Responsibilities

0 Points- No clear response

1 Point- Applicant does not provide an explanation that addresses of all the requirements

3 Points- Applicant provides an explanation that is understandable

5 Points- Applicant provides a detailed explanation of how they would administer the program, clearly identify staff and processes.

3. Budget: Identification of Direct Expenses for Administration of the Program

0 Points- Unclear description of expenses and costs are not reasonable and expected

1 Point- Some Cost descriptions provided

3 Points- All cost descriptions provided

5 Points- Budget clearly identifies all expenses and costs are reasonable and expected

Proposal Certificates

By submitting a Grant Application and Program Plan, Applicants warrant that the information provided is true, correct, and reliable for evaluation purposes and potential grant agreement award. The submission of inaccurate or misleading information may be grounds for disqualification from the grant award and may subject the Applicant to suspension or debarment proceedings, as well as other remedies available to MnDOT by law.

Contingency Fees Prohibited

Pursuant to [Minnesota Statutes §10A.06 Contingent Fees Prohibited](#). No person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

Affidavit of Noncollusion

Applicants must complete the attached “Affidavit of Noncollusion” and submit it as part of the COVID 19 Positive Client Transportation for Greater Minnesota Program Grant Application and Program Plan (Attachment B).

Cost Principal Requirements

According to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award subrecipients are required to have a process in which costs can be identified and assigned to benefited activities on a reasonable basis.

Applicants will submit their cost allocation plan and/or indirect rate if applying to this grant. For those applicants who already have the cost allocation plan and/or indirect rate on file with OTAT, indicate in your application submission.

Worker’s Compensation Insurance

The successful Applicant upon the grant agreement award will be required to submit acceptable evidence of compliance with workers’ compensation insurance coverage requirements prior to execution of the grant agreement.

Resolution

The governing body of the Applicant must adopt a resolution (**Attachment A**) authorizing submission of a COVID 19 Positive Client Transportation for Greater Minnesota Program Grant Application for financial assistance and subsequent execution of a grant agreement and any amendments with the State of Minnesota. The resolution designates up to two persons (by title) who have authority to execute an agreement with MnDOT Office of Transit and Active Transportation on behalf of their organization.

The resolution must be submitted prior to contract execution.

Attachment A

Sample COVID 19 Positive Client Transportation for Greater Minnesota Program Resolution

COVID 19 Positive Client Transportation for Greater Minnesota Resolution

Organization Legal Name
Resolution Number

COVID 19 Positive Client Transportation for Greater Minnesota Program

Resolved that the *Legal Name* enters into an Agreement with the State of Minnesota to administer COVID 19 Positive Client Transportation for Greater Minnesota Program.

Resolved that *Legal Name* will contract for transportation services of Greater Minnesota citizens who are positive for COVID 19 and/or individuals exhibiting COVID 19 symptoms to and from Specialized Transportation Service (STS) eligible medical services, including and not limited to medical appointments, pharmacy, medical treatments such as dialysis, cancer treatments, and any other medically directed treatments.

Further resolved that *Legal Name* has no local share costs, except the *Legal Name* agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the *Legal Name* authorizes the *Position Title* to execute the aforementioned Agreement and any amendments thereto.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the *Legal Name* at a duly authorized meeting thereof held on *Date*.

Signature

Signature of Authorized Applicant Representative

Date

Attachment B: Affidavit of Noncollusion

STATE OF MINNESOTA AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Applicant (if the Applicant is an individual), a partner in the company (if the Applicant is a partnership), or an office or employee of the responding corporation having authority to sign on its behalf (If the Applicant is a corporation);
2. That the attached Grant Application and Program Plan submitted is in response to the COVID 19 Positive Client Transportation for Greater Minnesota Program has been arrived at by the Applicant independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Applicant of materials, supplies, equipment or services described in the COVID 19 Positive Client Transportation for Greater Minnesota Program Grant, designed to limit fair and open competition;
3. That the contents of the Grant Application have not been communicated by the Applicant or its employees or agents to any person not an employee or agent of the Applicant and will not be communicated to any such persons prior to the official grant agreement award; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Organization Name _____ Authorized Signature _____ Name _____ Title _____ Date _____

Subscribed and sworn to me this _____ day of __, 2019.

Notary Public: __

My Commission _____

Attachment C: Program Plan

Program Plan

Please describe how your organization can meet the Coordinator program requirements:

- Must have the fiscal capacity to manage up to \$750,000.
- Must be able to provide minimum of 12 hours (6 a.m. to 6 p.m.) live dispatching service Monday through Friday, on call dispatching service minimum 12 hours (6 a.m. to 6 p.m. Saturday and Sundays.
- Dispatching capacity must include live dispatching confirmation or denial within 2 hours from the time of initial call, and on call dispatching confirmation for Saturday and Sunday requires within 4 hours from the time of initial call. The expectation is for providing same day demand service or providing next day service as requested.
- Must be able to qualify all required trip data and client trip request eligibility (medical trips only) and authorized by local Public Health officials or staff.
- The trips will be delivered under third-party contracts with providers, who are certified as a STS providers by the MnDOT Office of Freight and Commercial Vehicle Operations and has submitted COVID 19 safety protocols to OTAT that follow the CDC and Minnesota Department of Health's recommendations for safe transportation for the driver and passengers.
- Must be capable to manage approximately 15-25 vendor contracts of STS certified providers for service coverage of Greater Minnesota's 80 counties outside Twin Cities Metro area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties). The successful applicant will be provided the base elements of what is required for the third-party vendor contracts.
- Must provide guidance and oversight of vendors for COVID 19 Client Positive Operational Safety Protocols, following CDC and MDH guidance.
- Must provide monthly Program Status reports and Request for Funds for program expenditures.
- Must assure vendors' compliance of billing.

Program Budget

The Applicant must complete the **Program Coordinator Line Item Detail Estimated Budget Form** (Attachment D).

Note: This is only for the Coordinator function and not the reimbursement of the transportation cost for the STS providers.

The description section of the proposed Budget Line Item must include details regarding each budget category following the Instructions for Budget Narrative (Attachment E).

COVID 19 Coordinator Budget -ATTACHMENT D

Program Expenses			
Line Number	Line Item Name	Projected Amount	Line Item Detail (MUST provide a detailed breakdown of total projected amount)
PERSONNEL			
1010	Admin., Mgmt, & Supervisor Salaries	\$	- XX FTE - for positions of, at XX FTE each
1040	General Office Support Wages	\$	- XX FTE - for positions of, at XX FTE each
1050	Operations Support Wages	\$	- XX FTE - for positions of, at XX FTE each
1060	Fringe Benefits	\$	List all Fringe Costs. (Vacation, HI, Retirement, STD, UC, WC, FICA/Medicare, etc.)
Subtotal of Personnel		\$	-
ADMINISTRATIVE			
1120	Drug & Alcohol Testing & Administrative Expenses	\$	BCA Checks, Drivers License Checks, Drug Tests (XX tests @ \$XX.XX/each)
1130	Advertising, Marketing &	\$	- Personnel Ads & Route Ads
1140	Legal, Auditing & Other Professional Fees	\$	- i.e.: Building Title Transfer, Legal Counsel
1160	Office Supplies	\$	- i.e.: Fax, Printer, etc.
1170	Leases/Rentals (Admin. Facility)	\$	-
1190	Other Direct Admin. Charges	\$	- ONLY for charges not identified above. MUST describe.
Subtotal of Administrative		\$	-
Line Number	Line Item Name	Projected Amount	Line Item Detail (MUST provide a detailed breakdown of total projected amount)
OPERATIONS			
1310	Purchase of Service		
1340	Repair and Maintenance of Other Property		
1350	Leases/Rental (Garage, vehicle, etc.)		
1360	Other Operations Charges		
Subtotal of Operations		\$	-
Line Number	Line Item Name	Projected Amount	Line Item Detail (MUST provide a detailed breakdown of total projected amount)
INSURANCE			
1420	Public Liability & Prop. Damage -- Other		
Subtotal of Insurance		\$	-
TAXES AND FEES			
1530	Other Taxes & Fees		
Subtotal of Taxes and Fees		\$	-
Total Expenses		\$	-

Attachment E

Instructions for Budget Development and Narrative

Personnel Services

All wages must be supported by daily time distribution records. Direct costs, such as wages and benefits that can be identified specifically with a particular final cost objective or activity or directly assigned to such activities relatively easily with a high degree of accuracy are allowable costs. For government or non-profit recipients the salaries of administrative and clerical staff should normally be treated as indirect costs and supported with a cost allocation plan, indirect rate method or de minimis status that is reviewed and approved by either a federal cognizant agency or MnDOT Audit. Rates will be deemed provisional until further notice.

1010 Admin, Management & Supervisory Salaries

The amount paid to all employees who are classified as managers, supervisors, coordinators, or administrators. The salaries of administrative staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: Administrative services are integral to a project of activity; Individuals involved can be specifically identified with the project or activity; such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and the costs are not also recovered as indirect costs.

1040 General Office Support Wages

Governing agency staff labor services that is not traceable to a specific activity but which benefits the organization, e.g., clerical, bookkeeping, IT support, human resources, custodial. The salaries of clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: clerical services are integral to a project of activity; Individuals involved can be specifically identified with the project or activity; such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and the costs are not also recovered as indirect costs.

1050 Operations Support Wages

The amount paid to all other employees of the transit system who support the daily operations of the transit system; such as operations assistants, dispatchers, call takers, compliance, safety and security personnel.

1060 Fringe Benefits

The cost of providing fringe benefits for active and retired employees of the organization, including pension benefits, vacation and sick leave benefits, social security taxes, worker's compensation insurance, unemployment insurance, life insurance, and first party medical coverage.

Prior to entering into a contract/agreement with a third party vendor, for any administrative charges identified under Line Items 1110 through 1190, a documented and approved procurement must be completed for each good or service and provided with the management plan.

1110 Management Fees

The amount paid for the professional services provided by a management service company engaged contractually to provide operating management (e.g.: payroll services, HR services) to the transit system.

1120 Drug and Alcohol Testing and Administration Fee Expenses

Include all non-wage expenses associated with Drug and Alcohol Testing and Administration.

1130 Advertising, Public Relations and Promotional Charges

This line includes the necessary cost of advertising and promoting the program.

The only allowable advertising costs are those which are solely for the recruitment of personnel required, the procurement of goods and services, the disposal of scrap or surplus materials acquired, and program outreach and other specific purposes necessary to meet the requirements. Public relations allowable costs include those associated with communicating with the public and press pertaining to specific activities or accomplishments, costs of conducting general liaisons with news media and government public relations officers to the extent to keep the public informed, such as notices of funding, financial matters, etc.

Unallowable costs include; costs of meetings, conventions, convocations, or other events, including costs of displays, demonstrations, and exhibits; costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events, and salaries and wages of employees engaged in these activities; costs of promotional items and memorabilia, including models, gifts, and souvenirs (includes such items as pens/pencils, cups, etc. with logo, Kudos given out at events, etc.); costs of advertising and public relations designed solely to promote the program. Costs of selling and marketing any products or services are unallowable. The costs of contributions and donations, including cash, property, and services, from the applicant to other entities, is unallowable.

1140 Legal, Auditing, and Other Professional Fees

Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees. The following factors are relevant in applying the costs; the nature and scope of the service are directly related to the services needed, the necessity of contracting for the service, qualifications needed, and reasonable costs. A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996, are allowable. Any costs associated with a Single Audit when the entity is exempt from the requirements of a Single Audit are unallowable.

1150 Staff Development Costs

The cost of training and education provided for employee development is allowable. Travel costs for

transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business are allowable. Costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided it is applied to the entire trip and not to selected days of the trip, as results in charges consistent with those normally allowed. Lodging and subsistence costs incurred by employees must provide documentation with the request to justify that participation of the individual is necessary; and the costs are reasonable and consistent with established travel policy. Airfare costs are allowed at the basic least expensive unrestricted accommodations class offered by commercial airlines. Conferences defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the entity and is necessary and reasonable for successful performance as an attendee or as a host are allowable. Costs incurred in accordance with the agency documented policies for the improvement of working conditions, employer-employee relations, employee health, and employee performance are allowable. Such costs will be equitably apportioned to all activates of the agency. Costs of entertainment, including office parties, milestone gift cards or gifts, amusement, diversion, and social activities and any associated costs are unallowable.

1160 Office Supplies

Costs incurred for materials, supplies, and fabricated parts which are solely attributable to and necessary to carry out the operations are allowable. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stockrooms or inventories must be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied.

1170 Leases and Rentals - Administrative Facilities

Lease and rental cost of administrative facilities used for performing the general administrative functions of the Applicant, including leases and rentals of such items as land, buildings, office equipment, and furnishings.

Rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the areas; alternatives available; and type, life expectancy, condition, and value of the property leased. Agreements will be reviewed, by the State and recipient, periodically to determine if circumstances have changed and other options are available. Agreements will have term limits to comply with determinations. Rental costs under leases which are required to be treated as capital leases under GAAP are allowable only up to the amount that would be allowed had the entity purchased the property on the date the lease agreement was executed. The provisions in GAAP must be used to determine whether a lease is a capital lease. Unallowable costs include amounts paid for profit, management fees, and taxes that would not have been incurred had the entity purchased the property.

1180 Utilities

Includes the cost of utilities such as gas/LP fuel, electricity, water, trash collection, communication services (landline, cellular, and internet) performed by an outside organization.

1190 Other Direct Administrative Charges

Include other administrative charges such as mileage reimbursement for staff personal vehicles when in travel status.

Operations Charges

Prior to entering into an agreement with a vendor, for any operations charges identified under Line Items 1310 through 1360, a documented and approved procurement must be completed for each good or service and provided with the management plan.

1310 Purchase of Service

The cost of having a third party to carry out the operations of the program with the cost established through a competitive procurement procedure.

1340 Repair and Maintenance of Other Property

Costs incurred for necessary maintenance, repair, or upkeep of buildings, land, and equipment which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition.

1350 Leases and Rentals of Facilities or Equipment

Includes leases and rental of property and equipment necessary to carry out the coordinator function. Leases and Rentals are determined reasonable in costs when recognized as ordinary and necessary to the Applicant and the market prices are comparable in the geographic area, and the lease or rental will not give rise to the material equity in the property.

1360 Other Operations Charges

The cost of such things as janitorial services. Depreciation costs allocated for fixed assets during the asset use; provided that they are used, needed for Program activities and properly allocated are allowable. Other associated costs which directly benefit the Applicant and may be allocated as an indirect cost based on an approved allocation method.

Insurance Charges

1420 Public Liability and Property Damage - Other than on Vehicles

Include charges such as excess liability insurance, and fire and theft insurance.

Taxes and Fees

1540 Other Taxes and Fees

Include the Programs share of any applicable real estate and property taxes and sales taxes.